



USPS Package Returns Comparison Checklist

A: Determine which USPS product is most beneficial.

Product Features	Merchandise Return Service	USPS Return Services	Parcel Return Service	Parcel Return Service-Full Network	Business Reply Mail Parcels	Bulk Parcel Return Service
Minimum Annual Returns Volume						
- 10,000		✓				✓
- 50,000				✓		
Postage Calculation						
- Individual weight and rate	✓		✓		✓	✓
- Average price		✓		✓		
- Postage Due Weight Averaging	✓					
Service Standards						
- Priority Mail Return Service 1–3 days	✓	✓			✓	
- First-Class Mail parcel 1–3 days ¹	✓				✓	
- First-Class Package Service 1–3 days ¹	✓	✓				
- Standard Post 2–9 days	✓					✓
- Ground Return Service 2–9 days		✓		✓		
- Parcel Return Service			✓			
- Bound Printed Mail 2–8 days ¹	✓					
- Media Mail 2–8 days ¹	✓					
- Library Mail 2–8 days ¹	✓					
Intelligent Mail Package Barcode (IMpb)						
- IMpb	✓	✓	✓	✓	✓	

B: Complete the onboarding steps.

Onboarding Steps						
1	Establish permit					
	- Merchandise Return Service (MRS)	✓	✓			
	- Parcel Return Service (PRS)			✓	✓	
	- Business Reply Mail (BRM)				✓	
	- Bulk Parcel Return Service (BPRS)					✓
2	Submit letter of application			✓	✓	✓
3	Enroll via Business Customer Gateway (BCG)			✓		
4	Establish postage payment account					
	- Advance deposit account	✓			✓	✓
	- Centralized Account Processing System (CAPS) account, trust or debit	✓ ¹	✓	✓	✓	✓
5	Electronic Verification System (eVS)			✓		
6	Establish mailer ID (MID)	✓	✓	✓	✓	✓
7	Request scan data extract file	✓	✓	✓	✓	✓
8	Determine label print method(s)					
	- USPS Application Programming Interface (API)	✓	✓		✓	✓
	- Merchant Returns Label Tool	✓	✓		✓	
	- Print and Deliver Return Label Service		✓	✓		
	- Click-N-Ship for Business	✓				
	- Privately printed labels (certification required)	✓	✓	✓	✓	✓
	- Unique ZIP Code and client ID code			✓		
	- Certify privately printed labels	✓	✓	✓	✓	✓
9	Establish access to BCG reports					
	Scan Based Payment (SBP) reports		✓		✓	
	- PostalOne! reports	✓	✓	✓	✓	✓
	- eVS reports			✓		
10	Specify processing and delivery details					
	- Select destination pickup locations (RNDC every 48 hours ¹ ; RSCF every 24 hours ¹ ; RDUs as agreed)			✓		
	- Submit PS Form 3801, <i>Standing Delivery Order</i> , at each pickup facility			✓		
	- Finalize package capture and delivery details				✓	
	- Certify shipping services file and labels			✓		
11	Sign service agreement			✓		

¹Contiguous 48 states

The following are among the many trademarks owned by the United States Postal Service®: Click-N-Ship for Business®, eVS®, First-Class Mail®, First-Class Package Service®, Media Mail®, PostalOne!®, Priority Mail®, Standard Post™, USPS®, and ZIP Code™. This is not a comprehensive list of all Postal Service™ trademarks.