

Customer User Guide Parcel Select Lightweight

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Overview of Parcel Select Lightweight

Purpose of Guide

The purpose of this user guide is to help you, a commercial shipper, learn how to use Parcel Select Lightweight (PSLW) service. It also serves as a quick-reference guide for finding PSLW answers fast, as well as various links to more detailed online information.

This guide will reference the Domestic Mail Manual (DMM) by section numbers (example, a reference to “DMM [265.5.0](#)” refers to section 265.5.0 of the Domestic Mail Manual), as well as other online resources. The DMM is located online at: <http://pe.usps.com>.

Why Choose Parcel Select Lightweight?

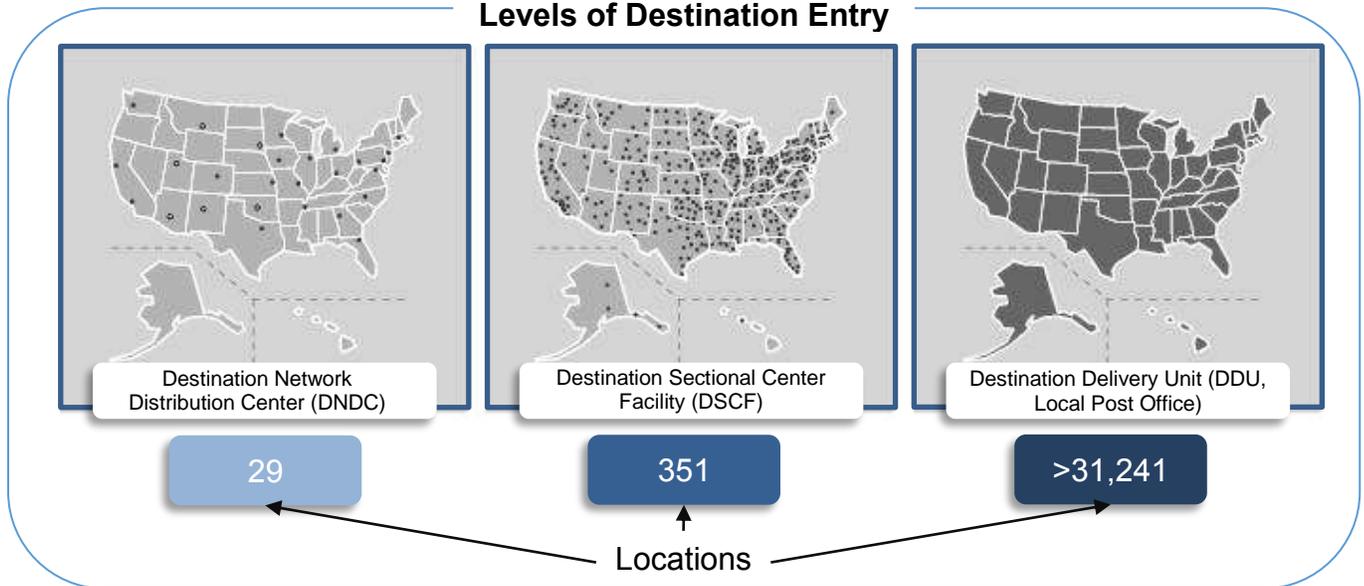
PSLW is a great option for shippers — especially large- and medium-sized ones — who are looking for an economical ground delivery service that also offers work-share discounts.

If you are focused on keeping costs down, and are less concerned with the speed of your delivery, then PSLW may be the right shipping choice for you, because PSLW can offer low pricing on ground delivery.

| Standard | Details |
|--------------------|--|
| Delivery Timeframe | <i>The USPS does not guarantee the delivery of Parcel Select Lightweight mailpieces within a specified time, although domestic delivery averages within 2-8 business days.</i> |

PSLW offers lower-price postage for bulk quantities that meet volume, presort and destination entry requirements.

Levels of Destination Entry



What is Parcel Select Lightweight?

PSLW is a ground delivery service designed for parcels that are used for order fulfillment; parcels must be presorted and may enter the mailstream at one of three entry points: a Destination Network Distribution Center (DNDC), Destination Sectional Center Facility (DSCF) or a Destination Delivery Unit (DDU). You can save money by mailing sorted parcels closer to their ultimate destination.

PSLW pieces must weigh less than 16 ounces.

Requesting Parcel Select Lightweight

If you are interested in using PSLW service, you should contact your local USPS Sales representative or your local Business Mail Entry Unit (BMEU) for additional details. If you don't know where your local BMEU is, you can easily locate it by using the tool at this web location: <https://ribbs.usps.gov/locators/find-bme.cfm>.

Features



PSLW-Destination Entry

Leverage the Network

Combines third-party parcel consolidation options with extensive USPS delivery network!

Find Reliability

Best combination of low cost and reliability!

Add Tracking

USPS Tracking™ included at no additional cost!

Deliver Across USA

Delivery to every domestic U.S. address, including PO boxes and military addresses!

Avoid Surcharges

No fuel, residential or Saturday surcharges!

Ship a Wide Variety

Packages can weigh up to 15.999 oz. and measure up to 108 inches in total girth (combined length and distance around the thickest part)!

Get the Right Price

Great destination entry pricing for large- to medium-volume shippers, with work-share discounts

Getting Started

Parcel Select Lightweight: Definition and Requirements

Parcel Select Lightweight mailings are subject to the following criteria:

- a. All pieces must weigh less than 16 ounces.
- b. Pieces are subject to specific volume, marking, and preparation requirements.
- c. Parcel Select Lightweight mailings are subject to the ZIP Code Accuracy standards and Move Update standards.
- d. Extra services are available with Parcel Select Lightweight.

| Extra Service | Service Description |
|--|---|
| <ul style="list-style-type: none"> • Adult Signature Required | Requires the signature of anyone 21 years of age or older at the recipient's address. |
| <ul style="list-style-type: none"> • Adult Signature Restricted Delivery | Requires the signature of the addressee only (or authorized agent), who must be 21 years of age or older. |
| <ul style="list-style-type: none"> • Insurance & Insurance Restricted Delivery | Provides up to \$5,000 indemnity coverage for articles that are lost, damaged or have missing content. |
| <ul style="list-style-type: none"> • Certificate of Bulk Mailing | Provides evidence that mail has been presented to USPS for mailing. |
| <ul style="list-style-type: none"> • Return Receipt | Provides mailer with evidence of delivery, along with information about recipient's actual delivery address. |
| <ul style="list-style-type: none"> • Signature Confirmation • Signature Confirmation • Restricted Delivery | Provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. |

General Eligibility

Parcel Select Lightweight mailpieces are presorted machinable or irregular parcels. The following also applies with the additional requirements as described below:

- a. Machinable pieces must meet the standards in [201.7.5](#).
- b. Irregular pieces are subject to the requirements in [201.7.6](#).
- c. Each mailing must contain at least 200 pieces or 50 pounds of pieces.

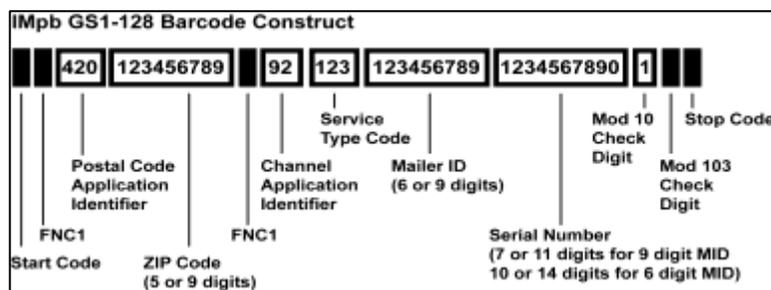
Requirements

- ✓ All PSLW mailpieces must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 Code (alternative addressing formats under DMM 602.3.0 may be used).
- ✓ Each piece must bear the sender's return address.
- ✓ Postage must be paid by Permit Imprint or meter (using postage evidencing systems according to DMM 604.4.0).
- ✓ All PSLW mailpieces must bear an Intelligent Mail package barcode (IMpb). Mailpieces not meeting the requirements for use of unique IMpbs or Extra Services barcodes will be assessed an IMpb noncompliance fee.

Intelligent Mail Package Barcode (IMpb)

You will need to include an IMpb or an IMpb-compliant Extra Services barcode on PSLW mailpieces. The IMpb contains information used to accurately process, track and deliver packages. The IMpb uses GS1-128 barcode symbology. Complete specifications for creating the barcodes are in Publication 199; information on creating barcoded shipping labels for PSLW are in the Parcel Labeling Guide and can be found on RIBBS (Rapid Information Bulletin Board) at:

<https://ribbs.usps.gov/index.cfm?page=intellmailpackage>.



The primary elements of the IMpb are explained below.

- a) **Postal Code Application Identifier (AI):** A specific three-digit GS1 Application Identifier used to designate the presence of a destination delivery ZIP Code. This field precedes the destination ZIP Code and must always be “420.” NOTE: The AI (420) and the ZIP Code (five- or nine-digit) are suppressed in the human-readable representation.
- b) **Destination ZIP Code:** This field may be five or nine digits in length.
- c) **Channel Application Identifier:** 92 (Commercial Mailer 9-digit MID), 93(Commercial Mailer 6-digit MID) and 94 (Webtools, PC Postage Vendor or Postage Meter). The channel application identifier must always be included and is required to make the barcode unique. Merchants must include the channel application identifier as part of the tracking number.
- d) **Service Type Code (STC):** This three-digit field identifies the mail class, product and/or Extra Service(s) combination. **NOTE:** STCs for the IMpb differ from the Intelligent Mail barcode (IMb) used for letters and flats. STCs are listed in Publication 199 at:
<https://ribbs.usps.gov/index.cfm?page=intellmailpackage>.
- e) **Mailer ID (MID):** This field may be six or nine digits in length. See additional information in Publication 199.
- f) **Serial Number:** Every barcode will contain a serial number. Commercial shippers may use a seven-, 10-, 11- or 14-digit serial number, depending upon the length of the MID. The serial number is required to remain unique for 180 days.

Prices and Eligibility

Prices and Fees

The price categories for PSLW are as follows:

- a. 5-Digit (DNDC, DSCF and DDU).
- b. SCF (DSCF, DNDC).
- c. NDC (DNDC, None)
- d. Mixed NDC/Single Piece

For current prices, see [Notice 123, Price List](#) or available at: <http://pe.usps.gov/>.

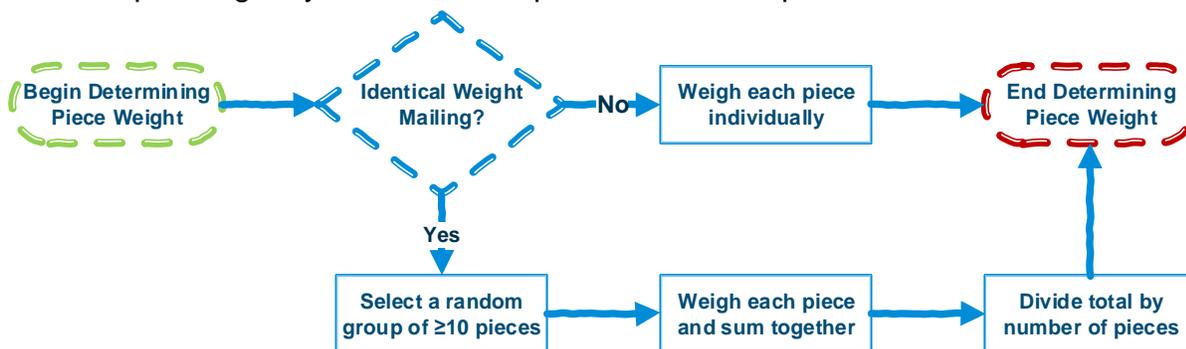
Annual Mailing Fee

You will be required to pay an annual mailing fee for PSLW destination entry mailings. This fee must be paid once each 12-month period at each Post Office of mailing, by or for any mailer who enters mailings at the destination entry level.

Computing Postage

USPS Methodology for Determining Single-Piece Weight

To determine single-piece weight in any mailing of non-identical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly-selected pieces and divide the total sample weight by the number of pieces in the sample.



| Mailing Method | Rounds Decimal Pounds to: |
|--|--|
| Non-eVS (Electronic Verification System) | Two decimal places. |
| eVS (Electronic Verification System) | Four decimal places (eVS will subsequently round to the appropriate decimal place). |
| Manifest Mailing System | Manifest weight field must be properly completed by adhering to the rules relative to the specific manifest. |

Computing Postage for Affixed Postage

Affix correct postage for the weight of each parcel (including any surcharges). To calculate the total postage for the mailing, add all of the affixed postage amounts for each parcel.

Computing Postage for Permit Imprint

To compute the total postage for a mailing, multiply the number of pieces by the applicable price per piece.



Postage Payment Methods

Advance Deposit Account

Advance deposit accounts are funds held at a local Post Office to pay for expenditures of postage, extra services and fees for commercial mailings. Advance deposit accounts are subject to the following requirements:

- a) Merchants must fund an advanced deposit account by cash, check, money order or debit card. Advance deposit accounts may also be funded through the Centralized Account Processing System (CAPS).
- b) Post Office finance units maintain separate accounts for each service by permit holder.
- c) The merchant deposits funds into an individual account and the Postal Service withdraws the funds when payment for postage and fees is due.
- d) Merchants may not fund advance deposit accounts by credit card.
- e) Merchants may not carry a negative balance in the account.
- f) If funds paid or on deposit are less than the amount necessary to pay for the mailing, the merchant must pay or deposit the difference before the Postal Service delivers the packages.

CAPS

CAPS provides an electronic alternative to presenting checks and cash for postage and fees at multiple Post Office locations. There are many benefits of using CAPS:

- a) Permit activity is available 24 hours a day, seven days a week.
- b) The report options make it easier to manage permits nationwide.
- c) Electronic funding reduces paperwork, costs and processing time of traditional check requisition processes.

There are two types of CAPS accounts:

Centralized trust account — Merchants deposit funds electronically using standard Automated Clearing House (ACH) banking mechanisms or Fed Wire to the CAPS bank prior to the release of return packages. The CAPS account is automatically reduced when local Post Offices process postage transactions. There must be adequate funds available to cover the postage and fees for the merchant's daily activity and any required adjustments. If there are insufficient funds in the account, the Postal Service will alert the permit holder and hold the packages until sufficient funds are posted to the account.

Centralized debit account — Merchants designate a bank account that the Postal Service can debit using a standard ACH banking mechanism to collect postage charges. Postage withdrawals from the permit holder's debit account for the merchant's daily activity are posted the next business day. USPS automatically deducts the applicable postage and fees from the CAPS account based on the information reported in *PostalOne!*

The merchant must complete the application forms as described below. Images of the forms are in the Resources and Form section. PS Forms 6001 and 6003 must have an original signature. These forms must be mailed to: Manager, CAPS Service Center, 2700 Campus Dr., San Mateo CA 94497-9433. PS Form 6002 may be mailed to the address above, faxed to 650-377-5336 or emailed to ssmctas@email.usps.gov.

PS Form 6001, *Centralized Account Processing System (CAPS) Account Application* — Application for establishing a national CAPS account. All applicants must complete and submit this form to apply for a CAPS account.

PS Form 6002, *Accounts and Services to be Paid Through CAPS* — Form for listing the local account numbers the merchant wants to link to the CAPS account. All applicants must complete and submit this form with information about current trust accounts.

PS Form 6003, *Centralized Account Processing System (CAPS) Electronic Funds Transfer Authorization Agreement* — Form for authorizing the Postal Service to debit

the merchant's bank account. Only applicants that wish to establish a CAPS debit account need to complete and submit this form.

Content Standards

Basic Content Standards

PSLW consists of mailable matter that is neither mailed, nor required to be mailed, as First-Class Mail, nor entered as Periodicals (except as permitted under [2.3](#) or permitted or required under [207.7.9](#)). Mailers (other than publishers or registered news agents) may mail copies of Periodicals publications at PSLW prices.

Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at PSLW prices. Postage is based on the combined weight of the host piece and the sample copies enclosed.

Postal Inspection

PSLW packages are not sealed against postal inspection. Regardless of physical closure, the mailing of articles at PSLW prices constitutes consent by the mailer to postal inspection of the contents.

Attachments and Enclosures

Invoice

An invoice, whether or not it also serves as a bill and relates solely to the matter with which it is mailed, may be placed either inside a PSLW piece, or in an envelope marked "Invoice Enclosed," and attached to the outside of the piece. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

See [DMM 253.2.5.1](#) for additional information on what the invoice may include.

Incidental First-Class Mail Attachments and Enclosures

You may enclose or attach incidental First-Class Mail matter to any PSLW piece without payment of First-Class Mail postage, if it is in accordance with the standards in [DMM 253.2.5.2](#).

Written Additions

Markings that have the character of personal correspondence require additional postage at the First-Class Mail prices. Exceptions to this standard are listed in [DMM 253.2.6](#).

Hold For Pickup

Parcel Select Lightweight parcels are eligible for Hold For Pickup service according to [DMM 508.7.0](#).

Postage Payment and Documentation

Basic Standards for Postage Payment

Postage Payment

You will need to pay mailing fees for the current 12-month period at the Postal Service facility at which you pay for postage for mailings. Please refer to [254.1.1](#) for payment options.

NDC as Agent

The DNDC may verify and accept your mail, if authorized by PS Form 4410, *Authorization for NDC Acceptance*, to act as an agent for the parent Post Office that holds the account or license (see table 1, next page).



Parcel Select Lightweight Mailing Documentation

Completing Postage Statements

Mailing fees must be paid for the current 12-month period at the Postal Service facility where postage is paid for the mailing.

- a. Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone and same combination of prices (e.g., all are zone 4, with an NDC presort discount).
- b. Except for plant-verified drop shipments, Electronic Verification System (eVS) shipments, and metered mail drop shipments, the mailer must have a meter license or permit imprint authorization at the destination facility parent Post Office for mailings deposited for entry at a DNDC or ASF, at a DSCF, or at the parent Post Office of a DDU. Except for manifested mail using eVS under, postage and fees are paid to the Post Office that verifies the mailings. The mailer must ensure that Form 8125 accompanies plant-verified drop shipments along with mailing documentation.

Mail Preparation

General Information for Mail Preparation

All mailings at Parcel Select Lightweight prices are subject to the general parcel standards outlined in [255.1.1](#).

Parcel Select Lightweight Markings

Each piece in your Parcel Select Lightweight mailing must bear a price marking under 202.3.7. The basic required marking must be printed in the postage area (printed or produced as part of, or directly below or to the left of, the Permit Imprint indicia or meter stamp or impression). The basic required marking may be printed on the shipping address label as a service indicator composed of a service icon and service banner (see [Exhibit 202.3.7.1](#)). The following product markings are required:

| Required Marking |
|---------------------------------------|
| <i>“Parcel Select Lightweight” or</i> |
| <i>“PS Lightweight”</i> |

Preparing Parcel Select Lightweight

Basic Standards

All mailings and all pieces in each mailing at Parcel Select Lightweight machinable and irregular prices are subject to the specific preparation standards in [7.2](#) and [7.3](#), and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [253.4.4.1](#).
- b. Pieces in each mailing must be all machinable parcels or all irregular parcels as defined in [201.7.0](#) , unless prepared under [7.2.1](#).
- c. All mailings must meet the applicable general preparation standards in [1.0](#) through [4.0](#), and labeling standards in [708.6.0](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [7.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines price eligibility under in [253.4.4.2](#) through [253.4.4.4](#).

Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

Preparing Machinable Parcels

Sacking

Mailers may prepare 5-digit sacks only for parcels that will be dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Mailers may prepare ASF or NDC sacks only for parcels that will be dropshipped to a DNDC (or ASF when claiming DNDC prices). There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers choosing to combine the preparation of irregular parcels with machinable parcels placed in 5-digit/scheme sacks must prepare those sacks under [7.2.2a](#).

Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price), see definition in [1.4.](#); allowed only for mail deposited at DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Sacks must contain a 10-pound minimum except at DDU entry which has no minimum; labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see [203.4.11](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “PSLW MACH 5D SCH.” For 5-digit sacks, “PSLW MACH 5D.”
- b. ASF (optional), allowed only for mail deposited at an ASF to claim DNDC price; 10-pound minimum; labeling:
 1. Line 1: [L602](#), Column B.
 2. Line 2: “PSLW MACH ASF.”
- c. NDC, allowed only for mail deposited at a DNDC to claim the NDC price; 10-pound minimum; labeling:
 1. Line 1: [L601](#), Column B.
 2. Line 2: “PSLW MACH NDC.”
- d. Origin NDC (required); no minimum; labeling:
 1. Line 1: [L601](#), Column B.
 2. Line 2: “PSLW MACH NDC.”
- e. Mixed NDC (required); no minimum; labeling:
 1. Line 1: “MXD” followed by [L601](#), Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
 2. Line 2: “PSLW MACH WKG.”

Preparing Irregular Parcels

Sacking

Mailers may prepare 5-digit sacks only for parcels that will be dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. See [7.3.3](#) for restrictions on SCF, ASF, and NDC sacks. Mailers must prepare a sack when the quantities of mail for a required presort destination reaches 10 pounds of pieces. There is no minimum for parcels prepared in 5-digit/scheme

sacks entered at a DDU. Mailers combining irregular parcels with machinable parcels in 5-digit/scheme sacks must prepare those sacks under [7.2.2a](#). Mailers may not prepare sacks containing irregular and machinable parcels to other presort levels.

Drop Shipment

A mailer using Priority Mail or Priority Mail Express Open and Distribute to dropship Parcel Select Lightweight irregular parcels may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price), see definition in [1.4](#); allowed only for mail deposited at DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Sacks must contain a 10-pound minimum except at DDU entry which has no minimum; labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see [203.4.11](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “PSLW IRREG 5D SCH.” For 5-digit sacks, “PSLW IRREG 5D.”
- b. SCF, allowed only for mail deposited at a DSCF or a DNDC to claim SCF price; 10-pound minimum; labeling:
 1. For Line 1, [L002](#), Column C.
 2. For Line 2, “PSLW IRREG SCF.”
- c. ASF (optional), allowed only for mail deposited at an ASF to claim DNDC price; 10-pound minimum; labeling:
 1. Line 1: [L602](#), Column B.
 2. Line 2: “PSLW IRREG ASF.”
- d. NDC, allowed only for mail deposited at a DNDC to claim the NDC price; 10-pound minimum; labeling:
 1. Line 1: [L601](#), Column B.
 2. Line 2: “PSLW IRREG NDC.”
- e. Origin NDC (required); no minimum; labeling:
 1. Line 1: [L601](#), Column B.
 2. Line 2: “PSLW IRREG NDC.”
- f. Mixed NDC (required); no minimum; labeling:
 1. Line 1: “MXD” followed by [L601](#), Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
 2. Line 2: “PSLW IRREG WKG.”



Enter and Deposit

Verification and Entry

All of your mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing.

Plant-verified Drop Shipment (PVDS) mailings must be presented for verification, acceptance and entry according to [705.17.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant-load agreement. Metered mail may be deposited at locations other than the licensing Post Office only as permitted under [705.19.0](#).

Office of Mailing

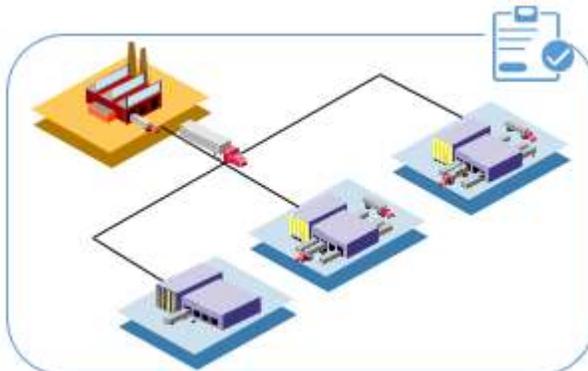
Parcel Select Lightweight must be mailed at the Post Office where the permit is held, except as mentioned under “NDC Acceptance”.



Drop Shipment Information

Essential information for entering drop shipment Parcel Select Lightweight mailings at specific postal facilities can be found in the Drop Shipment Product available at the USPS FAST Web site:

<https://fast.usps.com>.



Deposit of Parcel Select Lightweight

Bedloaded Parcels

A mailer may present bedloaded DNDC parcels if the mailer's vehicle has a road-to-bed height of 50 (± 2) inches. If applicable, the mail to be entered at different destinations must be separated to prevent mixing of mailings for deposit at different destinations. DNDC mailings may be bedloaded for deposit at NDCs/ASFs and DDU mailings may be bedloaded for deposit at DDUs. Refer to the Drop Shipment Product available at the USPS FAST Web site <https://fast.usps.com> to determine dock requirements for a DDU facility.

Containers

DNDC mailings (if not bedloaded), DDU mailings (if not bedloaded) and all DSCF mailings must be prepared in accordance with [256.2.2](#) standards and described below.

- Machinable parcels for which a DNDC, DSCF, or DDU price is claimed must be sacked or prepared on pallets.
- For DNDC price, nonmachinable parcels that each weigh 35 pounds or less must be sacked, if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DNDC nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unsacked) pieces. If authorized in advance by the USPS, DNDC nonmachinable parcels may be palletized.
- For DSCF, if sacked must contain at least seven pieces per sack. If the sack is overflow from a 5-digit scheme, 5-digit, or 3-digit sack that contains at least seven pieces, then a sack may contain fewer than seven pieces. For DSCF, if

sacked as overflow from a 5-digit scheme, 5-digit, or 3-digit pallet that meets the applicable pallet minimum, may contain any number of pieces.

Machinable and nonmachinable pieces may be included in the same sack.

- For DSCF, 5-digit scheme, 5-digit, and 3-digit sacks may be bedloaded or be placed on SCF pallets that are labeled and otherwise prepared.
- For DSCF and DDU, nonmachinable parcels may be palletized (including pallet boxes on pallets). Nonmachinable parcels may be combined with machinable parcels on 5-digit scheme, 5-digit, and 3-digit pallets (including pallet boxes on pallets) claimed at DSCF or DDU prices.
- For DDU, there are no minimums for sacks, pallets, or pallet boxes on pallets. DDU mail must be separated by 5-digit scheme and 5-digit (even if bedloaded) and, if placed in sacks or on pallets (including boxes on pallets), it must be properly labeled to the 5-digit scheme or 5-digit destination. Machinable and nonmachinable pieces may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets (including pallet boxes).

Mailer Transport

You are required to transport the PVDS mailing from the place where it was verified to the destination postal facility (NDC, SCF or DU), appropriate to the mailing and the price claimed.

Freight

Drop shipments are freight until deposited, and accepted, as mail at the destination facility. You may request use of a numbered PVDS band seal to secure mailer vehicles transporting plant-verified drop shipments.

Mail Separation and Presentation of Destination Entry Mailings

Destination entry mail must be presented and verified under a PVDS system (705.17.0), presented for acceptance at a BMEU located at a destination postal facility or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards (705.18.0). You may deposit only PVDS and eVS mailings at a Destination Delivery Unit not co-located with a Post Office or other Postal Service facility with a business mail entry unit. Refer to DMM 256.2.5 for additional details.

Redirection by USPS

You may be directed to transport destination entry mailings to a facility other than the designated DDU, SCF or NDC, due to facility restrictions, building expansions, peak season mail volumes or emergency constraints.

Advance Scheduling Information

When making an appointment, or as soon as it is available, you must provide the control center or DDU with the following information:

Mailers must schedule appointments for deposit of destination entry mail under [2.7](#) and the conditions below. When making an appointment or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared, and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

Deposit Conditions

Deposit of your mail also is subject to these conditions:

- a. Destination facilities may refuse mailings that are unscheduled or late (i.e. if vehicles arrive more than two hours after the scheduled appointment at ASFs, NDCs or SCFs and more than 20 minutes late at delivery units). If a mailing is refused, a mailer is permitted to make a new appointment.
- b. The NDC may approve drop and pick procedures only for Parcel Select Lightweight mailers. The NDC specifies the time limit for vehicle retrieval.

Recurring Appointments

Recurring refers to a drop shipment that is delivered to a destination office at least once a week, on the same time and day(s). Mailings must be comparable products, in terms of size, volume and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on your company letterhead to the postal facility manager/postmaster.

The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed six months. Thereafter, a new application must be submitted to ensure that up-to-date

mailer information is on file. Written request for an additional six months may be made within 60 days prior to the expiration of a current arrangement.

Your requests for recurring appointments must include the following:

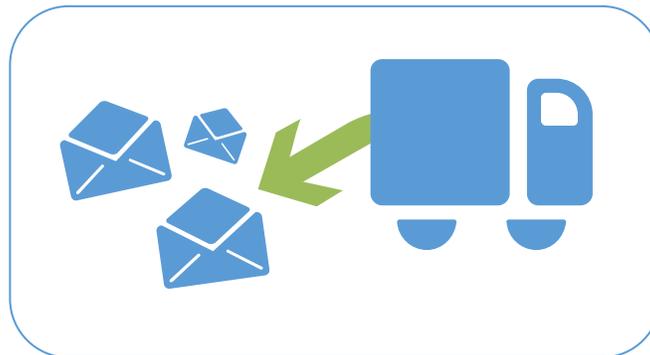
- a. Name, address and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

Vehicle Unloading

Unloading of destination entry mailings is subject to the conditions outlined in [256.2.13](#).

Demurrage

The USPS is not responsible for demurrage (i.e. detention of cargo conveyance during loading or unloading beyond the scheduled time of departure) or detention charges incurred by a mailer who presents destination entry mailings.



Appeals

If you believe that you are denied equitable treatment, you may appeal to the Manager, Customer Service (district), responsible for the destination postal facility.

Documentation

A postage statement must accompany each destination entry mailing. Any other documentation must be submitted as required by the standards for the price claimed or the postage payment method used.

DNDC Parcel Select Lightweight — Acceptance at Designated SCF-USPS Benefit

A mailing that is otherwise eligible for DNDC prices may be deposited, and accepted, at an SCF designated by the USPS, when it benefits the USPS and the parcels meet standards outlined in DMM [256.2.17](#).

DNDC Parcel Select Lightweight — Acceptance at Designated SCF

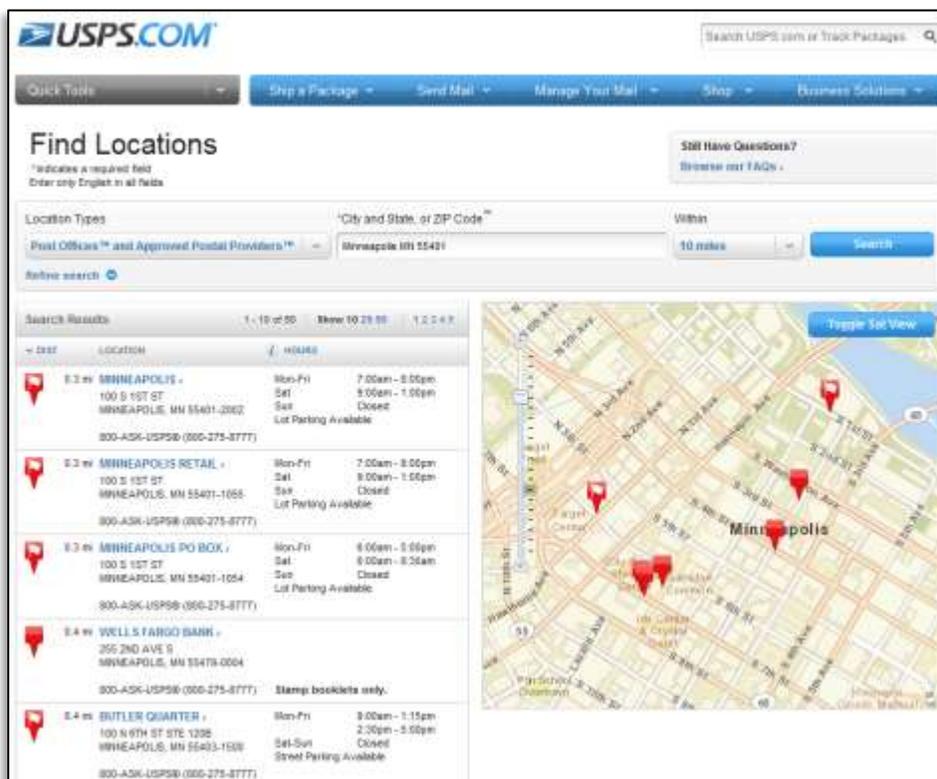
You may deposit parcels otherwise eligible for the DNDC prices at an SCF designated by the USPS for destination ZIP Codes listed in labeling list [L607](#). The standards in [256.2.18](#) apply.

Additional Information for Customers

Finding a Post Office

If you need to find the location of a USPS Post Office, you can use the PO Locator on USPS.com, where you can view a list of Post Offices (and drop boxes) close to the address entered during the label generation. Go to:

<https://tools.usps.com/go/POLocatorAction.action>



USPS.COM Search USPS.com or Track Packages

Quick Tools: Ship a Package, Send Mail, Manage Your Mail, Shop, Business Solutions

Find Locations

*Indicates a required field
Enter only English in all fields

Location Types: Post Offices™ and Approved Postal Providers™
City and State, or ZIP Code™: Minneapolis MN 55401
Within: 10 miles Search

Still Have Questions? Browse our FAQs

Refine search

Search Results 1 - 10 of 50 Show 10 20 50 1 2 3 4

| Distance | Location | Hours |
|----------|--|--|
| 0.3 mi | MINNEAPOLIS - 100 S 1ST ST MINNEAPOLIS, MN 55401-2062 800-ASK-USPS® (800-275-8777) | Mon-Fri 7:00am - 8:00pm Sat 8:00am - 1:00pm Sun Closed Lot Parking Available |
| 0.3 mi | MINNEAPOLIS RETAIL - 100 S 1ST ST MINNEAPOLIS, MN 55401-1055 800-ASK-USPS® (800-275-8777) | Mon-Fri 7:00am - 8:00pm Sat 8:00am - 1:00pm Sun Closed Lot Parking Available |
| 0.3 mi | MINNEAPOLIS PO BOX - 100 S 1ST ST MINNEAPOLIS, MN 55401-1054 800-ASK-USPS® (800-275-8777) | Mon-Fri 8:00am - 5:00pm Sat 8:00am - 8:25am Sun Closed Lot Parking Available |
| 0.4 mi | WELLS FARGO BANK - 255 2ND AVE S MINNEAPOLIS, MN 55479-0004 800-ASK-USPS® (800-275-8777) | Stamp booklets only. |
| 0.4 mi | BUTLER QUARTER - 100 N 6TH ST STE 125B MINNEAPOLIS, MN 55403-1530 800-ASK-USPS® (800-275-8777) | Mon-Fri 8:00am - 1:15pm Sat-Sun 2:30pm - 5:00pm Closed Street Parking Available |

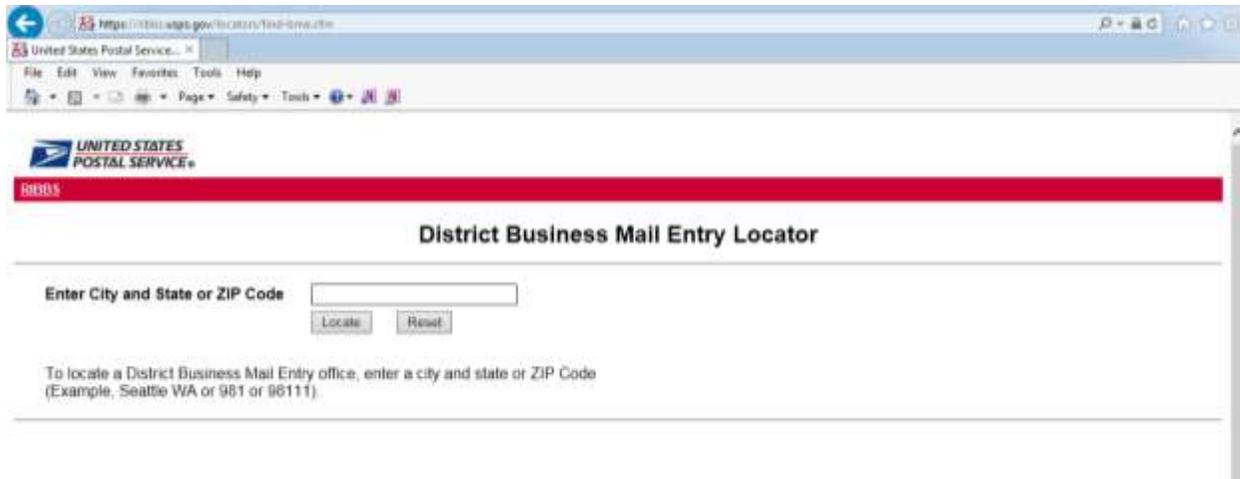
Map view showing Minneapolis, MN with red location pins.

Figure 1: USPS.com Find Retail Locations

Finding a Business Mail Entry Unit

To locate a District Business Mail Entry office, enter a city and state or ZIP Code at:

<https://ribbs.usps.gov/locators/find-bme.cfm>



The screenshot shows a web browser window with the URL <https://ribbs.usps.gov/locators/find-bme.cfm>. The page features the United States Postal Service logo at the top left. Below the logo is a red horizontal bar with the text "98005". The main heading of the page is "District Business Mail Entry Locator". Underneath this heading is a form with the label "Enter City and State or ZIP Code" and a text input field. Below the input field are two buttons: "Locate" and "Reset". At the bottom of the form area, there is a line of text: "To locate a District Business Mail Entry office, enter a city and state or ZIP Code (Example, Seattle WA or 981 or 98111)." The browser's address bar and menu bar are also visible at the top of the window.

Business Customer Gateway (BCG)

BCG is a web portal for USPS business services and a resource for accessing postage statements, transaction receipts and account management tools. BCG provides merchants easy access to all Postal Service online business offerings — all with a single username and password.

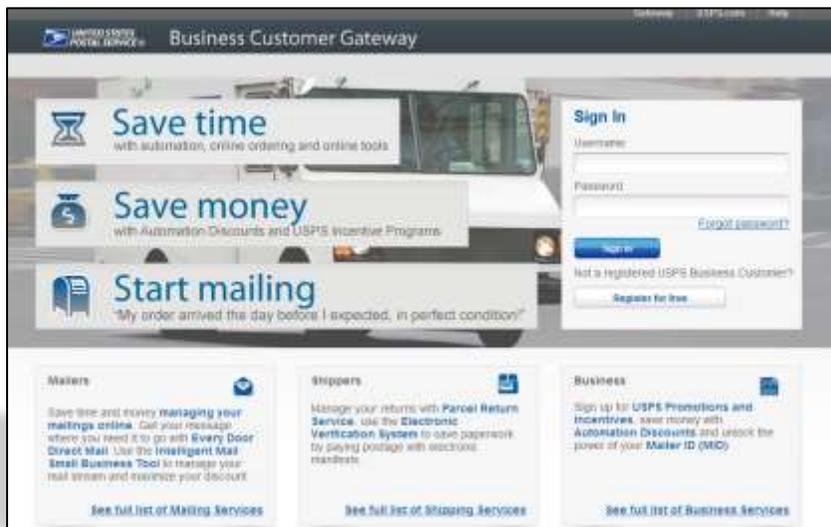


Figure 2: BCG home page

In addition to providing access to postage statements and transaction receipts, [BCG](#) allows you, as a commercial mailer, to view company information, manage Mailer IDs and electronic data exchange, schedule mailing appointments and track and confirm mailings.

The [User Access to Electronic Mailing Information and Reports Guide](#), Volume 1, Appendix B, *Access to Online Postage Statements*, provides information on how to access [BCG](#) and retrieve postage statements.

| Line | Zone | Number of Pieces | Price |
|------|-------|------------------|-------|
| C1 | 1 & 2 | 250 | 4,500 |
| C2 | 3 | 250 | 5,100 |
| C3 | 4 | 250 | 5,925 |
| C4 | 5 | 250 | 6,800 |

Figure 3: BCG Postage Statement Entry

For more information about BCG and how to access it, visit ribbs.usps.gov. You'll find Business Customer Gateway documents on the left navigation bar under "Intelligent Mail Services."

For questions regarding the [Business Customer Gateway](#) or accessing postage statements, contact the Help Desk at 800-522-9085 or postalone@email.usps.gov.

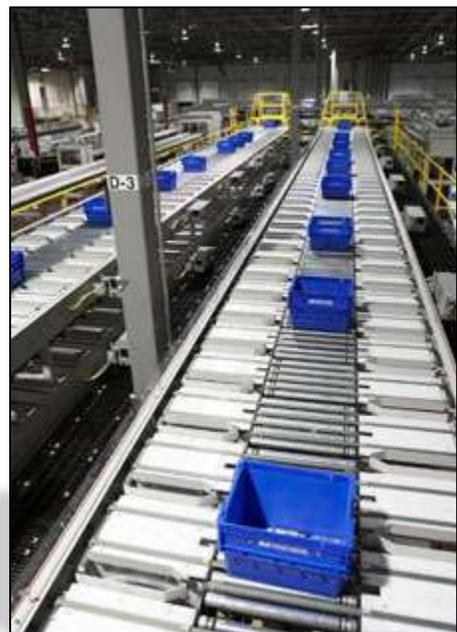
Visibility

An Intelligent Mail package barcode (IMpb) receives an average of nine to 11 scans during postal processing. This section explains how you can receive insight into packages.

Mailer ID (MID)

The MID is a six- or nine-digit numeric code assigned to a mailer based on annual mail volume as verified by USPS. MIDs are used to identify the mail owner, mail preparer or service provider and can be used to determine the recipient(s) of mailing and piece-level information. You may have multiple MIDs, as some postage payment processes or special applications may require a MID that is unique only to a specific purpose. For example, a unique MID is required to participate in USPS Return Services and Parcel Return Service-Full Network.

Commercial Mailers wishing to access a full range of possible services, such as label printing tools or Scan Event Extract Files, will require assistance from a USPS Sales Operations Integration Specialist (OIS). If the OIS encounters a technical issue, the OIS will engage a Technical Integration Specialist (TIS).



Frequently Asked Questions

Is Parcel Select Lightweight eligible for a refund?

Parcel Select is not a guaranteed product; therefore, it is not eligible for a refund.

Can I still deposit my PSLW mailing to my local BMEU after I become eVS certified or do I have to deliver my mailings to an NDC?

Yes – once you become eVS certified you can deposit mailings at any location.

It was mentioned that on paper manifests/ 8125s/postage statements etc. are needed for eVS. Is this option only available for DDU or is it available for SCF and NDC?

Once certified for eVS no PS 8125's are needed.

Are FAST appointments needed for deposit locations?

FAST appointments are need for the following: Destination Delivery Unit (DDU), Sectional Center Facility (SCF) and Network Distribution Center (NDC).

What is the general delivery time for Parcel Select Lightweight?

General delivery time for Parcel Select Lightweight is 2-9 days.

What is the maximum weight for Parcel Lightweight Parcels?

Parcel Select Lightweight is designed for packages weighing less than 1 lb.

Additional Information

Need More Information?

Contact us at: *ShippingServices@usps.gov*

Resources and Forms

| | |
|--|---|
| Domestic Mail Manual (DMM) | http://pe.usps.gov/text/dmm300/dmm300_landing.htm |
| Electronic Verification System (eVS) Business and Technical Guide | https://ribbs.usps.gov/evs/documents/tech_guides/pubs/Pub205.PDF |
| Intelligent Mail package barcode (IMpb) information page on RIBBS | https://ribbs.usps.gov/index.cfm?page=intelligentmailpackage |
| Notice 123, Price List | http://pe.usps.gov/text/dmm300/Notice123.htm |
| Publication 199, Intelligent Mail Package Barcode (IMpb) Implementation Guide | https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImplementationGuide.pdf |
| Parcel Labeling Guide | https://ribbs.usps.gov/barcode_cert/documents/tech_guides/ParcelLabelingGuide.pdf |
| PS Forms available on PolicyNet and USPS.com | http://about.usps.com/forms/all-forms.htm |

Appendix A: Terms and Definitions

General Terms

| Acronym/ Abbreviation | Name | Where to Find Information |
|--------------------------|---------------------------------------|---|
| BCG | Business Customer Gateway | https://gateway.usps.com/eAdmin/view/signin |
| CAPS | Centralized Account Processing System | https://caps.usps.gov/capshome.asp ; 650-377-1334 |
| CRID | Customer Registration Identification | https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf |
| DMM | Domestic Mail Manual | http://pe.usps.gov/ |
| eVS | Electronic Verification System | https://ribbs.usps.gov/index.cfm?page=evs eVS Business and Technical Guide https://ribbs.usps.gov/evs/documents/tech_guides/pubs/Pub205.PDF |
| IMpb | Intelligent Mail package barcode | https://ribbs.usps.gov/index.cfm?page=intellmailpackage |
| MID | Mailer Identification | https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf |
| NCSC | National Customer Support Center | Label/Barcode Certification: CONFIRMATION SERVICES, NATIONAL CUSTOMER SUPPORT CENTER, UNITED STATES POSTAL SERVICE, 225 N HUMPHREYS BLVD STE 501, MEMPHIS TN 38188-1001. Phone: 877-264-9693 (7:00 AM - 5:00 PM Central Time) Email: delivery.confirmation@usps.gov |
| NSA | Negotiated Service Agreement | DMM 709.1; http://pe.usps.gov/text/dmm300/dmm300_landi ng.htm |
| PostalOne! | USPS Web system | https://www.usps.com/postalone/ ; |

| | | |
|--|--|---|
| | that contains mailing and postage payment information | (800) 522-9085 |
| PTR | Product Tracking and Reporting | https://tools.usps.com/go/TrackConfirmAction!input.action |
| SSK | Self-service kiosk | https://tools.usps.com/go/POLocatorAction!input.action |
| STC | Service type code | https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf |
| RIBBS | Rapid Information Bulletin Board System | https://ribbs.usps.gov/ |
| URL | Uniform Resource Locator | A website address that enables users to access a web site |
| USPS Web Tools Application Programming Interfaces (API) | USPS has several APIs allow merchants to integrate USPS tools into its systems | https://www.usps.com/business/web-tools-apis/list-of-apis.htm |

