

LICENSING ANNOUNCEMENT

FEBRUARY 4, 2013

Barcode Placement for Flats

Primary Audience: NCOA^{Link®} MPE Data User Licensees

What: The USPS[®] has outlined guidelines regarding barcode placement on flat-sized mailpieces. Effective January 28, 2013, section 302.5.1 (Barcode Placement for Flats) of the DMM[®] has been updated to state the following:

*On any flat-size piece claimed at automation prices, the piece must bear an Intelligent Mail barcode with a delivery point routing code. The barcode may be anywhere on the address side as long as it is at least 1/8 inch from any edge of the piece. The portion of the surface of the piece on which the barcode is printed must meet the barcode dimensions and spacing requirements in 708.4.2.5, and the reflectance standards in 708.4.4. Intelligent Mail barcodes are subject to standards in 708.4.3.2. A POSTNET barcode or **an additional Intelligent Mail barcode** may also appear in the address block of an automation flat, when the **qualifying Intelligent Mail barcode** is not in the address block. Other non-USPS barcodes may appear on the address side of a flat if the barcode format is not discernable to automated postal flat-sorting equipment.*

Under this ruling, two Intelligent Mail (IM) barcodes are allowed on a flat-sized mailpiece. A second IM barcode on flat with or without a COA line is acceptable.

If unable to spray COA information on the mailpieces, the outsourced mailpieces are returned to the customer, destroyed or mailed at full rate.

Examples of mailpieces are included in the document 'Barcode Placement for Flats', which is posted to the RIBBS[®] website.

The appropriate documents have been updated to include this change. Please review the MPE Modifications document located at:
https://ribbs.usps.gov/ncoalink/documents/tech_guides/MPE_INFO/MPE_MODIFICATIONS.PDF.

When: Immediately

Impact: Licensees now have the ability spray COA information on flat-sized mailpieces.

What you need to do: Review the Barcode Placement for Flats document and the MPE Modifications documents for specific updates to license-related documents.

Please share this information with pertinent contacts at your company.

If you have any questions regarding this notice, please contact the Licensing Department at 800-589-5766.