

IMb is as Easy as 1 – 2 – 3

**Full-Service Intelligent Mail Options
For Small Businesses**

September 2016

Agenda

What is Full-Service?

- ▶ **Benefits of Full-Service**
- ▶ **Getting Started**
- ▶ **Intelligent Mail Barcode**
- ▶ **Postage Statement Submission**

Agenda

- ▶ **What is Full-Service**

Benefits of Full-Service

- ▶ **Getting Started**
- ▶ **Intelligent Mail Barcode**
- ▶ **Postage Statement Submission**

Benefits of Full-Service

- ▶ **Savings with Full-Service**
 - Per piece discounts
- ▶ **Permit Fee Waiver**
 - Additional annual savings
- ▶ **Free Address Correction Service**
 - More savings and improved address quality
- ▶ **Mail Anywhere Participation**
 - One permit to mail at any USPS entry site – more savings
- ▶ **Promotion and Incentive Programs**
- ▶ **Mailpiece and Container Tracking**
 - Visibility and predictability of USPS mail delivery
- ▶ **Expedited Mail Acceptance**
 - Saves time and effort at the BEMU

Savings with Full-Service

Savings with Full-Service	
Per Piece Discount – First-Class	\$0.003
Per Piece Discount – Other Classes	\$0.001
8125 Elimination (Requires eInduction)	\$0.06 per printed page + reduced man-hours
ACS Fees Savings	\$0.05 per piece (FCM) \$0.12 per piece (STD)
Permit Fee Elimination	\$225 per permit

Permit Fee Waiver

- ▶ Fees waived if Full-Service volume for permit stays at 90% threshold
- ▶ 90% threshold is tracked cumulatively over a year from the due date

**Full-Service
Cumulative Percentage Calculation:**

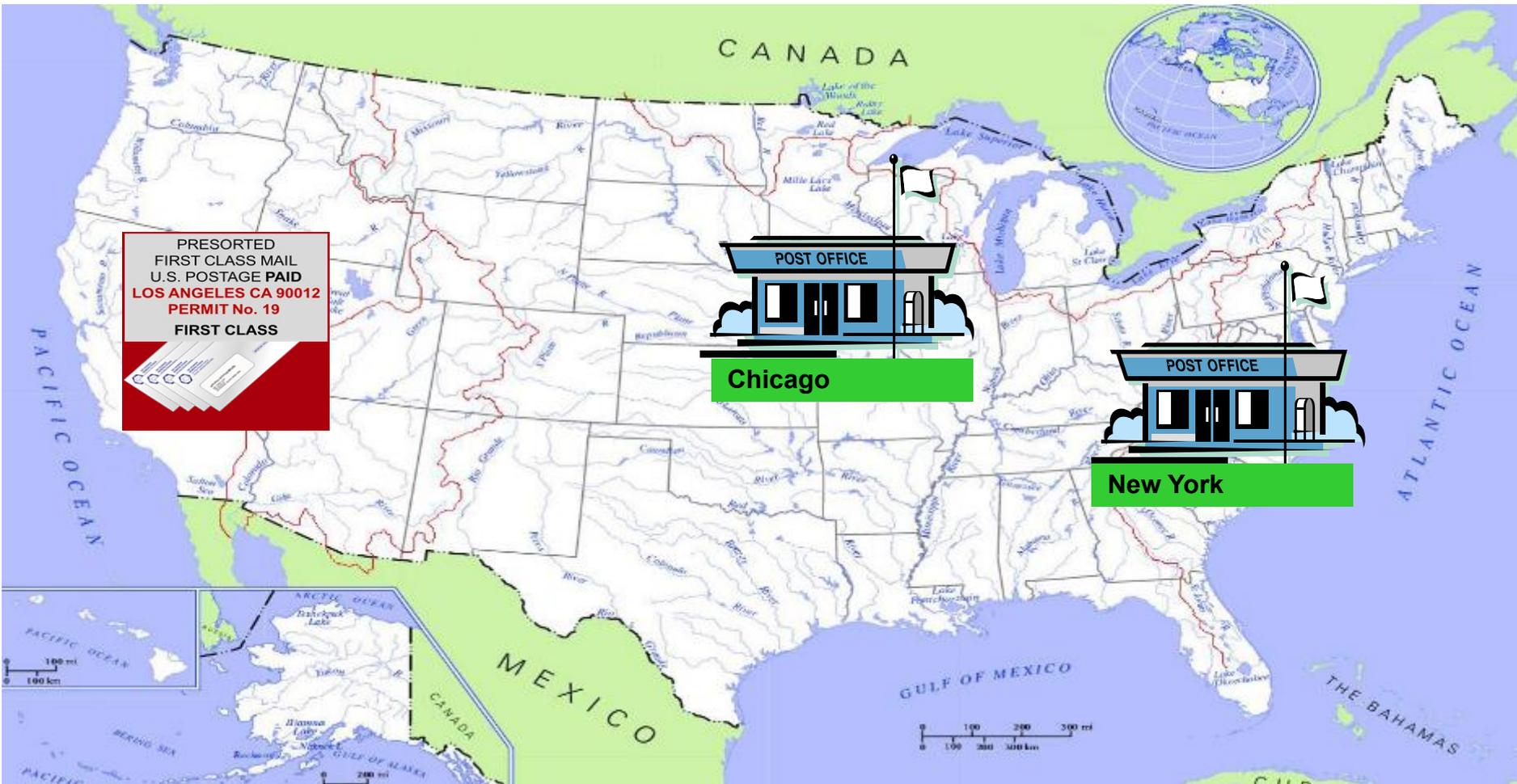
$$\text{Cumulative FS\%} = \frac{\text{Number of FS Pieces}}{\text{Total Number of Eligible Presorted Pieces}}$$

Address Correction Service (ACS)

- ▶ Provides mailers with change-of-address (COA) information and other reasons for non-delivery **electronically**
- ▶ Available for use with all classes of mail
- ▶ Used in conjunction with Ancillary Service Endorsements, such as:
 - Address Service Requested
 - Change Service Requested
 - Return Service Requested
- ▶ Supports the Secure Destruction Program

Mail Anywhere Program

- ▶ Allows the same permit to be used at every mail entry site without having to pay additional fees!



IMb Tracing for Visibility and Predictable Delivery

- ▶ Obtain near-real-time notification from mail processing scans
- ▶ Identify delivery trends and ensure delivery meets in-home dates
- ▶ Know when your message reached your audience so you can synchronize multichannel marketing
- ▶ Enable fulfillment, staffing and inventory planning based on mail delivery



IMb Tracing®

IMb Tracing is a FREE service that provides real-time tracking information for your automation-compatible letters and flats.

For more information visit:

https://ribbs.usps.gov/confirm/documents/tech_guides/IMb_TracingFactSheet.pdf

Informed Visibility Report Container/Tray Visibility

- ▶ Powerful dashboards to answer the question ...

“Where is my mail?”

Facility
HENRY W WHEELER

Barcode Type
IMb

Barcode
1024309000109231000163102171299

Initial Scan Date
2012-09-24 03:03:10

Bundles only

Bundle/Package ID: Mailer ID on the Piece: Bundle Scan Type:

¹ Choose whether to download the results or view the results online, and select whether to include results for at least one of the following: Containers, Handling Units, Pieces.
² IMcb, IMtb, or IMb value.
³ A maximum of 1000 records will be returned for an Online query.

Total number of records returned: 162.

Job ID▲	Mailing Group ID	Appt ID	Facility	Facility Locale Key	Barcode Type	Barcode	Initial Scan Date	Full-Serv Avail. Da
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000163102171299</u>	2012-09-24 03:03:10	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000163102171299</u>	2012-09-24 03:03:13	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000363102171299</u>	2012-09-24 03:03:16	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000463102171299</u>	2012-09-24 03:03:19	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000563102171299</u>	2012-09-24 03:03:22	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000663102171299</u>	2012-09-24 03:03:25	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000763102171299</u>	2012-09-24 03:03:28	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000863102171299</u>	2012-09-24 03:03:31	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000963102171299</u>	2012-09-24 03:03:34	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231001063102171299</u>	2012-09-24 03:03:37	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231001163102171299</u>	2012-09-24 03:03:40	2012-10-2

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- ▶ **What is Full-Service**

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-  **Getting Started**

- ▶ **Intelligent Mail Barcode**

- ▶ **Postage Statement Submission**

Are You Ready to Get Started?

- ▶ Full-Service Intelligent Mail barcodes are as easy as ...

Step 1: Obtain your MID and CRID using the Business Customer Gateway

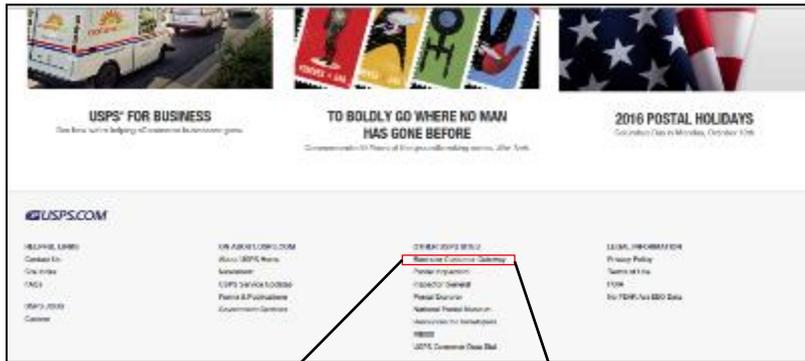
Step 2: Generate the IMb for pieces and containers

Step 3: Create Electronic Documentation

Getting to Business Customer Gateway



When you get to the USPS homepage, scroll down to the bottom of the page



Click Here



OTHER USPS SITES
Business Customer Gateway



Logon with your credentials Here



Step 1: Obtain your MID/CRID using the BCG

UNITED STATES POSTAL SERVICE® Business Customer Gateway

Save time
with automation, online ordering and online tools

Save money
with Automation Discounts and USPS Incentive Programs

Start mailing
"My order arrived the day before I expected, in perfect condition!"

Sign In

Username

Password

[Forgot password?](#)

Sign in

Not a registered USPS Business Customer?

Register for free

Step 1: Create Your USPS.com Business Account

*Pick a Username

Usernames need 6 characters.
You can use your email address. ?

Check This Name

Enter Security Information

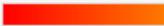
* Indicates a required field

*Pick a Password

Passwords need 10 characters, including an uppercase and lowercase letter, a number, and a special character. They are case-sensitive and cannot include your username or more than two repeat characters in a row. ?

Password

Password Strength

 0% Too Short

Re-Type Password

*Pick Two Security Questions

Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site.

*First Security Question

Your Answer

Answers are not case-sensitive. ?

Re-Type Your Answer

*Second Security Question

Your Answer

Answers are not case-sensitive. ?

Re-Type Your Answer

Step 1: Enter Your Name and Contact Information

Next, we need your name and contact info

* Indicates a required field

Enter Your Name

Title

Select

*First Name

M.I.

*Last Name

Suffix

Select

Enter Your Phone

*Type

US

*Phone

Ext.

Type

US

Fax

Enter Your Email Address

*Enter Your Email Address

*Re-Type Your Email Address

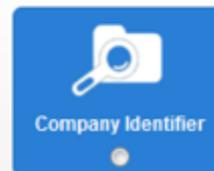
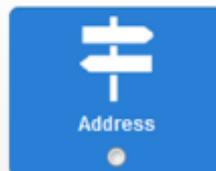
Can we contact you?

Get communications from USPS and our partners.

- FROM USPS
- FROM USPS PARTNERS

Find my address by...

Please enter your address so USPS can find the best deliverable option for you.



Step 1: Find Your Correct Address

Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Existing Company?

The company information you submitted seems to be similar to one of our existing company records. Please review existing records and if you can find a matching record, please select the best option and then select the Continue Button.

Original Address:

USPS

100 PITCHER ST

UTICANY13504-8900

Existing Records:

USPS

100 PITCHER ST

UTICA NY 13504-8900

CRID: 183874

US Postal Service

100 PITCHER ST

UTICA NY 13504-8900

Back

Continue



Step 1: Click the Create Account

Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Congratulations!

The address you've provided has been verified as a valid delivery address.

USPS

100 PITCHER ST

UTICANY13504-8900

[Change This Address](#)

Please read our privacy policy.

Privacy Act Statement: Your information will be used to provide online registration capability for Internet-based services. Collection is authorized by 39 U.S.C. 401, 403, & 404. Providing the information is voluntary, but if not provided, we may not

[Create Account](#)

Step 1: Welcome to the BCG

Welcome to the Business Customer Gateway

* Indicates a required field

You've successfully registered your account, and you are almost ready to use the Business Customer Gateway. We've got you signed up as:



Your Business Location:

USPS
100 PITCHER ST
UTICA, NY 13504-8900
UNITED STATES

CRID ⓘ : 183874



You will be given permission to use several [USPS Business Services](#) allowing you to do things like:

- Prepare, track and monitor your mailings
- Manage Mailer IDs and Permits
- Simplify Full Service Mailing and Customer Returns
- Target Areas with Direct Mail
- Send and Manage Large Shipments
- Order Mailing and Shipping Labels
- Enroll for Shipping Services
- Generate Mail and Transaction History reports
- Stay On Top of USPS Promotions and Incentive Programs



Terms and Conditions *

If you are the first user to request a service for your location, you will become the **Business Service Administrator (BSA)** of that service; you will be able to manage that service for any future users, controlling who can and cannot use it at your business location.

By clicking **Continue** you agree to the [terms and conditions](#) of the Business Customer Gateway and consent to any future updates.

Continue

Step 1: USPS Assigns Your Mailer ID (MID)



Congratulations, your account is set up with business services.

Review the status of your service access below. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.



Your Business Location:

USPS
100 PITCHER ST
UTICA, NY 13504-8900
UNITED STATES

CRID ⓘ : 183874

[ADD A LOCATION](#) ⓘ



We have automatically assigned you a Mailer ID (MID): 901023947 ⓘ



Is this location a Mail Service Provider (MSP)? ⓘ

Yes



You can begin using these business services. Services with an asterisk (*) indicate you have become the BSA.

SERVICE ▾

Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online.

Customer/Supplier Agreements (CSAs) * - CSAs define mail preparation requirements and acceptance times. ⓘ

Electronic Verification Service (eVS) * - Package mailers can use an electronic manifest to document and pay postage. ⓘ

Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time.

Incentive Programs * - Participate in promotions and incentives for business mail. ⓘ

Intelligent Mail Small Business (IMsb) Tool - Produce the IMb for your mailings.

Mailer ID * - Request and manage Mailer IDs. ⓘ

Manage Mailing Activity * - Manage your business mailings. ⓘ

Online Enrollment * - Get started online to apply for eligibility. ⓘ

Parcel Data Exchange (PDX) * - PDX allows business customers to upload manifests and download extracts. ⓘ

Parcel Return Service (PRS) * - Work share solution for returning merchandise. ⓘ

Premium Forwarding Service Commercial™ * - Schedule regular reshipment of mail from one or more addresses to a chosen destination. ⓘ

Scan Based Payment (SBP) * - Scanning = revenue collection. ⓘ

Schedule a Mailing Appointment (FAST) * - Schedule a mailing appointment. ⓘ

USPS Package Intercept * - Redirect your mailpiece if it hasn't been delivered. ⓘ

Don't see the business services you need?

[GET ACCESS TO ADDITIONAL SERVICES](#)

Step 1: Link Your Permits

Go to “**Manage Permits**” under “**Mailing Services**.”



Manage Permits (PostalOne!)

The PostalOne! system allows manage

Customers will select their Business Name by clicking the link in the ‘**Name**’ column. You will go to the page shown below.

Name	CRID	Address	City	State/Province	ZIP-Postal Code	Country
Mailing Information Systems	94538232	8403 LEE HWY	HERRIFIELD	VA	22082-8101	UNITED STATES

Scroll to the bottom and select the “**Permit Validation**” tab.

Business Location Information

View and manage business location profile information.

Name:	Mailing Information Systems
CRID:	94538232
Address:	8403 LEE HWY
City:	HERRIFIELD
State/Province:	VA
ZIP/Postal Code:	22082-8101
Country:	UNITED STATES
Mail Facility ID:	22082-8101
Discounts and Rebates:	<input type="checkbox"/>
vRS Participant:	<input type="checkbox"/>
PMS Participant:	<input type="checkbox"/>
Web Service Enabled:	<input type="checkbox"/>

[Permit Profile](#) | [Associated Business Locations](#) | **[Permit Validation](#)** | [Contact Information](#) | [Manage Additional Info](#)

Permit Search Form

All the permits linked to the selected business location are displayed below the search form. Use the below search to find the specific permits within the dashboard.

Step 1: Link Your Permits, Cont.

Enter the Permit Number, Permit Type, Post Office of Mailing ZIP code (5 digit) and enter the amount of one of the last 10 transactions on this account.

Example: For a fee payment of \$200.00, enter 200.00 or the exact amount they paid.

Customers will enter their permit information and click '**Validate**'. Once linked, the permit information will be available to them within the IMsb application.

If the permit does not link- call the help desk(800) 522-9085 option 3. or your local IMsb Ambassador. Ask them to LINK THE PERMIT.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Permit Profile, Associated Business Locations, Permit Validation (selected), Contact Information, and Manage Additional Info. Below the navigation bar is the 'Permit Validation' section. It contains a paragraph of instructions: 'You may validate your access to permit accounts currently in the system. Please enter the exact Account Number, Account Type, Post Office of Mailing ZIP Code, and the exact dollar value of one of last 10 transactions performed on that account. After successful authentication the permit account will be linked to your currently selected business location and will be visible on the Permit Profile tab.' Below this is a link: 'Click here to see additional information on permit validation rules.' A red asterisk indicates required fields. The form fields are: '*Account (permit/publication) Number:' with the value '164'; '*Account Type:' with a dropdown menu showing 'PI-Permit Imprint'; '*Post Office of Mailing ZIP Code:' with the value '24022'; and '*Amount of one of last 10 transactions on this account:' with the value '130.00'. A 'Validate' button is highlighted with a red box. At the bottom of the form, a red message states: 'Your permit account has been successfully validated.'

This is a one time process and **ONLY** the Business Service Administrator of the account can link the permit.

Step 2: Generate the Intelligent Mail barcode

- ▶ Are you using USPS CASS and PAVE certified software?

YES	NO
You are done with Step 1	Consider a Cloud-Based Tool

- ▶ A list of certified software vendors is posted on <http://ribbs.usps.gov>
- ▶ USPS has an Intelligent Mail small business (IMsb Tool) available through the Business Customer Gateway

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- ▶ **What is Full-Service**
- ▶ **Benefits of Full-Service**
- ▶ **Getting Started**
-  **Intelligent Mail Barcode**
- ▶ **Postage Statement Submission**

Intelligent Mail® Piece Barcode Data Construct

- ▶ Mailers are required to place unique Intelligent Mail Barcodes on all mailpieces, trays/sacks, containers/pallets
- ▶ Barcodes cannot be reused for at least 45 days

Components of an IMb required for all Full-Service mailpieces

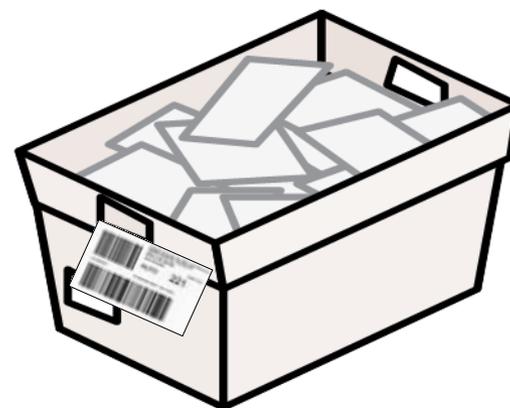
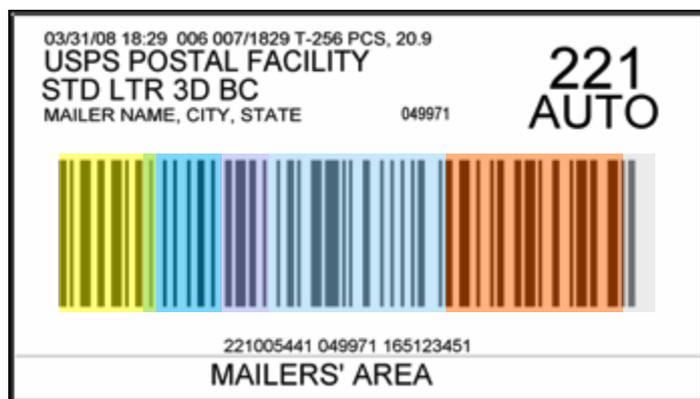
Barcode ID <i>Ex: "00" for Mixed AADC</i>	Service Type <i>Ex: "314" for First Class Mail</i>	Mailer ID <i>Ex: "123456" USPS assigned</i>	Serial Number <i>Ex: "200890001" Mailer assigned</i>	Routing Code <i>Ex: 6449 Amberview Ct., Memphis, TN 38141834649</i>
---	--	---	--	---

- ✓ Barcode ID with Optional Endorsement Line
- ✓ Service Type
- ✓ Mailer ID
- ✓ Serial Number
- ✓ Delivery Point ZIP™ Code (Routing Code)



Intelligent Mail® Tray (IMtb) Barcode Requirements

- ▶ Components of an Intelligent Mail Tray Barcode (IMtb) are required for all Full-Service trays/tubs/sacks



ZIP™ Code

Ex: Memphis, TN
"38141"

Content Identification Number (CIN)

3-digits describing the tray

Processing Code

Ex: "1" for Automation Compatible

Mailer ID

Ex: "123456"
USPS Assigned

Serial Number

Ex: "200890001"
Mailer Assigned

Label Type

Ex: "1" for 6-digit MID

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What is Electronic Documentation?

- ▶ Electronic versions of postal reports
 - Postage Statements
 - Qualification Reports
 - Other documentation
- ▶ Information uploaded to *PostalOne!*®
- ▶ Replaces printed documentation



Three Paths to Submit eDoc

- ▶ An eDoc is required for all Full-Service Mailings
- ▶ Three ways that mailers can submit electronic documentation:

Mail.dat	Mail.XML	Postal Wizard
<ul style="list-style-type: none">• Mailer uses own software or vendor software to create electronic file• Mail.dat is an electronic file that represents the mailing and contains the Postage Statement and qualification information• Mail.dat uses a fixed file format to send mailing information	<ul style="list-style-type: none">• Mailer uses own software or vendor software to create electronic file• Mail.XML is an electronic message that represents the mailing and contains the Postage Statement and qualification information• Allows two-way conversational communication letting the customer select and correct data fields submitted	<ul style="list-style-type: none">• Mailer types information into online forms in Postal Wizard, a USPS tool• Postal Wizard creates the electronic postage statement• Separate software is needed to generate barcodes• Link: http://gateway.usps.com

eDoc Certified Vendors List

UNITED STATES POSTAL SERVICE®
National Customer Support Center

Search go

Home Site Index A-Z Site Index by Topic

Electronic Documentation (eDoc) & Full-Service

Vendors offer a variety of software products for preparing and presenting Full-Service mailings. For a list of vendors who have tested their Full-Service solutions with USPS, see this [Certified FS Vendor Summary List](#) or this more [Certified FS Vendor Detailed List](#).

Mailers using a product on these lists can start mailing without further testing in the Test Environment for Mailers (TEM).

Using Software that Presorts, Generates and Submits Mailing Information – Mail.dat® or Mail.XML™

Solutions for mailers who wish to use software to *prepare* presort mailings, *generate* unique barcodes, and *submit* mailing information electronically to USPS, are listed in this [summary list of vendor capabilities](#) under Mail.dat or Mail.XML submissions. For additional information on submitting Mail.dat or Mail.XML electronic documentation, refer to:

- How to Submit Mail.dat Files to USPS

Important Links

Commercial Mailing Software Vendors

Certified Full-Service Vendor List ([PDF](#))

Certified Full-Service Vendor List ([Excel](#))

Submitting Mailing Information

Documentation Electronic

How to Submit Mail.dat Files ([PDF](#))

How to Submit Mail.XML Files ([PDF](#))

How to Submit Postage Statements

Postal Wizard--Available software

Testing Software Solutions

Environment for Mailers (TEM)

TEM Process for Mailings (Mail.XML) ([PDF](#))

TEM Process for Mailings (Not Tested) ([PDF](#))

How to Submit Mail.dat Files

How to Submit Mail.XML Files

Information For Software Vendors

Certified Vendors List

Vendor Full-Service Software

Vendor Name	Software Name	Vendor POC	Submission Method				Supports FS		
			Mail.dat	Mail.XML	Postal Wizard		First-Class Mail®	Standard Mail®	Periodicals
					A	B			
AccuZIP Inc	AccuZIP6 5.06	800-233-0555	x				x	x	x
AccuZIP Inc	AccuZIP6 5.07	800-233-0555			x	x	x	x	x
AccuZIP Inc	AccuZIP Lite 5.07.00	800-233-0555			x	x	x	x	
AddressVision Inc	Manifest Reporter	608-796-2876	x				x		
Anchor Software	MaxPresort	240-631-2100	x			x	x	x	
Anchor Software	MaxPresort OS	240-631-2100	x			x	x	x	
Anchor Software	SmartBarcode Manager	240-631-2100				x	x	x	x
BCC Software, LLC	BCC Mail Manager	800-337-0442			x	x		x	x
BCC Software, LLC	Mail Manager	800-337-0442	x	x			x	x	x
BCC Software, LLC	Mail Manager FS	800-337-0442	x	x			x	x	x
BCC Software, LLC	Mail Manager LE	800-337-0442		x			x	x	x
BCC Software, LLC	Net Sort	800-337-0442	x				x	x	
BCC Software, LLC	oQuencer	800-337-0442	x				x		
BCC Software, LLC	oQuencer Standard Mail	800-337-0442	x					x	
Best Manufacturing Inc	Best Ship	484-949-8703	x				x	x	
Data Tech Smart Soft Inc	Accumail Frameworks	888-227-7221	x				x	x	x
DuoShare	DuoShare.com	800-749-8807 x235		x			x	x	
Stackable Software	Address	888-872-0007 x6							

Benefits of Mail.dat

Benefits

- Automatic upload available
- Contains all postal paperwork
- Established standard
- Available with many software packages
- Flexibility after presort
- No size or complexity limitations

Limitations

- Managing files can be confusing
- Additional software may be required

Benefits of Mail.XML

Benefits

- Contains all postal paperwork
- Automated processing available
- No files to keep track of
- Additional services (FAST®, data retrieval) available
- No size or complexity limitations

Limitations

- Additional software may be required
- Not available from all vendors

Benefits of the Postal Wizard

Benefits

- Easy to use
- No additional software
- No additional files
- Available for simple mailings

Limitations

- Requires manual entry
- No entry automation available
- 10k limit for Full-Service mailings
- Replicates postage statement only
- Non-automation pieces must be on separate statement

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 **Postal Wizard**

Business Customer Gateway – Postal Wizard

The screenshot shows the USPS Business Customer Gateway interface. At the top, the browser address bar displays `https://gateway.usps.com/et`. The page header includes the USPS logo, the text "Business Customer Gateway", and a user greeting "Hello, KIMBERLY". A navigation menu on the left lists: Welcome, Inbox, Mailing Services, Shipping Services, Other Services, Support, and Manage Account. The main content area features a "Welcome, KIMBERLY" message and a promotional banner for "Full-Service Intelligent Mail" with a "LEARN MORE" button. Below this, a paragraph states: "The Business Customer Gateway is your central hub for managing your USPS activity for your Business." A second paragraph explains that users can find Business Service tools and add them as favorite services. On the right, a "Favorite Services" panel lists several options: DASHBOARD, ELECTRONIC DATA EXCHANGE, MAILER ID, MAILING REPORTS, MANAGE PERMITS, ONLINE ENROLLMENT, and POSTAL WIZARD. The "POSTAL WIZARD" button is highlighted with a red box, and a red arrow points to it from the right. Below the list is an "EDIT FAVE" button and a "Postal Wizard" label. At the bottom of the page, a URL is visible: `https://prodpl.usps.com/adminweb/view.htm?requestPage=P1SUBMITFORM`.

Using the Postal Wizard

The screenshot shows a web browser window with the URL <https://www.uspspostalone.com>. The page header includes the United States Postal Service logo and navigation links: HOME | HELP | CUSTOMER CARE | SIGN OUT. A red horizontal bar is positioned below the header.

The left sidebar contains a menu for "Manage Mailing Activity" with the following items:

- Home
- Summary
- Balance and Fees
- Postal Wizard
- Electronic Data Exchange
- Mailing Reports
- Dashboard
- Manage Permits
- IMsb Tool
- e-VS Customer
 - e-VS Monthly Account and Sampling Summary

The main content area displays the breadcrumb "Home > Postal Wizard" and the title "Postal Wizard". Below the title is a description: "Allows you to complete, print, save, and submit common forms used in the business mailing process." A blue button labeled "Complete a Mailing Form" is visible.

A table lists various online forms with their descriptions:

Online Form	Description
3541	Postage Statement — Periodicals
3541	Postage Statement — Periodicals - Combined
3600 FCM	Postage Statement — First-Class Mail
3600 PM	Postage Statement — Priority Mail
3602	Postage Statement — Standard Mail
3605	Postage Statement — Bound Printed Matter
3605	Postage Statement — Parcel Select
3605	Postage Statement — Media Mail or Library Mail
3700-A	Postage Statement — Part A - First Class Mail International
3700-B	Postage Statement — Part B - First Class Package International Service
3700-C	Postage Statement — Part C - International Surface Air Lift
3700-D	Postage Statement — Part D - International Priority Airmail
3700-E	Postage Statement — Part E - Priority Mail International - Transmits Customs Data
3700-F	Postage Statement — Part F - Priority Mail International - Regional Rate Box - Transmits Customs Data
3700-G	Postage Statement — Part G - Priority Mail Express International - Transmits Customs Data
3700-H	Postage Statement — Part H - Global Express Guaranteed - Transmits Customs Data

Using the Postal Wizard

The screenshot shows a web browser window with the URL <https://www.uspspostalone.com>. The page header includes the United States Postal Service logo and navigation links: HOME | HELP | CUSTOMER CARE | SIGN OUT. A left-hand navigation menu is visible, with 'e-VS Customer' highlighted. The main content area is titled 'Postage Statement' and includes a breadcrumb trail: Home > Postal Wizard > Postage Statement. Below the title, there is a paragraph of instructions: 'If you are submitting the form as an Account Holder, please select Account Holder under User Type and then select the Account Holder's permit for the statement. If you are a Mailing Agent, please select Mailing Agent under User Type and then select the Mailing Agent's permit. Then click Continue.' The 'User Type (required)' section has two radio buttons: 'Account Holder' (selected) and 'Mailing Agent'. The 'Account Information' section is titled 'Choose a permit.' and contains a table with the following data:

Account Number	Permit / Pub	CRID	Location	Name	Address	PO of Permit	PO of Permit Fin No
<input checked="" type="radio"/> 1234567	PI 18002	1234567	Providence, RI	Joe Smith	100 Candy Cane Lane Providence, RI, 12345	Providence, RI, 12345	547616

Below the table is a 'Continue >' button.

Using the Postal Wizard

The screenshot shows a web browser window with the URL <https://www.uspspostalone...> and the page title "USPS PostalOne!". The left sidebar contains a navigation menu with the following items: Manage Permits, IMsb Tool, e-VS Customer (highlighted), e-VS Monthly Account and Sampling Summary, eVS/PRS Dashboard, Manifest Search, Mailer ID Report, Third Party Billing Reports, Dispute Queue, eVS Alerts, Print and Deliver Return Label Service, PRS Customer (highlighted), PRS Monthly Account and Sampling Summary, Manifest Search, and eVS/PRS Dashboard.

The main content area displays the "Postal Wizard" form with the following fields and options:

- Post Office Of Mailing: Providence, RI, 12345 [Search](#)
- Please check this box if this is a Full Service Mailing:
- * Mailing contains windowed letters or flats: Yes No
- Check this box if this is a Single Piece Price mailing:
- * This is a Political Mailing: Yes No
- * This is Official Election Mail: Yes No
- Special Postage Payment System: None (dropdown menu)
- This is a consolidated statement:
- Mailing includes Permit Reply Mail:
- Combined Single Class:
- None:
- Piece-Weight: 0 (input field) Pounds Ounces
If non-identical, leave blank. (Must be less than .8125 pound.)
- * Total Pieces: (input field)
- Total Weight: (input field) lbs.
- * Mailer's Mailing Date: mm/dd/yyyy (calendar icon)
- * Processing Category: -- Select a Processing Category -- (dropdown menu)
- Total Number of Clients: 1 (input field)

Which eDoc Method is Right for You?

	Postal Wizard	Mail.dat	Mail.XML
Eligible for Full-Service discounts	✓	✓	✓
Replaces postage statement	✓	✓	✓
Replaces all postal paperwork		✓	✓
Good for simple mailings	✓	✓	✓
Good for all mailings		✓	✓
Internet-based transmission	✓		✓
File-based transmission		✓	
Automated submission available		✓	✓
Software required		✓	✓

Final Step Through Questions

▶ If you are using USPS certified software now

- Check with your software provider to turn on Full-Service IMb
 - A list of certified software vendors is posted on <https://beta.postalpro.usps.gov/>
- Ask about the supported eDoc methods

▶ If you currently hand-sort your mail and manually produce USPS postage statements

- Consider a low-cost desktop solution or an online cloud-based solution
 - Search the Internet for “Direct Mail Software” or “Cloud-based Presort”
- Visit the USPS Business Customer Gateway for the
 - Postal Wizard
 - IMsb Tool

Full-Service Intelligent Mail Fact Sheet

► For more information, visit <https://beta.postalpro.usps.gov>

- https://ribbs.usps.gov/intelligentmail/documents/tech_guides/FullServiceIntelligentMailFactSheet.pdf



Full-Service Intelligent Mail® Fact Sheet



Now's the time to upgrade to Full-Service to achieve the best pricing on your:

- **First-Class Mail®** postcards, letters and flats
- **Standard Mail®** letters and flats
- **Periodicals** letters and flats
- **Bound Printed Matter** flats

KEY REQUIREMENTS

- Apply unique Intelligent Mail barcode (IMb) to each postcard, letter, and flat
- Apply unique Intelligent Mail tray barcode (IMtb) to trays and sacks
- Apply unique Intelligent Mail container barcode (IMcb) to placards for containers (i.e. pallets) when required
 - Small volume mailings entered at a BMEU typically do not need an IMcb. Reference https://ribbs.usps.gov/intelligentmail/documents/tech_guides/FullServiceContainerPlacarding.pdf for more info.
- Submit postage statements and mailing documentation electronically

Barcode Uniqueness

For mailings less than 10,000 pieces, mailers have two options:

Option A: Provide an Identical Barcode Serial Number within a single mailing that must maintain uniqueness across mailings for 45 days

Option B: Provide a range of unique Barcode Serial Numbers throughout a single mailing that must maintain uniqueness across mailings for 45 days.

BENEFITS

- ✓ **Reduce Costs**
Receive additional per piece discount on automation mailings
Eliminate permit fees
Use the same permit at any location
- ✓ **Accurate Delivery**
Address Correction on Full-Service pieces
- ✓ **Monitor Service**
Start-the-Clock on Mail Entry Visibility and tracking

Questions?