

---

# **A Guide to Intelligent Mail for Letters and Flats**

January 2010  
V6.6

**Mail.dat<sup>®</sup>, Mail.XML<sup>®</sup> and IDEAlliance<sup>®</sup> are trademarks owned by the International Digital Enterprise Alliance.**

**The following trademarks are among the many trademarks owned by the United States Postal Service: ACS<sup>®</sup>, CASS<sup>™</sup>, CASS Certified<sup>™</sup>, Confirm<sup>®</sup>, DMM<sup>®</sup>, FAST<sup>®</sup>, First-Class<sup>™</sup>, First-Class Mail<sup>®</sup>, Full-Service ACS<sup>™</sup>, IM<sup>™</sup>, IMb<sup>™</sup>, Intelligent Mail<sup>®</sup>, OneCode ACS<sup>®</sup>, OneCode Confirm<sup>®</sup>, OneCode Solution<sup>®</sup>, PLANET Code<sup>®</sup>, *PostalOne!*<sup>®</sup>, POSTNET<sup>™</sup>, Postal Service<sup>™</sup>, Priority Mail<sup>®</sup>, RIBBS<sup>™</sup>, Standard Mail<sup>®</sup>, The Postal Service<sup>®</sup>, United States Postal Service<sup>®</sup>, USPS<sup>®</sup>, USPS.COM<sup>®</sup>, ZIP<sup>®</sup>, ZIP Code<sup>™</sup>, ZIP + 4<sup>®</sup> and ZIP+4<sup>™</sup>.**

# TABLE OF CONTENTS

Change Log .....	6
<b>1 Purpose .....</b>	<b>9</b>
<b>2 Intelligent Mail Requirements .....</b>	<b>9</b>
2.1 Container Visibility and Start-the-Clock Information .....	13
2.2 Address Correction Information .....	13
2.2.1 Future Release: Charges for Repeated Full-Service ACS Notifications .....	13
2.3 Mailer Identifier (MID).....	14
2.4 Unique Intelligent Mail Barcodes .....	15
2.4.1 Unique Intelligent Mail Barcodes on Mailpieces .....	15
2.4.2 Unique Intelligent Mail Barcodes on Full-Service Option Trays/Sacks and Containers.....	16
2.5 Service Type Identifiers (STIDs) .....	16
2.5.1 Service Type Identifier Exceptions and Transition to Full-Service .....	17
2.5.2 Use of Ancillary Service Endorsements .....	18
2.5.3 Forms of ACS and Options for Handling UAA Mail with IMb.....	18
2.5.4 Ancillary Service Endorsements with Basic Automation or Full-Service Mailings.....	19
2.5.5 Precedence of Ancillary Service Endorsements and Service Type ID Values.....	20
2.5.6 Electronic Service Requested.....	20
2.5.7 Quick Service Guide Listing of Service Type Identifiers.....	20
2.5.8 First-Class Mail Service Type Identifiers .....	22
2.5.9 Standard Mail Service Type Identifiers .....	25
2.5.10 Periodicals Service Type Identifiers.....	29
2.5.11 Bound Printed Matter Service Type Identifiers .....	33
2.6 Barcode Identifier .....	36
<b>3 Electronic Mailing Documentation and Postage Statements.....</b>	<b>36</b>
3.1 Mixed Mailings.....	38
3.2 Pilot Program: Combined Mailings of Standard Mail and Periodicals .....	38
3.3 Copalletization.....	39
3.3.1 Periodicals Scenario .....	39
3.3.2 Standard Mail Flat-size Bundles Scenario.....	41
3.3.3 First-Class Mail in Trays Scenario .....	43
3.3.4 Standard Mail in Trays Scenario.....	45
3.3.5 Virtual Sack Scenarios.....	46
3.3.6 Physical Sibling Scenarios.....	47
3.3.7 Container Linkage Updates .....	47
3.3.8 Post Finalization Updates .....	47
3.4 Manifest Mailings.....	47
3.5 Spoilage and Shortage.....	48
3.5.1 Piece Level Spoilage and Shortage.....	49
3.6 Multi-Line Optical Character Reader (MLOCR) Mailers .....	49
3.7 Continuous Mailers .....	51
3.8 The <i>PostalOne!</i> Transportation Management Systems (TMS).....	52
3.8.1 <i>PostalOne!</i> TMS and Full-Service .....	53
3.8.2 <i>PostalOne!</i> TMS and Mail.dat .....	53
3.8.3 <i>PostalOne!</i> TMS Contingency Plans and Full-Service Qualification .....	54
3.9 Customer/Supplier Agreements (CSAs) .....	54
3.9.1 Using <i>PostalOne!</i> TMS with CSAs.....	55
3.9.2 CSAs and the FAST System .....	56
3.10 Creating Appointments.....	56
3.10.1 Joint Scheduling.....	57
3.11 Mail.dat.....	59
3.11.1 Mail.dat 09-1 – <i>PostalOne!</i> System Implementation .....	59
3.11.2 Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes .....	60
3.11.3 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes.....	60
3.11.4 Handling Unit Information .....	61
3.11.5 Container Information (Pallets or APC) .....	62

3.11.6	Postage Information.....	64
3.11.7	Future Release: Mail.dat Owner/Mailing Agent Updates .....	66
3.12	Mail.XML .....	66
3.13	eDoc Using Mail.XML.....	66
3.13.1	Mail.XML in the Current Release.....	66
3.13.2	Mailing Group Request and Response.....	66
3.13.3	Qualification Report Information .....	67
3.13.4	Postage Information.....	70
3.13.5	Piece Information .....	71
3.13.6	Container Status Messages.....	71
3.13.7	Appointment Information.....	71
3.13.8	Container Bundle Report .....	71
3.13.9	Reconciliation Report.....	71
3.13.10	Bundle Detail Information .....	72
3.13.11	Combined Mailing Information .....	72
3.13.12	Postage Adjustment.....	72
3.13.13	Copalletization Mail Information.....	72
3.13.14	Mixed mailing (Full-Service and Non Full-Service).....	72
3.13.15	Consolidated Periodicals Statements .....	72
3.14	Postal Wizard .....	72
3.14.1	Piece Electronic Documentation for Sequential Intelligent Mail Barcodes.....	73
3.14.2	Piece Electronic Documentation Using Mailing ID .....	73
3.14.3	Postage Information.....	73
3.15	Mail Owner and Mail Preparer Identification in Electronic Documentation.....	74
3.15.1	Mail Owner and Mail Preparer Identification in Electronic Documentation .....	74
3.15.2	Obtaining a Mailer ID (MID) .....	74
3.15.3	Obtaining Customer Registration IDs (CRID).....	75
3.15.4	Non-Sequential Piece Identifiers .....	76
3.15.5	Sequential Piece Identifiers .....	78
3.15.6	Order of Precedence .....	79
<b>4</b>	<b>Full-Service Feedback .....</b>	<b>83</b>
4.1	Data Distribution Methods.....	83
4.1.1	Manual Download .....	83
4.1.2	Automated Download of Data Using Pull or Push Methods.....	83
4.2	Full-Service ACS.....	84
4.2.1	Full-Service Change-of-Address (COA) Feedback .....	84
4.2.2	Full-Service Nixie Feedback.....	84
4.3	Three Kinds of ACS Now Available, Including Full-Service ACS .....	84
4.4	Full-Service Start-the-Clock Feedback .....	86
4.4.1	Full-Service Start-the-Clock Data for BMEU-Entered Mail.....	86
4.4.2	Start-the-Clock Data for Mailer-Transported Drop Ship and Origin-Entered Mail.....	86
4.4.3	Full-Service Start-the-Clock Data for Plant-Load Mail.....	87
4.5	Full-Service Container Visibility Induction Scans.....	87
4.6	Full-Service Data Quality Reports.....	87
4.7	How to Get Full-Service Feedback .....	88
4.8	Full-Service Data Distribution.....	89
4.8.1	Data Distribution to Multiple Parties.....	89
4.8.2	Data Distribution to Third Parties.....	89
4.9	Full-Service Electronic Documentation Quality Feedback.....	92
	<b>Appendix A: Service Type Identifier (STID) Matrix.....</b>	<b>94</b>
	<b>Appendix B: Data Distribution Scenarios .....</b>	<b>130</b>
	<b>Appendix C: Data Distribution Scenario Chart .....</b>	<b>138</b>

## List of Tables

Table 1: Mail Eligible for Full-Service Option Features and Eligible for the Basic Automation Option .....	12
Table 2: Default ACS Profile of Newly Assigned Mailer IDs and How to Change the Default Profile .....	15
Table 3: Barcode Uniqueness Mailing Dates by Electronic Documentation Type .....	16
Table 4: Table of Service Type Identifiers .....	21
Table 5: Mail.dat for Combined Mailings .....	38
Table 6: Mail.XML for Combined Mailings .....	39
Table 7: Mail.dat for Periodicals Copalletization .....	41
Table 8: Mail.XML for Periodicals Copalletization .....	41
Table 9: Mail.dat for Standard Mail Flat Bundle Copalletization .....	42
Table 10: Mail.XML for Standard Mail Flat Bundle Copalletization .....	43
Table 11: Mail.dat for First-Class Mail Tray Copalletization .....	44
Table 12: Mail.XML for First-Class Mail Tray Copalletization .....	44
Table 13: Mail.dat for Standard Mail Tray Copalletization .....	46
Table 14: Mail.XML for Standard Mail Tray Copalletization .....	46
Table 15: Mail.XML MID messages .....	75
Table 16: Mail.XML CRID messages .....	76
Table 17: Mailpiece Mail Owner Order of Precedence .....	80
Table 18: Mailpiece Mail Preparer Order of Precedence .....	81
Table 19: Piece Range Mail Owner Order of Precedence .....	81
Table 20: Piece Range Mail Preparer Order of Precedence .....	82
Table 21: Data Exchange Methods .....	89
Table 22: Mail Owner/Preparer Relationships .....	90

## List of Figures

Figure 1: Data Flow Between the <i>PostalOne!</i> TMS and the USPS network .....	53
Figure 2: Logical Tray is split across logical containers by TMS .....	56
Figure 3: Logical Handling Units .....	62
Figure 4: Association of Logical Handling Units to Physical Handling Units .....	62
Figure 5: Logical Containers .....	63
Figure 6: Association of Physical Containers to Logical Containers .....	64
Figure 7: Logical Handling Units .....	68
Figure 8: Association of Logical Handling Units to Physical Handling Units .....	68
Figure 9: Logical Containers .....	69
Figure 10: Association of Physical Containers to Logical Containers .....	70

# Change Log

## Change Log – Version 3

- Section 2: Added nonautomation definition for Intelligent Mail barcoded mailpieces.
- Section 2.2: Added BPM definition for Address Correction Information.
- Section 2.2: Updated Periodicals ACS data matching rules.
- Section 2.4: Clarified rules for Intelligent Mail barcode uniqueness.
- Section 2.5.2: Clarified the section applies to pieces with Intelligent Mail barcodes.
- Section 2.5.6: Added columns for Service Type IDs for nonautomation mailpieces.
- Section 2.5.8.3.5: Updated Service Type IDs for ECR mailpieces.
- Section 3: Updated language for Postal Wizard.
- Section 3.8.2.1: Clarified how to update eDoc for unscheduled trips.
- Section 3.9.2: Clarified required piece documentation for POSTNET mailpieces.
- Section 3.9.3: Removed restriction on including ECR mailpieces in IMR file.
- Section 4.4.9: Clarified timing rules for submitting electronic documentation and Cast of Characters for third-party data distribution.
- Various: Removed references to PDR.XML.

## Change Log – Version 4

- Change Request 001: Clarification of Uniqueness Between Basic and Full-Service
- Change Request 003: Add Agency Scenario to Cast of Characters
- Change Request 004: Wording Change to 3.4 (IM Barcode Lower Repeated)
- Change Request 005: Add Appendix D “Future Capabilities and Development Resource Mapping”
- Change Request 006: Replace Mail.XML 5.0 with Mail.XML 6.0
- Change Request 007: Clarification of Spoilage Section
- Change Request 008: Update to Feedback Methods
- Change Request 009: Update to Reflect IMR
- Change Request 011: Better Define Nonautomation
- Change Request 012: Add FAST system Joint Scheduling Details
- Change Request 013: Update Mail.XML Message Names
- Change Request 014: Update to Reflect Release 1
- Change Request 015: Cast of Characters Timing

## Change Log – Version 5

- Change Request 016: Clarification of Postal Wizards Requirements for Full-Service
- Change Request 017: Update Manifest Mailings business rules in May 2009
- Change Request 018: Clarification of .IMR and .PDR file
- Change Request 019: Spoilage related postage adjustments
- Change Request 020: Clarification of Uniqueness for ACS data
- Change Request 021: Update Customer Supplier Agreements (CSA) – Add Palletization rules for First-Class Mail
- Change Request 022: Create a section for “*PostalOne!* Transportation Management Systems (TMS)”
- Change Request 023: Add Service Type Identifier Exception Section 2.5.1
- Change Request 024: Update Creating Appointments using the FAST system
- Change Request 026: Intelligent Mail Requirements – Update Full-Service Discount in November 29, 2009.
- Change Request 027: Intelligent Mail Requirements – Update “Not eligible for Full-Service benefits or discounts”.
- Change Request 028: Update Mailer ID – Update Mailer ID
- Change Request 029: Update Unique Intelligent Mail Barcodes – Clarification of 45 days.
- Change Request 030: Update Periodicals Nonmachinable Service Type Identifiers

- Change Request 031 - Electronic Mailing Doc – *PostalOne!* account will change

## **Change Log – Version 5 (continued)**

- Change Request 032 - Setup of Non-Subscriber Delegates in Confirm
- Change Request 033: Update Copalletization – Will be supported in a future release
- Change Request 034: Update Piece Level Spoilage and Shortage - Clarification of May 2009 release vs. Future Release
- Change Request 035: Update Electronic Mailing Documentation and Postage Statements
- Change Request 036: Update Table 3, Specification and Guide Reference – Replace Mail.XML specification 6.0 A with 6.0 B, & remove Web Service Appointments and *PostalOne!* Technical Guide for Mail.XML 6.0 from Mail.XML (future release)
- Change Request 037: Clarification of Full-Service IMB Requirement
- Change Request 038 Update Customer Supplier Agreements (CSA) – Add Palletization rules for First-Class Mail
- Change Request 039: Update the eDoc grammar and formatting
- Change Request 040: Add Confirm Transition, Basic and Full-Service options
- Change Request 041: Modify text to clarify usage of range record for comailing/copalletization
- Change Request 042: Update Mailer ID numbers examples – Appendix B
- Change Request 043: Change field names of Full-Service nixie Detail Report

## **Change Log – Version 6.0**

- Change Request 044: Add clarity to Full-Service ACS (Table 4, Section 4, Appendix A)
- Change Request 045: Full-Service mailings using Postal Wizard: only the permit holder will receive start-the-clock information
- Change Request 046: New section 3.11.6.1 for Periodicals Postage Payment
- Change Request 046: New section 3.11.6.2 for Centralized Postage Payment (CPP) customers
- Change Request 047: Update Postal Wizard information 3.14
- Change Request 048: Clarify Intelligent-Mail Barcode (Mailpiece) Uniqueness in Section 2.4

## **Change Log – Version 6.2**

- Change Request 049: Clarify Full-Service Feedback Descriptions and Methods in Sections 4.2-4.6
- Change Request 050: Update 3.15.4, Obtaining Mailer ID and Customer Registration ID
- Change Request 051: Update 3.12 and 3.13 with overview of Mail.XML Messages
- Change Request 052: Additional information on Copalletization in *PostalOne!* Release 20
- Change Request 053: Update Service Type ID Section 2.5 to Include Transition-Period Information
- Change Request 054: Add Subsection in Section 4 Describing Quality Feedback via Mail.XML
- Change Request 055: Change "Future Release" to "November 2009 Release" for Copalletization

## **Change Log – Version 6.3**

- Change Request 056: Change Three STIDs in Table 4 - Update Appendix A to reflect change
- Change Request 057: Update and simplify section 3.13 (Mail.XML) for November release
- Change Request 058: Change Table 4 to have one STID per cell; clarify STIDs for reply mail
- Change Request 059: Ensure references to ACS are for Full-Service are called Full-Service ACS
- Change Request 060: Clarify Section 3.3 (Copalletization) Bullets
- Change Request 061: Clarify batching requirements in section 3.6 (single word insert: "individually")
- Change Request 062: Clarify how to use traditional ACS in a Full-Service mailing in Section 4
- Change Request 063: Update figure 1 (and add language) to show Basic-option eligibility in Section 2
- Change Request 064: Make clear that two MIDs are required to use Traditional and FS ACS in a single mailing (Section 4)
- Change Request 065: Section 2: state explicitly that IMb can replace POSTNET now
- Change Request 066: Include Full-Service Feedback descriptions of eDoc-Quality reports' validations available in November 2009
- Change Request 067: Insert November 2009 approach for MLOCR and continuous mailers
- Change Request 068: Change Table 4 for Periodicals to request NCSC contact before using ASR/ASE
- Change Request 069: Note that the Guide will refer to three-volume Postal Service Mail.XML Technical

Specification collectively as the Postal Service Mail.XML Technical Specification

## **Change Log – Version 6.3 (continued)**

- Change Request 070: Add chart and text in 2.3 to explain the default ACS profile created for newly assigned MIDs and how to change the default profile
- Change Request 071: Add section 4.6 -- Barcode Identifier.

## **Change Log – Version 6.4**

- Change Request 072: Insert Data Distribution Methods as section 4.1 and Full-Service Data Quality Reports as section 4.6. Reorder / renumber other sections in 4.x accordingly.
- Change Request 073: STIDs 090 and 092 were reversed in 2.5.9.1.4 and 2.5.9.2.4.
- Change Request 074: Enhance MailXML sections in 3.15.4, 3.15.5, and 3.15.6 to clarify mail owner and mail preparer identification and the by/for order of precedence.

## **Change Log – Version 6.5**

- Change Request 075: Remove Appendix D.
- Change Request 076: Use Autocaption for tables and figures. Create hyperlinked lists of tables and figures.

## **Change Log – Version 6.6**

- Change Request 077: Update copalletization, Sections 3.3 and 3.3.1
- Change Request 078: Clarify Section 2.3 regarding ACS and contacting NCSC Memphis
- Change Request 079: Add an example in 2.5 showing how to use a single MID with two STIDs in a mailing.
- Change Request 080: Clarify that only FAST XML messages update FAST System information
- Change Request 081: To ensure consistency with the DMM, change Full-Service to full-service and Basic to basic automation

# 1 Purpose

*A Guide to Intelligent Mail for Letters and Flats* provides technical solutions to questions arising from the Federal Register Notice "[Implementation of New Standards for Intelligent Mail Barcodes](#)." Readers of this guide should be familiar with that notice because the solutions in this guide are intended for implementation concurrently with the requirements set forth in the notice. Those requirements, along with several revisions, have been incorporated into *Mailing Standards of the U.S. Postal Service* and the *Domestic Mail Manual* (DMM), section 705.22 and other sections appropriate to the class and shape of the mailpieces.

The USPS offers two important options for preparing mail using the Intelligent Mail barcode (IMb): a basic automation option and a full-service option. The basic automation and full-service options are applicable to all letter and flat automation-price mailings and most Carrier Route-price mailings (saturation Standard Mail flats are not eligible). This guide provides the following:

- Details about changes to existing electronic documentation solutions required to support full-service option and basic automation option mailings.
- Guidance on preparing mail and electronic documentation in compliance with full-service option and basic automation option requirements.
- Information about Service Type Identifier (STID) and ancillary service endorsement (ASE) usage under the full-service and basic automation options.
- Details about the information the USPS will provide about mailings, at no additional charge, when mailings meet the requirements of the full-service option.

This guide describes the features available with the current release of the Intelligent Mail Program, as well as the functionality that will be included in future releases.

Those unfamiliar with Intelligent Mail and electronic documentation should refer to the [User Access to Electronic Information and Reports Guide](#). Another good starting point is [A Resource Map to Intelligent Mail Documents](#), which has a comprehensive list of Intelligent Mail resources. Many of these resources are on the [Intelligent Mail Guides and Specifications](#) page of the [RIBBS](#) Website.

For those familiar with existing electronic documentation solutions, this guide describes how to populate electronic documentation files and how to create or update appointments electronically using the Facility Access and Shipment Tracking (FAST) system, as required for full-service option compliance. It also explains how to obtain the information available to full-service mailers at no additional charge, such as start-the-clock data for containers and address-correction information for individual mailpieces that are undeliverable as addressed (UAA). Address-correction information includes change of address (COA) data when a new address is available for the intended recipient, and nixie data (the reason for nondelivery) when the piece is not deliverable at all.

**NOTE:** All references to specifications in this document are subject to update as operational or pricing-initiative details are finalized.

## 2 Intelligent Mail Requirements

The IMb can be used in place of the POSTNET barcode on any letters (including First-Class Mail cards) and flats currently prepared for automation prices. This includes insured mail, Certified Mail, and mail using other services currently available to and appropriate for the classes and shapes of mail prepared for automation prices. Registered Mail cannot receive automation prices because of the way it is handled.

It should be noted that mailers also have the option of submitting mailpieces that carry an IMb but that do not receive automation pricing. These pieces fall into two categories:

- Carrier Route pieces (except saturation Standard Mail flats)
- All other nonautomation price categories for letters and flats.

The Carrier Route pieces (except saturation Standard Mail flats) can carry a full-service option IMb or a basic automation option IMb. At a minimum, the IMb on the other nonautomation price-category pieces must include a USPS-assigned Mailer Identifier (Mailer ID or MID (see Section 2.3)), the class of mail indicated in a nonautomation STID (Section 2.5 and Appendix A), and the optional endorsement line information in the Barcode Identifier if an optional endorsement line is printed on a flat-sized mailpiece (section 2.6).

The mailer may choose to populate the destination information in the ZIP Code field and/or use the Serial Number field, which may be populated with any number the nonautomation mailer chooses.

### **The Basic Automation Option**

At a minimum, the basic automation option IMb must include the same Coding Accuracy Support System (CASS)-certified delivery-point ZIP Code information used to populate the current POSTNET barcode, a USPS-assigned MID, the class of mail indicated in a basic automation option STID, and the optional endorsement line information in the Barcode Identifier if an optional endorsement is printed on a flat-sized mailpiece. There is also a Serial Number field that may be populated with any numbers the mailer chooses.

### **The Full-Service Option**

Full-service option mailings require a unique IMb on each mailpiece (see Section 2.4). The full-service option IMb must include the same CASS-certified delivery-point ZIP Code information used to populate the current POSTNET barcode, a USPS-assigned MID, the class of mail indicated in a full-service option STID, and the optional endorsement line information in the Barcode Identifier if an optional endorsement is printed on a flat-sized mailpiece.

The full-service IMb's Serial Number field, in conjunction with the mail class and the MID, is used to make the IMb unique. Unique, full-service IMBs should not be reused for a minimum of 45 days.

Additional full-service requirements include the use of an approved electronic method to transmit mailing documentation to the USPS. This documentation describes, among other things, how mailpieces are linked to trays or sacks (if mail is prepared using trays or sacks), and to containers (if mail is palletized or placed in other containers). The electronic documentation must match the preparation of the mail to qualify for the full-service option.

The FAST system will be used, as defined in the Customer/Supplier Agreement (CSA), to create appointments for origin-entered mail that is transported by the mailer. The FAST system is also used to schedule appointments for drop shipment mailings (except for mailings entered at a DDU), which typically do not require a CSA.

Full-service option requirements also include a unique Intelligent Mail tray barcode (IMtb), when mail is prepared using trays or sacks, on each handling-unit label, and a unique Intelligent Mail container barcode (IMcb) on labels placed on pallets or other containers when mail is containerized in that manner.

Complete information on how to populate and create the IMb for your mailpieces, the IMtb for handling units, and the IMcb for containers can be found on [RIBBS](#).

### **Summary of Basic Automation Option and Full-Service Option Feature Eligibility**

Table 1, *Mail Eligible for Full-Service Option Features and Eligible for the Basic Automation Option*, shows, by mail category, the availability of full-service features and eligibility for the basic automation option.

A checkmark in the Address Change Service (ACS) column means that pieces in the mail category shown in the left column that are prepared in accordance with full-service requirements can receive Full-Service ACS notifications at no additional charge. An X in the table means that if ACS is available, the applicable traditional ACS or OneCode ACS prices apply.

A checkmark in the Full-Service Discount column means that pieces in the mail category in the left column that are prepared in accordance with full-service requirements are eligible for the applicable discount. These are the full-service discounts:

- First-Class Mail Letters, Cards, and Flats: Subtract \$0.003 for each automation letter that meets the requirements of the full-service Intelligent Mail option.
- Standard Mail Regular and Nonprofit Letters: Subtract \$0.001 for each letter that meets the requirements of the full-service Intelligent Mail option.
- Standard Mail Regular and Nonprofit Flats: Subtract \$0.001 for each flat that meets the requirements of the full-service Intelligent Mail option (not available for saturation).
- Periodicals Letters and Flats: Subtract \$0.001 for each addressed piece that meets the requirements of the full-service Intelligent Mail option.
- Bound Printed Matter (BPM) Flats: Subtract \$0.001 for each flat that meets the requirements of the full-service Intelligent Mail option.

Start-the-clock and container visibility apply to the physical containers in a qualified full-service mailing. A checkmark means that start-the-clock and container visibility information will be available to the mail owner and mail preparer; an X in the table means that a mailing made up exclusively of this mail category is not eligible for that full-service option feature.

A checkmark in the Basic Automation Option Eligibility column means that pieces in the mail categories in the left column can be designated as basic automation in the electronic documentation; an X means they cannot.

Mail Category	Full-Service Option Features			Basic Automation Option Eligibility
	Start-the-Clock and Container Visibility	ACS	Full-Service Discount	
First-Class Mail				
Automation Letters	✓	✓	✓	✓
Automation Flats	✓	✓	✓	✓
Automation Cards	✓	✓	✓	✓
Standard Mail				
Automation Letters	✓	✓	✓	✓
Automation Flats	✓	✓	✓	✓
Basic ECR Letters	✓	✓	✓	✓
High-Density ECR Letters	✓	✓	✓	✓
Saturation ECR Letters	✓	✓	✓	✓
Basic ECR Flats	✓	x	✓	✓
High-Density ECR Flats	✓	x	✓	✓
Saturation ECR Flats	x	x	x	x
Periodicals - Outside-County				
Barcoded Letters	✓	✓	✓	✓
Barcoded Machinable Flats	✓	✓	✓	✓
Barcoded Nonmachinable Flats	✓	✓	✓	✓
Carrier Route Basic Letters/Flats	✓	✓	✓	✓
Carrier Route HD Letters/Flats	✓	✓	✓	✓
Carrier Route Sat. Letters/Flats	✓	✓	✓	✓
Periodicals - In-County				
Automation Letters	✓	✓	✓	✓
Automation Flats	✓	✓	✓	✓
Carrier Route Basic Letters/Flats	✓	✓	✓	✓
Carrier Route HD Letters/Flats	✓	✓	✓	✓
Carrier Route Sat. Letters/Flats	✓	✓	✓	✓
BPM				
Barcoded Presort Flats - non-DDU	✓	✓	✓	✓
Barcoded Presort Flats - DDU	✓	x	✓	✓
Barcoded CR Flats	✓	x	✓	✓

**Table 1: Mail Eligible for Full-Service Option Features and Eligible for the Basic Automation Option**

**NOTE:** For full-service mailings using the Postal Wizard, only the owner of the mailing permit will receive start-the-clock information. Postal Wizard cannot be used with full-service Periodicals and BPM mailings, even if under 10,000 pieces. See Section 3.14.

The following categories cannot be designated as full-service option or basic automation option in the electronic documentation and are not eligible for full-service benefits or discounts:

- First-Class Mail letters, postcards, and flats mailed at nonautomation presorted prices
- First-Class Mail letters, postcards, and flats mailed at single-piece prices
- Letters of any class mailed at nonautomation prices (either machinable or nonmachinable)
- Periodicals nonbarcoded letters and flats
- Standard Mail flats mailed at nonautomation prices
- Standard Mail flats mailed at saturation ECR prices
- BPM nonbarcoded flats

## 2.1 Container Visibility and Start-the-Clock Information

Full-service mailers will receive container-level information stating when their mail is inducted. This start-the-clock and container visibility / induction scan information is available via online reports and Mail.XML electronic exchange messages after the mailing has been verified and accepted by the USPS. [Sample data files](#) illustrating Intelligent Mail full-service feedback formats are posted on [RIBBS](#).

Full-service Mail.dat and Mail.XML mailers will receive container induction scan information for the physical containers identified in their electronic documentation. The container visibility information will be provided to the mail preparer and the mail owner shown in the by/for section of the electronic documentation submitted with the mailing, or in accordance with data distribution profiles. Container visibility will not be sent until container scans have been received and associated to electronic documentation.

For detailed information on start-the-clock, see section 4.4 of this document.

Priority Mail Open and Distribute (PMOD) customers should be aware that start-the-clock and container visibility information are not currently available for PMOD containers in a full-service mailing. However, PMOD's special barcoded label allows mailers to track the PMOD containers to the opening unit through USPS.com.

## 2.2 Address Correction Information

Full-service mailers can receive address correction information at no additional charge for mail-class specific lengths of time. Address-correction information includes COA data when a new address is available for the intended recipient, and nixie data (the reason for nondelivery) when the piece is not deliverable at all. Mailers must use the address correction information to update their address records or, as described below, may be subject to charges for subsequent notices.

### 2.2.1 Future Release: Charges for Repeated Full-Service ACS Notifications

Mailers who do not update an address record after receiving address-correction notifications may be charged for subsequent COA and nixie notices for that address.

A COA notice will be considered a duplicate if the name and address on the record matches the name and address of another record previously sent to the mail owner (or the mail owner's delegate) of the mailpiece as identified in the electronic documentation (see section 3.15 for a description of how the mail owner is identified).

A nixie record will be considered a duplicate if the delivery point of the nixie record is the same as the delivery point of another nixie record previously sent to the mail owner (or the mail owner's delegate) of the mailpiece as identified in the electronic documentation.

Mailers of First-Class Mail full-service pieces will receive all COA and nixie address-correction records without additional charges for subsequent notices. There will be no limit on the number or the length of time that address-correction notices will be provided. Compliance with the Move Update standard is required, and mailers must meet this requirement regardless of their receipt of address-correction notices at no additional charge.

Mailers of Standard Mail and BPM full-service pieces will receive the first unique COA/nixie notice at no additional

charge. Subsequent notices for the same COA record or nixie notice will continue to be provided at no additional charge for 30 calendar days after the initial notice. Beginning on the 31st day after the COA/nixie notice is first made available to the mailer, the mailer may be charged for subsequent notices provided for the same COA record or nixie notice. The price will be the current price in effect for additional automated notices for Standard Mail letters and for electronic notices for Standard Mail or BPM flats. Compliance with the Move Update standard for Standard Mail mailpieces remains required, and mailers must meet this requirement regardless of their receipt of address correction notices at no additional charge.

Periodicals full-service mailers will receive the first unique COA/nixie notice at no additional charge. Subsequent notices for the same COA record or nixie will be at no additional charge for 60 calendar days after the initial notice. Beginning on the 61st day after the COA/nixie notice is first made available to the mailer, the mailer will be charged for subsequent notices provided for the same COA record or nixie notice. The price will be the current price in effect for electronic notices.

Address correction notices provided for one class of mail will not be considered in determining charges for address correction notices within another class of mail.

The ACS notifications belong to the mail owner. In order to receive the COA information the mail owner must have either a permit account or an ACS account with the *PostalOne!* system. Once the ACS record no longer qualifies for the no-cost status, owners will be charged for those records and any subsequent records processed against that address. If the mail owner fails to establish an ACS account in the *PostalOne!* system then the charges for the records will be assessed against the Permit number that was used to pay for the postage on the mailing.

Under the full-service option, COA and nixie records are provided to mail owners (or designated recipients). Tracking the number of notices over time, determining the additional charges due and transmitting the appropriate permit information and fees is a function of the *PostalOne!* system. The keyline information, if included in the electronic documentation, is also part of the address correction information under the full-service option. Refer to the [User Access to Electronic Information and Reports Guide](#) on [RIBBS](#) to learn how to receive and retrieve COA and nixie information.

## 2.3 Mailer Identifier (MID)

The Mailer Identifier (MID) is a six- or nine-digit numeric code assigned to a mailer based on annual mail volume as verified by the USPS. Mailers may have multiple MIDs. A MID is required in all IMbs except IMbs used in the Origin Confirm program (see DMM 708.4.3.1(c)). The MID is required in all Intelligent Mail barcodes (IMcb, IMtb, and IMb). It is used to identify the mail owner or mail preparer and to help determine the recipient(s) of information regarding the mailing.

Under the full-service option the mail owner must be identified as such in the electronic documentation regardless of whether the mail owner's MID appears in the IMb (see section 3.15).

New MIDs are assigned through centralized USPS processes, generally the Business Customer Gateway. The Intelligent Mail Mailer ID Application page on RIBBS explains the few exceptions to the use of the Business Customer Gateway for obtaining new MIDs, such as requests for multiple MIDs or when mailing agents are acting on behalf of mail owners. Refer to the [User Access to Electronic Mailing Information and Reports Guide](#) on [RIBBS](#) for a step-by-step approach to requesting access to the Mailer ID System through the gateway.

New MIDs assigned through the Business Customer Gateway will automatically receive a default ACS profile enabling OneCode ACS and Full-Service ACS. Table 2, the *Default ACS Profile of Newly Assigned Mailer IDs and How to Change the Default Profile*, shows that a new MID is set to a default ACS option of First-Class Mail, Address Service Option 2. By applying the appropriate STID (see Section 2.5 and Appendix A) in the IMb, mailers can also use the default profile for First-Class Mail Change Service Option 1 and Standard Mail Address Service or Change Service.

To use First-Class Mail Address Service Option 1 or First-Class Mail Change Service Option 2, complete PS Form 3573 (Address Change Service Application – OneCode ACS), and send it to the ACS department at [acs@usps.gov](mailto:acs@usps.gov). See DMM 507.1.5 for full descriptions of these services, and Appendix A of this Guide for

complete descriptions of STIDs.

The holders of newly assigned MIDs who plan to use the IMb and want to receive traditional ACS records should use this phrasing when contacting the ACS department: "Please disable MID [six- or nine-digit MID] from ACS so that it does not interfere with traditional ACS." This notice can be emailed, faxed, or mailed.

Mailers who plan to use a new MID for OneCode ACS must complete and submit the OneCode application form PS Form 3573, *Address Change Service Application — OneCode ACS*, so their account can be set up for record delivery and billing. The form can be emailed, faxed, or mailed.

email: [acs@usps.gov](mailto:acs@usps.gov)

fax: 901-821-6204

mail: ACS Department NCSC  
6060 Primacy Pkwy Ste 101  
Memphis TN 38188-0001

The valid ASEs and the common abbreviations used within this document are below (see also DMM 507.1):

- Address Service Requested (ASR)
- Change Service Requested (CSR)
- Forwarding Service Requested (FSR)
- Return Service Requested (RSR)
- Temp-Return Service Requested (TRSR) – for First-Class Mail mailpieces only
- Electronic Service Requested (ESR) – for ACS or OneCode ACS only

Type of ACS	ASE Services	Class	Assigned
No Address Corrections	None	First-Class Mail or Standard Mail	Email ACS at <a href="mailto:acs@usps.gov">acs@usps.gov</a> to deactivate MID from ACS
Traditional	ASR or CSR	First-Class Mail or Standard Mail	Email ACS at <a href="mailto:acs@usps.gov">acs@usps.gov</a> to deactivate MID from ACS
OneCode for Basic	ASR or CSR	First-Class Mail or Standard Mail	Email ACS at <a href="mailto:acs@usps.gov">acs@usps.gov</a> PS Form 3573
OneCode/Full-Service Option 1	ASR	First-Class Mail	Email ACS at <a href="mailto:acs@usps.gov">acs@usps.gov</a> PS Form 3573
OneCode/ Full-Service Option 1	CSR	First-Class Mail	Automatically with MID
OneCode/ Full-Service Option 2	ASR	First-Class Mail	Automatically with MID
OneCode /Full-Service Option 2	CSR	First-Class Mail	Email ACS at <a href="mailto:acs@usps.gov">acs@usps.gov</a> PS Form 3573
OneCode /Full-Service	ASR	Standard Mail	Automatically with MID
OneCode/ Full-Service	CSR	Standard Mail	Automatically with MID

**Table 2: Default ACS Profile of Newly Assigned Mailer IDs and How to Change the Default Profile**

## 2.4 Unique Intelligent Mail Barcodes

### 2.4.1 Unique Intelligent Mail Barcodes on Mailpieces

Basic automation option mailpieces carry a unique IMb but uniqueness is not required. Full-service option mailpieces are required to have a unique IMb on the mailpiece. The mailing must use unique tray/sack and container barcodes as well (when prepared using this equipment), and the mailing must have electronic mailing information submitted to the Postal Service. There is an exception to the electronic mailing information

requirement explained in 3.14.

On a mailpiece, the IMb's uniqueness is determined by the six- or nine-digit MID and nine- or six-digit Serial Number, **in conjunction with the mailpiece's class as indicated by the STID**. The 15-digit MID / Serial Number combination must not be repeated in mailings of the same class within 45 calendar days of the mailing date as defined in Table 3, *Barcode Uniqueness Mailing Dates by Electronic Documentation Type*.

Barcode Uniqueness Mailing Date			
EDoc Type	Source	Field	Description
Mail.dat	.csm file	Postage Statement Mailing Date	Based on the parent container .csm record
Mail.XML	Postage Statement Create Requests	Postage Statement Mailing Date	Based on the last postage statement finalized for the container
Postal Wizard	Postage Statements	Mailing Date	N/A

**Table 3: Barcode Uniqueness Mailing Dates by Electronic Documentation Type**

Mailers may choose to use piece ranges in the electronic documentation to represent mailpieces. This includes: Mail.dat Intelligent Mail Range (IMR) records, Mail.XML MailPiece Create Request PieceRange Block, and Postal Wizard ranges. The range used for uniqueness per mail class includes the six- or nine-digit MID, which must be the same within the upper and lower range, and the nine- or six-digit serial number. The upper serial number must be equal to or greater than the lower serial number provided in the range.

Mailpiece uniqueness is not enforced across mail classes, meaning a piece of First-Class Mail and a piece of Standard Mail could carry the same 15-digit MID / Serial Number combination within the 45 day uniqueness period. However, two pieces of First-Class Mail (for example) must not have the same 15-digit MID / Serial Number combination if the pieces are to qualify for the full-service option.

**NOTE:** A 15-digit MID / Serial Number combination used on a **basic automation** option mailpiece (unique or otherwise within the basic automation option mailing) may not be reused on a **full-service** mailpiece of the same class within the 45-day uniqueness period.

## 2.4.2 Unique Intelligent Mail Barcodes on Full-Service Option Trays/Sacks and Containers

Full-service option requirements also include a unique Intelligent Mail tray barcode (IMtb), when mail is prepared using trays or sacks, on each handling-unit label, and a unique Intelligent Mail container barcode (IMcb) on labels placed on pallets or other containers when mail is containerized in that manner. These barcodes must also remain unique for the same 45-day period. Full-service uniqueness for these labels is based on the entire 24-digit (trays/sacks) or 21-digit (container) barcode.

## 2.5 Service Type Identifiers (STIDs)

The STID is used to identify the class of mail and any additional or special services requested for that mailpiece. In addition, the STID defines whether the full-service or basic automation option has been selected for a given mailpiece, or whether the mailpiece is nonautomation. It is also used to determine the disposition of undeliverable-as-address (UAA) mail and the form of address correction (if any) that a mailer desires.

Mailers who have not completed the Test Environment for Mailers (TEM) process should use basic automation option STIDs on their mailings, though they may use full-service STIDs in TEM. Section 3 has more information about TEM.

It will continue to be the case that Confirm customers must contact the Confirm Help desk to register any new MIDs or add/change any new STIDs in their subscription.

The main business attributes that determine which STID mailers should use for their Intelligent Mail mailings are

the ACS service(s) selected for the mailing, the mail class, and the IMb service option. When mailers are deciding which STID to use in their IMb they need to know:

- The address correction service (if any) that is desired
- The mail class
- The IMb service option (basic automation option, full-service, or nonautomation)
- The processing category (letters, flats, cards, etc.)
- For Confirm service subscribers, whether Confirm service is desired
- The fees, if any, that will be associated with the use of each STID and/or ASE

With this information, mailers can reference Appendix A, which has the comprehensive information needed to determine the appropriate STID, and Table 4, which summarizes STID information.

Those interested in the OneCode Confirm service for full-service option or basic automation option mailpieces must still purchase a Confirm service subscription and indicate the request for the Confirm service in the STID on the mailpiece.

Full-service option mailpieces using the appropriate STID will receive address correction information at no additional cost, subject to some limitations. Address correction services can also be purchased for a basic automation or nonautomation mailpieces using the appropriate STID and OneCode ACS or traditional ACS. Start-the-clock information will be provided for full-service mailings regardless of the STID used.

A mailpiece that is downgraded to basic automation service or nonautomation after an IMb with a full-service STID has been applied will not receive electronic ACS information.

A full-service mailing with some pieces eligible for Full-Service ACS and some pieces not eligible for Full-Service ACS can use a single MID provided each portion of the mailing uses a different, and correct, STID. For example, Standard Mail flats automation rate and ECR Basic rate both qualify for the full-service discount, but the ECR Basic portion cannot receive Full-Service ACS. OneCode ACS is available for the ECR Basic pieces, so they should be prepared with the OneCode ACS STID for the service desired.

### **2.5.1 Service Type Identifier Exceptions and Transition to Full-Service**

Mailers may need to predetermine or print the IMb prior to presorting for mail preparation. This may be the result of preassigning a full-service IMb as part of database architecture, the result of commingling of prebarcoded pieces, or due to some other operational requirement.

Exceptions to the use of different STIDs for the automation and nonautomation portions of the mailing are:

#### **Full-Service Option Mailings**

On mailings using the full-service option, a mailer may use the same STIDs for both the full-service and Nonautomation portions of the mailing under the following conditions:

- All pieces, both full-service and nonautomation, are identified in the electronic documentation
- The nonautomation pieces are trayed separately (as they currently are under mail-preparation rules)
- The STID provided in the piece level data is valid for the mail class and service level indicated in the electronic documentation. The electronic documentation records include:
  - Mail.dat Piece Detail Record (.pdr)
  - Mail.XML Piece Range messages (optional)
  - Mail.XML Mailpiece messages

No ACS data for the nonautomation portion will be provided, and that is generally the case for mail bearing a full-service STID that does not qualify for the full-service option. The Postal Service cannot commit to a specific time when ACS data, at the appropriate charges, might be available for non-full-service mail prepared with full-service STIDs.

#### **Basic Automation Option Mailings**

Nonautomation and basic automation option STIDs are the same (see Table 4), so there is no effect based on the STID.

## **2.5.2 Use of Ancillary Service Endorsements**

Different mail classes have different default treatments for UAA mail. Within First-Class Mail, the default treatment for mail that cannot be delivered as addressed is for it to be either forwarded or returned to the sender. In Periodicals class, the default treatment of UAA mail is to forward mailpieces for the first 60 calendar days following a customer's move date and to dispose of any UAA Periodicals after that period. For Standard Mail and BPM, the default treatment of UAA mail is to dispose of it.

Mailers can request to receive address corrections for any UAA mailpieces. Mailers can instruct the Postal Service to handle any UAA mailpieces in a manner different from the default treatment provided for the class of mail. For example, First-Class Mail mailers can tell the Postal Service to dispose of UAA mailpieces rather than forwarding or returning them, and Standard Mail mailers can indicate their desire to have any UAA mail that can be forwarded sent to the addressee's new address.

Mailers must use ASEs to indicate how they want UAA mail to be handled by the USPS. ASEs are printed on a mailpiece and recognized by the Postal Service when processing UAA mail. When mailers use an ASE on a mailpiece, they are requesting additional services in conjunction with the handling of their UAA mail. The presence of an ASE is also the mailer's acknowledgement of their agreement to pay a fee for those additional services if a charge applies. A subscription to ACS is not required when an ASE is used, but a postage-due account is required. As an example, the use of Address Service Requested on a Standard Mail mailpiece will provide forwarding if a COA is on file and return of undeliverable mailpieces at a weighted fee. Since forwarding is not provided as part of Standard Mail processing, the mailer pays a weighted fee for any pieces that are not forwardable and are subsequently returned. The weighted fee paid for returned pieces accounts for a certain percentage of Standard Mail that is forwardable.

ASEs work either standalone or in conjunction with the Postal Service's ACS programs. When an ASE is used outside these programs, the process of notifying a mailer that a mailpiece was UAA is done via a hardcopy notice (PS Form 3547) or by returning the mailpiece. This hardcopy notice provides a photocopy of the UAA mailpiece with either the addressee's new address or the reason why the mailpiece could not be delivered. When an ASE is used in conjunction with either the traditional ACS or OneCode ACS program, an electronic notification of the UAA occurrence is provided. This electronic notice also provides the addressee's new address or the reason why a mailpiece could not be delivered. The only ASEs available within traditional ACS or OneCode ACS are Address Service Requested and Change Service Requested (see also DMM 507.4).

## **2.5.3 Forms of ACS and Options for Handling UAA Mail with IMb**

Mailers have several options for receiving address corrections, if desired, and for instructing the Postal Service on how to handle their UAA mail that carries an IMb. The address correction options are:

- Receiving no address corrections
- Manual address corrections
- Traditional ACS
- OneCode ACS
- Full-Service ACS

### **2.5.3.1 Receiving No Address Corrections**

If mailers do not want address correction notices they should prepare their mail without a printed ASE on the mailpiece and should not use a STID that is associated with providing address corrections. Note that pieces with an alternative addressing format (such as the addressee's name and "Or Current Resident" and the delivery address) must not use an ASE.

### **2.5.3.2 Manual Address Corrections**

DMM 507 details the valid ASEs and the action(s) they trigger. In brief, mailers who want to receive manual address corrections can do so by printing an ASE on the mailpiece to trigger the fulfillment of a hard-copy correction notice. For example, a First-Class Mail mailer wanting hardcopy address correction notices for forwarded mailpieces would use “Address Service Requested.” This would cause a hardcopy address correction notice (PS Form 3547) to be provided and the piece to be forwarded. A fee would be charged for providing the hardcopy address correction notice in this example. In another example, a First-Class Mail mailer who wants all UAA mail to be returned would print “Return Service Requested” on the mail. This would result in the return of all UAA mail with the reason for nondelivery or the moving customer’s new address affixed to the mailpiece.

If manual address correction notices are desired, be sure to use the correct STID. Table 4 (2.5.7) and Appendix A have summary and comprehensive listings, respectively. If the STID reflects either traditional ACS or OneCode ACS, the correction notice will generally be provided electronically and not usually in hardcopy format.

### **2.5.3.3 Traditional ACS**

Traditional ACS describes the original ACS program that uses a separate Participant ID and optional Keyline printed on the mailpiece to fulfill an electronic address correction. The Participant ID is always a USPS-assigned, seven-character alpha structure that is preceded by a pound sign symbol, for example, #BWNABCD.

To trigger fulfillment of electronic address corrections through the traditional ACS program, a mailer must print an ASE on the mailpiece **and** show a STID associated with traditional ACS. In addition, the MID used in the barcode on these pieces must not be registered for ACS. [Publication 8A, Address Change Service – Traditional](#) has further information on traditional ACS participation.

### **2.5.3.4 Other Address Correction Options for Basic Automation Option and Full-Service Option Mailings**

The OneCode ACS infrastructure and processing methodology is used as the basis for fulfilling address corrections provided as part of basic automation and full-service mailings for mailpieces that are correctly formatted with the required elements.

For address corrections to work properly in basic automation and full-service mailings, mailers must use a STID that instructs the Postal Service on how to treat UAA mailpieces and the MID must be registered with ACS. In addition, mailpieces may also require the printing of an ASE on the mailpiece. Appendix A provides details regarding the ASEs that may be used or required for each STID.

It is important to understand the effect that the presence of a printed ASE will have on the processing of UAA mailpieces and how printed ASEs will be treated when used with a STID that does not provide an electronic or automated address correction. For example, using “Change Service Requested” on a Standard Mail mailpiece without using a STID to trigger an electronic or automated address correction will result in a hardcopy address correction notice and the applicable charge for each UAA mailpiece. Mailers must pay careful attention to the ASE shown on a mailpiece to ensure that it provides the desired results. See section 2.5.2.

## **2.5.4 Ancillary Service Endorsements with Basic Automation or Full-Service Mailings**

Mailings made under either the basic automation or full-service options must use a printed ASE, a STID, or both to indicate the desired handling of any UAA mailpieces whenever a handling other than the default handling of UAA mail is desired. A printed ASE is always required on Standard Mail or BPM mailpieces, in addition to being specified in the STID. This is true regardless of whether the mailer is seeking hardcopy address correction notices or electronic address correction notices.

First-Class Mail mailpieces require a printed ASE on the mailpiece if the mailer desires to receive hardcopy address correction notices. If the mailer desires electronic address correction notices through the traditional ACS program the mailer must use both a printed ASE and a matching STID. First-Class Mail letter mailers wishing to receive electronic address corrections through OneCode ACS, or as part of full-service mailings, are not required to have a printed ASE but must have the appropriate STID. First-Class Mail flats mailers must use a printed ASE and the appropriate STID in order to receive address correction notices through OneCode ACS as part of the

basic automation or full-service options for mailpieces that are undeliverable for reasons other than a customer move. See Appendix A for additional information.

Any First-Class Mail mailpieces that the mailer prefers to have the Postal Service dispose of, rather than return, must have a STID that indicates "Change Service Requested" and the MID must be in the OneCode ACS programs.

On basic automation mailings for which address correction is not desired, mailers must not include a printed ASE.

### **2.5.5 Precedence of Ancillary Service Endorsements and Service Type ID Values**

**When a mailpiece bears a printed ASE, the printed endorsement takes priority over the STID contained in the Intelligent Mail barcode.**

If a conflict exists between a printed ASE and the UAA disposition indicated in the STID, the handling of the UAA mailpiece will be done according to the printed ancillary endorsement. For example, a Standard Mail mailpiece with "Address Service Requested" printed on it will cause a UAA mailpiece to be forwarded and all other UAA to be returned even if the STID is for "Change Service Requested" to suggest the mailer's intention that any UAA mailpieces should be disposed of. A First-Class Mail mailpiece bearing the printed endorsement of "Address Service Requested" will result in all UAA mail's being forwarded and returned regardless of any other indication made in the STID.

**When a UAA mailpiece has a printed ASE that conflicts with the STID, the mailer will be responsible for all appropriate fees associated with the handling provided based on the printed ASE.**

Mailers must be careful when using any printed ASE to make certain that it matches their intention and does not conflict with the STID. This is especially true for Standard Mail and BPM. Care should also be taken if envelopes are preprinted with an ASE and then used on multiple mailings or for different classes of mail to make certain the endorsement is valid in all uses.

### **2.5.6 Electronic Service Requested**

"Electronic Service Requested" is an umbrella endorsement that requires the additional information provided by the STID or the traditional ACS participant ID to have meaning to USPS address-correction systems.

This endorsement can help minimize conflicts between a printed ASE and the STID in the IMb, enabling a mailer to have greater flexibility in using the same envelope for mailings of different mail classes or to obtain different UAA treatments for mail in the same mail class. A mailer should not use "Electronic Service Requested" on any envelope when address correction services are not desired.

"Electronic Service Requested" cannot be used to acquire manual address corrections or on mail for which no address corrections are desired. Use of "Electronic Service Requested" when manual or no address-correction services are desired causes unnecessary and costly additional workload for the Postal Service.

To determine if using "Electronic Service Requested" is appropriate and will meet the mailer's desired handling of UAA mail, see the Constraints, Notes, and Action columns in Appendix A: Service Type Identifier (STID) Matrix.

### **2.5.7 Quick Service Guide Listing of Service Type Identifiers**

Table 4, *Table of Service Type Identifiers*, serves as a quick reference to enable you identify the appropriate STID for your mailing, based on how you will present your mail, the disposition desired for any UAA mailpieces, how you wish to (or wish not to) receive address correction notices, and whether you will be receiving Confirm information. For a more complete description of address correction options by class of mail see Appendix A Service Type Identifier Matrix. Use the reference shown in Table 4 to locate the equivalent description in Appendix A: Service Type Identifier Matrix.

Class of Mail	Address Correction Option	Basic option w/o Confirm <sup>1</sup>	Basic option w/ Confirm <sup>1</sup>	Full-Service w/o Confirm <sub>1</sub>	Full-Service w/ Confirm <sub>1</sub>	Non-Auto w/o Confirm <sub>2</sub>	Non-Auto w/ Confirm <sub>2</sub>
<b>First-Class Mail</b>	No Address Corrections	300	310	260	270	300	310
	Manual Corrections *	700	040	036	041	700	040
	Traditional ACS – ASR *	080	140	081	141	080	140
	Traditional ACS – ASR Opt 2 *	080	140	081	141	080	140
	Traditional ACS – CSR *	082	240	083	241	082	240
	Traditional ACS – CSR Opt 2 *	082	240	083	241	082	240
	OneCode ACS – ASR	080	140			080	140
	OneCode ACS – ASR Option 2	080	140			080	140
	OneCode ACS – CSR	082	240			082	240
	OneCode ACS – CSR Option 2	082	240			082	240
	Full-Service ACS – ASR			081	141		
	Full-Service ACS – ASR Opt 2			081	141		
	Full-Service ACS – CSR			083	241		
	Full-Service ACS – CSR Opt 2			083	241		
<b>Periodicals</b>	Manual Corrections	704	044	264	274	704	044
	Traditional ACS	784	244	038	045	784	244
	Traditional ACS – ASR w/ printed ASE *	***	***	***	***	***	***
	OneCode ACS	784	244			784	244
	OneCode ACS – ASR w/ printed ASE *	***	***			***	***
	Full-Service ACS			038	045		
	Full-Service ACS– ASR w/ printed ASE *			***	***		
<b>Standard Mail</b>	No Address Corrections	301	311	261	271	301	311
	Manual Corrections *	702	042	037	043	702	042
	Traditional ACS – ASR *	090	142	091	143	090	142
	Traditional ACS – CSR *	092	242	093	243	092	242
	OneCode ACS – ASR *	090	142			090	142
	OneCode ACS – CSR *	092	242			092	242
	Full-Service ACS – ASR *			091	143		
	Full-Service ACS – CSR *			093	243		

**Table 4: Table of Service Type Identifiers**  
*continued on next page*

(\* Requires printed text ASE)

(\*\*\*call ACS at 877-640- 0724 Option 1 for additional information and the correct STID for this service)

<sup>1</sup> For Periodicals, the following could carry a Full-Service or Basic STID: 1) Outside-County barcoded letters, 2) Outside-County Machinable barcoded flats, 3) Outside-County Nonmachinable barcoded flats, 4) In-County automation letters and flats

<sup>2</sup> For Periodicals, the following are included in nonautomation: 1) Outside-County nonbarcoded letters, 2) Outside-County Machinable nonbarcoded flats, 3) Outside-County Nonmachinable nonbarcoded flats, 4) In-County nonautomation letters and flats.

Class of Mail	Address Correction Option	Basic option w/o Confirm <sup>1</sup>	Basic option w/ Confirm <sup>1</sup>	Full-Service w/o Confirm <sup>1</sup>	Full-Service w/ Confirm <sup>1</sup>	Non-Auto w/o Confirm <sup>2</sup>	Non-Auto w/ Confirm <sup>2</sup>
<b>Bound Printed Matter</b>	No Address Corrections	401		265		401	
	Manual Corrections *	706		466		706	
	Traditional ACS – ASR *	424		423		424	
	Traditional ACS – CSR *	431		430		431	
	OneCode ACS – ASR *	424				424	
	OneCode ACS – CSR *	431				431	
	Full-Service ACS – ASR *				423		
Full-Service ACS – CSR *				430			
<b>Reply Mail – Special IMb Instructions</b>	<b>No Address Corrections For Reply Mail</b>	<b>Reply Mail Without Confirm</b>		<b>Reply Mail With Confirm</b>			
<b>Courtesy Reply Mail / Metered Reply Mail / Permit Reply Mail</b>	No Address Corrections	700		050			
<b>Business Reply Mail / QBRM</b>	No Address Corrections	708		052			

**Table 4: Table of Service Type Identifiers -- Continued**  
*(\* Requires printed text ASE)*

Table 4 highlights the STIDs that can generate the no-fee, Full-Service ACS feedback for mailpieces in mailings (or portions of mailings) that fulfill Intelligent Mail full-service option requirements.

As you can see in Table 4, STIDs are contextual: depending on mailpiece and IMb characteristics, the same STID can produce either traditional ACS feedback or Full-Service ACS feedback.

For example, STID 081 produces traditional ACS feedback if the MID in the Intelligent-Mail barcode is NOT registered with ACS and the mailpiece is prepared with the Participant ID and Keyline in accordance with Publication 8A. STID 081 produces no-fee Full-Service ACS feedback if the mailpiece is part of a mailing that fulfills Intelligent Mail full-service option requirements and the MID *is* registered with ACS.

Basic automation, nonautomation, and traditional ACS records generated under their specific STIDs and circumstances are not part of the full-service product and will be delivered and invoiced through the existing ACS program.

## 2.5.8 First-Class Mail Service Type Identifiers

First-Class Mail mailpieces should use one of the following STIDs unless additional services are requested (i.e., Confirm). The STID is used as the mail is processed to determine how a UAA mailpiece should be handled. For example, the mailer can request to have all First-Class Mail UAA mailpieces disposed of and receive an address

<sup>1</sup> For Periodicals, the following could carry a Full-Service or Basic STID: 1) Outside-County barcoded letters, 2) Outside-County Machinable barcoded flats, 3) Outside-County Nonmachinable barcoded flats, 4) In-County automation letters and flats

<sup>2</sup> For Periodicals, the following are included in nonautomation: 1) Outside-County nonbarcoded letters, 2) Outside-County Machinable nonbarcoded flats, 3) Outside-County Nonmachinable nonbarcoded flats, 4) In-County nonautomation letters and flats.

correction notice if they are undeliverable, regardless of whether there is a COA record on file. Appendix A contains a comprehensive table that illustrates the information below and provides additional STIDs to use if requesting the Confirm service.

### **2.5.8.1 First-Class Mail Nonautomation Service Type Identifiers**

These STIDs apply to nonautomation and single-piece First-Class Mail as defined in the Domestic Mail Manual (DMM).

#### **2.5.8.1.1 First-Class Mail Nonautomation Not Purchasing Address Correction**

If the mailer does not want to purchase electronic address correction or hardcopy address correction notices for nonautomation mailpieces that have an IMb, use a STID shown below.

Nonautomation First-Class Mail for which the mailer requests no ancillary services (therefore the normal handling that First-Class Mail mailpieces are forwarded if a COA record is on file or returned to the mailer if not forwardable) must use STID 300. A printed ASE must not be present on the envelope.

#### **2.5.8.1.2 First-Class Mail Nonautomation Purchasing Manual Address Correction Notices**

If the mailer wants to receive hardcopy address correction notices based on the printing of an ASE for nonautomation mailpieces, use the STID shown below.

Nonautomation mailers who want all of their First-Class Mail UAA handled according to an on-piece endorsement or mailers who wish to obtain hardcopy address corrections must use STID 700. The mailer must include the printed ASE on the mailpiece that is applicable for the desired mailpiece disposition. No electronic address correction information is provided with this STID. Additional fees for hardcopy address correction notices may apply.

#### **2.5.8.1.3 First-Class Mail Nonautomation Purchasing Electronic Address Correction and Traditional ACS**

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information through use of the traditional ACS program.

Nonautomation First-Class Mail for which the mailer purchases electronic address correction information through the traditional ACS process must use STID 080, and a MID that is not registered with ACS. A printed ASE must be shown on the envelope. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of traditional ACS are applicable.

#### **2.5.8.1.4 First-Class Mail Nonautomation Purchasing Address Correction Using OneCode ACS**

The STIDs defined in this section identify when the mailer is requesting the purchase of electronic address correction information.

Nonautomation First-Class Mail for which the mailer desires to purchase electronic address correction information for mailpieces that are UAA must use a STID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the mailer's OneCode ACS subscription. Fees are applicable for any mailpiece dispositions and address corrections as may be appropriate. To understand the impact of the different STIDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A.

- Address Service Requested – use **STID 080**
- Address Service Requested Option 2 – use **STID 080**
- Change Service Requested – use **STID 082**
- Change Service Requested Option 2 – use **STID 082**

### **2.5.8.2 First-Class Mail Basic Automation Option Service Type Identifiers**

#### **2.5.8.2.1 First-Class Mail Basic Automation Option Not Purchasing Address Correction**

If the mailer does not want to purchase electronic address correction or hardcopy address correction notices as

part of the basic automation option, use a STID shown below.

Basic automation option First-Class Mail for which the mailer requests no ancillary services (mailpieces are forwarded if a COA record is on file or returned to the mailer if not forwardable) must use STID 300.

#### **2.5.8.2.2 First-Class Mail Basic Automation Option Purchasing Manual Address Correction Notices**

If the mailer wants to receive hardcopy address correction notices based on the printing of an ASE as part of the basic automation option, use the STID shown below.

Basic automation option mailers who want all of their First-Class Mail UAA handled according to an on-piece endorsement or mailers who wish to obtain hardcopy address corrections must use STID 700. The mailer must include the printed ASE on the mailpiece that is applicable for the desired mailpiece disposition. No electronic address correction information is provided with this STID. Additional fees for hardcopy address correction notices may apply.

#### **2.5.8.2.3 First-Class Mail Basic Automation Option Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information through use of the traditional ACS program.

Basic automation option First-Class Mail for which the mailer purchases electronic address correction information through the traditional ACS process must use STID 080 or 082 and a MID that is not registered with ACS. A printed ASE must be present on the envelope to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of traditional ACS are applicable.

#### **2.5.8.2.4 First-Class Mail Basic Automation Option Purchasing Address Correction Using OneCode ACS**

The STIDs defined in this section identify when the mailer is requesting the purchase of electronic address correction information.

Basic automation option First-Class Mail for which the mailer desires to purchase electronic address correction information for mailpieces that are UAA must use a STID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the mailer's OneCode ACS subscription. Fees are applicable for any mailpiece dispositions and address corrections as may be appropriate. To understand the impact of the different STIDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A.

- Address Service Requested – use **STID 080**
- Address Service Requested Option 2 – use **STID 080**
- Change Service Requested – use **STID 082**
- Change Service Requested Option 2 – use **STID 082**

#### **2.5.8.3 First-Class Mail Full-Service Service Type Identifiers**

Electronic address correction information will be provided for full-service mailpieces under the ACS option and using one of the STIDs defined in this section.

##### **2.5.8.3.1 First-Class Mail Full-Service Not Purchasing Address Correction Notices**

If the mailer does not want to receive any electronic address correction or hardcopy address correction notices as part of the full-service option, use a STID shown below.

Full-service First-Class Mail for which the mailer wants mailpieces to be forwarded if a COA record is on file or returned if not forwardable must use STID 260. A printed ASE must not be shown on the mailpiece.

##### **2.5.8.3.2 First-Class Mail Full-Service Purchasing Manual Address Correction Notices**

If the mailer wants to receive hardcopy address correction notices based on the printing of an ASE as part of the basic automation option, use the STID shown below.

Full-service mailers who want all of their First-Class Mail UAA handled according to an on-piece endorsement or Mailers who wish to obtain hardcopy address corrections must use STID 036. The mailer must include the printed ASE on the mailpiece that is applicable for the desired mailpiece disposition. No electronic address correction information is provided with this STID. Additional fees for hardcopy address correction notices may apply.

#### **2.5.8.3.3 First-Class Mail Full-Service Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information through use of the traditional ACS program.

Full-service First-Class Mail for which the mailer purchases electronic address correction information through the traditional ACS process must use STID 081 or 083 and a MID not registered with ACS. A printed ASE must be shown on the mailpiece. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of traditional ACS are applicable.

#### **2.5.8.3.4 First-Class Mail Full-Service Option Receiving Full-Service Address Correction Information**

Electronic address correction will be provided as specified by the Postal Service for First-Class Mail UAA mail when provided using the appropriate Full-Service ACS STID. This includes address corrections due to a customer's COA or other reason.

The STIDs defined in this section identify when the mailer is requesting the receipt of electronic address correction information.

Full-service First-Class Mail for which the mailer wants electronic address correction information for mailpieces that are UAA must use a STID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the full-service program. To understand the impact of the different STIDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A. The following are the STIDs eligible for receiving address corrections as part of First-Class Mail full-service:

- Address Service Requested – use **STID 081**
- Address Service Requested Option 2 – use **STID 081**
- Change Service Requested – use **STID 083**
- Change Service Requested Option 2 – use **STID 083**

Receiving electronic address corrections as part of full-service mailing does not eliminate the mailer's requirement to comply with the Move Update standards.

### **2.5.9 Standard Mail Service Type Identifiers**

Standard Mail should use one of the following STIDs unless additional services are requested (i.e., Confirm). The STID is used as the mail is processed to determine how an UAA mailpiece should be handled. For example, the mailer can request to have their Standard Mail forwarded and receive an address correction notice. Appendix A contains a comprehensive table that illustrates the information below and provides additional STIDs to use if requesting the Confirm service.

When any disposition of a UAA mailpiece is chosen that does not result in the Standard Mail UAA mailpiece being disposed, additional fees will apply. This is true even when address correction is provided as part of a full-service mailing.

#### **2.5.9.1 Standard Mail Nonautomation Service Type Identifiers**

The following STIDs apply to nonautomation, machinable and nonmachinable Standard Mail as defined in the

DMM. Saturation Enhanced Carrier Route Flats should also use these STIDs.

#### **2.5.9.1.1 Standard Mail Nonautomation Not Purchasing Address Correction Notices**

Standard Mail nonautomation mailers who do not want any address correction service must use STID 301 without any ASE printed on the mailpiece.

The presence of a printed ASE on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.

#### **2.5.9.1.2 Standard Mail Nonautomation Purchasing Manual Address Correction Notices**

Address correction information may be purchased separately for Standard Mail nonautomation mailpieces. Mailers who want to receive a hardcopy address correction notice must use the below STID(s).

**NOTE:** The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.

Nonautomation Standard Mail mailers who want all of their UAA mail handled according to an on-piece endorsement must use STID 702. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

**NOTE:** Additional charges for hardcopy address corrections and mailpiece handling dispositions are associated with this option.

#### **2.5.9.1.3 Standard Mail Nonautomation Purchasing Electronic Address Correction Using Traditional ACS**

Electronic address correction information may be purchased separately for Standard Mail nonautomation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the traditional ACS program.

Nonautomation Standard Mail for which the mailer purchases electronic address correction information through the traditional ACS process must use STID 090 or 092 and a MID not registered with ACS. A printed ASE that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of traditional ACS are applicable.

#### **2.5.9.1.4 Standard Mail Nonautomation Requesting Electronic Address Correction Using OneCode ACS**

Electronic address correction information may be purchased separately for Standard Mail nonautomation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Nonautomation Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests disposal for all UAA mailpieces must use STID 092 and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.
- Nonautomation Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests that mailpieces be forwarded if a COA record is on file or returned when it cannot be forwarded must use STID 090 and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.

**NOTE:** Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

## **2.5.9.2 Standard Mail Basic Automation Option Service Type Identifiers**

### **2.5.9.2.1 Standard Mail Basic Automation Option Not Purchasing Address Correction Notices**

Standard Mail basic automation mailers who do not want any address correction service must use STID 301 without any ASE printed on the mailpiece.

The presence of a printed ASE on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.

### **2.5.9.2.2 Standard Mail Basic Automation Option Purchasing Manual Address Correction Notices**

Address correction information may be purchased separately for Standard Mail basic automation mailpieces. Mailers who want to receive a hardcopy address correction notice must use the below STID(s).

**NOTE:** The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.

Basic automation option Standard Mail mailers who want all of their UAA mail handled according to an on-piece endorsement must use STID 702. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

**NOTE:** Additional charges for hardcopy address corrections and mailpiece handling dispositions are associated with this option.

### **2.5.9.2.3 Standard Mail Basic Automation Option Purchasing Electronic Address Correction Using Traditional ACS**

Electronic address correction information may be purchased separately for Standard Mail basic automation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the traditional ACS program.

Basic automation option Standard Mail for which the mailer purchases electronic address correction information through the traditional ACS process must use STID 090 or 092 and a MID not registered with ACS. A printed ASE that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of traditional ACS are applicable.

### **2.5.9.2.4 Standard Mail Basic Automation Option Requesting Electronic Address Correction Using OneCode ACS**

Electronic address correction information may be purchased separately for Standard Mail basic automation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Basic automation option Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests disposal for all UAA mailpieces must use STID 092 and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.
- Basic automation option Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests that mailpieces be forwarded if a COA record is on file or

returned when it cannot be forwarded must use STID 090 and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.

**NOTE:** Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

### **2.5.9.3 Standard Mail Full-Service Service Type Identifiers**

#### **2.5.9.3.1 Standard Mail Full-Service Not Purchasing Address Correction Notices**

Standard Mail full-service mailers who do not want any address correction service must use STID 261 without any ASE printed on the mailpiece.

The presence of a printed ASE on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.

#### **2.5.9.3.2 Standard Mail Full-Service Purchasing Manual Address Correction Notices**

Address correction information may be purchased separately for Standard Mail full-service mailpieces. Mailers who want to receive a hardcopy address correction notice must use the appropriate STID(s).

**NOTE:** The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.

Full-service Standard Mail mailers who want all of their UAA mail handled according to an on-piece endorsement must use STID 037. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

**NOTE:** Additional charges for hardcopy address corrections and mailpiece handling dispositions are associated with this option.

#### **2.5.9.3.3 Standard Mail Full-Service Purchasing Electronic Address Correction Using Traditional ACS**

Electronic address correction information may be purchased separately for Standard Mail full-service mailpieces using the traditional ACS program.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the traditional ACS program.

Full-service Standard Mail for which the mailer purchases electronic address correction information through the traditional ACS process must use STID 091 or 093 and a MID not registered in ACS. A printed ASE that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of traditional ACS are applicable.

#### **2.5.9.3.4 Standard Mail Full-Service Option Requesting Full-Service Address Correction**

Electronic address correction information will be provided within a full-service mailing, as specified by the Postal Service, for Standard Mail full-service option mailpieces using the STID defined below.

- Full-service Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests disposal for all UAA mailpieces must use STID 093 and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the full-service program.
- Full-service Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests that those mailpieces be forwarded if a COA record is on file or returned when it

cannot be forwarded must use STID 091 and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the full-service program.

**NOTE:** Additional charges for mailpiece handling are associated with this option to pay for the forwarding and return of undeliverable Standard Mail.

#### **2.5.9.3.5 Standard Mail Full-Service Option Enhanced Carrier Route Mailpieces**

Current charges for electronic address correction information will apply for Standard Mail enhanced carrier route flats within a full-service mailing. Standard Mail full-service enhanced carrier route flats should use the STID defined below.

- Full-service Standard Mail enhanced carrier route mailpieces for which the mailer does not wish to purchase address correction information should use STID 093 and must NOT bear an ancillary printed endorsement on the mailpiece. No address correction information will be provided for these mailpieces.
- Full-service Standard Mail enhanced carrier route mailpieces for which the mailer wishes to purchase address correction information should use STID 093 and must bear an ancillary printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided for these mailpieces at existing charges.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

#### **2.5.10 Periodicals Service Type Identifiers**

Periodicals mailpieces should use one of the following STIDs unless additional services are requested (i.e. Confirm). The STID is used as the mail is processed to determine how a UAA mailpiece should be handled. For example, the mailer can request to have an unforwardable UAA mailpiece returned. Appendix A contains a comprehensive table that illustrates the information below and provides additional STIDs to use if requesting the Confirm service.

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hardcopy PS Form 3579, or through physical return of the mailpiece.

The absence of any printed ASE on a mailpiece indicates the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer's move and all other UAA mail to be disposed of.

The presence of the printed ASE "Address Service Requested" and the coordinating STID on a mailpiece indicate the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer's move and all other UAA to be returned with postage due.

**NOTE:** Table 4 does NOT display several Address-Service-Requested STIDs for Periodicals. It suggests that mailers contact ACS at 877-640-0724 (Option 1) to discuss the implications of using this endorsement and STID.

#### **2.5.10.1 Periodicals Mail Nonbarcoded / Nonautomation Service Type Identifiers**

##### **2.5.10.1.1 Periodicals Mail Nonbarcoded/Nonautomation Purchasing Manual Address Correction Notices**

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hardcopy PS Form 3579, or through physical return of the mailpiece.

- Nonbarcoded/Nonautomation Periodicals Mail for which the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved, to have all other UAA mailpieces disposed of, and to receive hardcopy address correction notices for all undeliverable mail must use STID 704 without any ASE printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.
- Nonbarcoded/Nonautomation Periodicals Mail for which the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved, to have all other UAA mailpieces

returned, and to receive hardcopy address correction notices for all undeliverable mail must use STID 704 and print "Address Service Requested" and show the return address on the front of the mailpiece. Manual address correction notice fee and returned mailpiece fees associated with undeliverable Periodicals mailpieces charged.

#### **2.5.10.1.2 Periodicals Mail Nonbarcoded/Nonautomation Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece.

- Nonbarcoded/Nonautomation Periodicals mailpieces for which the mailer receives address correction information through traditional ACS, for which the mailer wants UAA mailpieces forwarded for the first 60 calendar days after the customer moves, and for which the mailer desires the disposal of all other UAA mail must use STID 784 and a MID not registered with ACS. The mailpiece must not show a printed ASE on the mailpiece. Fees for address correction apply.
- Nonbarcoded/Nonautomation Periodicals mailpieces for which the mailer receives address correction information, for which the mailer wants UAA mail to be forwarded for the first 60 calendar days after the customer moves, and for which the mailer desires the return of all other UAA mail must use STID 782, a MID not registered with ACS, print the ASE "Address Service Requested," and show the return address on the front of the mailpiece. Fees for address correction and return of mailpieces apply. See DMM 507 for these requirements.

**NOTE:** Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8a and 8b, are provided for nonmachinable Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hardcopy address correction notices are provided under this service.

#### **2.5.10.1.3 Periodicals Mail Nonbarcoded/Nonautomation Purchasing Electronic Address Correction Using OneCode ACS**

The STIDs defined in this section identify when the mailer is receiving address correction information based on use of the OneCode ACS program.

- Nonbarcoded/Nonautomation Periodicals mailpieces for which the mailer receives address correction information, for which the mailer wants UAA mail to be forwarded for the first 60 calendar days after the customer moves, and for which the mailer desires the disposal of all other UAA mail must use STID 784. The mailpiece must not show a printed ASE. Fees for address correction apply.
- Nonbarcoded/Nonautomation Periodicals mailpieces for which the mailer purchases address correction information, for which the mailer wants UAA mail to be forwarded for the first 60 calendar days after the customer moves and for which the mailer desires the return of all other UAA mail must use STID 782 and must print "Address Service Requested" and must show the return address on the front of the mailpiece. Additional requirements and fees apply. See DMM 507 for these requirements.

**NOTE:** Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8a and 8b, are provided for nonmachinable Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hardcopy address correction notices provided under this service.

### **2.5.10.2 Periodicals Mail Basic Automation Option Service Type Identifiers**

#### **2.5.10.2.1 Periodicals Mail Basic Automation Option Purchasing Address Manual Correction Notices**

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hardcopy PS Form 3579, or through physical return of the mailpiece.

- Basic automation option Periodicals Mail for which the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved, to have all other UAA mailpieces disposed of, and to receive hardcopy address correction notices for all undeliverable mail must use STID 704 without any ASE printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.
- Basic automation option Periodicals Mail for which the mailer wishes to have forwardable mailpieces

forwarded for the first 60 calendar days after the customer has moved, to have all other UAA mailpieces returned, and to receive hardcopy address correction notices for all undeliverable mail must use STID 704 and print "Address Service Requested" and show the return address on the front of the mailpiece. Manual address correction notice fee and returned mailpiece fees associated with undeliverable Periodicals mailpieces charged.

#### **2.5.10.2.2 Periodicals Mail Basic Automation Option Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece.

- Basic automation option Periodicals mailpieces for which the mailer receives address correction information through traditional ACS, for which the mailer wants UAA mailpieces forwarded for the first 60 calendar days after the customer moves, and for which the mailer wants disposal of all other UAA mail must use STID 784 and a MID not registered with ACS. The mailpiece must not show a printed ASE on the mailpiece. Fees for address correction apply.
- Basic automation option Periodicals mailpieces for which the mailer receives address correction information, for which the mailer wants UAA mail to be forwarded for the first 60 calendar days after the customer moves, and for which the mailer wants the return all other UAA mail must use STID 782, a MID not registered with ACS, print "Address Service Requested," and show the return address on the front of the mailpiece. Fees for address correction and return of mailpieces apply. See DMM 507 for these requirements.

**NOTE:** Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publications 8a and 8a, are provided for basic automation Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hardcopy address correction notices provided under this service.

#### **2.5.10.2.3 Periodicals Mail Basic Automation Option Purchasing Electronic Address Correction Using OneCode ACS**

The STIDs defined in this section identify when the mailer is receiving address correction information based on use of the OneCode ACS program.

- Basic automation option Periodicals mailpieces for which the mailer receives address correction information, for which the mailer wants UAA mail to be forwarded for the first 60 calendar days after the customer moves, and for which the mailer wants disposal of all other UAA mail must use STID 784. The mailpiece must not show a printed ASE. Fees for address correction apply.
- Basic automation option Periodicals mailpieces for which the mailer purchases address correction information, for which the mailer wants UAA mail to be forwarded for the first 60 calendar days after the customer moves, and for which the mailer wants the return of all other UAA mail must use STID 782, must have the ASE "Address Service Requested", and must show the return address on the front of the mailpiece. Additional requirements and fees apply. See DMM 507 for these requirements.

**NOTE:** Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8a and 8b, are provided for basic automation Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hardcopy address correction notices provided under this service.

#### **2.5.10.3 Periodicals Mail Full-Service Service Type Identifiers**

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hardcopy PS Form 3579, or through physical return of the mailpiece.

The absence of a printed ASE on a mailpiece indicates the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer's move and all other UAA to be disposed.

The presence of a printed ASE on a mailpiece indicates the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer's move and all other UAA to be returned.

### **2.5.10.3.1 Periodicals Mail Full-Service Purchasing Address Manual Correction Notices**

The STIDs defined in this section identify when the mailer is requesting the purchase of hardcopy address correction information on the mailpiece.

- Full-service Periodicals Mail for which the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved, for which the mailer wants the disposal of all other UAA mailpieces, and for which the mailer wants to receive hardcopy address correction notices for all undeliverable mail must use STID 264 without any ASE printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.
- Full-service Periodicals Mail for which the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved, to have all other UAA mailpieces returned, and to receive hardcopy address correction notices for all undeliverable mail must use STID 264, the ASE “Address Service Requested”, and show the return address on the front of the mailpiece. Manual address correction notice fee and returned mailpiece fees associated with undeliverable Periodicals mailpieces charged.

### **2.5.10.3.2 Periodicals Mail Full-Service Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction based on use of the traditional ACS program.

- Full-service Periodicals mailpieces for which the mailer receives address correction information through traditional ACS, for which the mailer wants forwarding of UAA mail for the first 60 calendar days after the customer moves, and for which the mailer wants disposal of all other UAA mail must use STID 038 and a MID not registered with ACS. The mailpiece must not show a printed ASE on the mailpiece. Fees for address correction apply.
- Full-service Periodicals mailpieces for which the mailer receives address correction information, for which the mailer wants forwarding of UAA mail for the first 60 calendar days after the customer moves, and for which the mailer wants the return of all other UAA mail must use STID 038, a MID not registered with ACS, have the ASE “Address Service Requested”, and show the return address on the front of the mailpiece. Fees for address correction and return of mailpieces apply. See DMM 507 for these requirements.

**NOTE:** Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8a and 8b, are provided for basic automation Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hardcopy address correction notices provided under this service.

### **2.5.10.3.3 Periodicals Mail Full-Service Option Requesting Full-Service ACS**

Electronic address correction information will be provided within a full-service mailing, as specified by the Postal Service, for Periodicals Mail full-service mailpieces using the STID defined below.

The STIDs defined in this section identify when the mailer is receiving address correction information based on use of the OneCode ACS program under the full-service option.

- Full-service Periodicals mailpieces for which the mailer receives address correction information, for which the mailer wants forwarding for UAA mail for the first 60 calendar days after the customer moves, and for which the mailer wants disposal of all other UAA mail must use STID 038. The mailpiece must not show a printed ASE.
- Full-service Periodicals mailpieces for which the mailer purchases address correction information, for which the mailer wants forwarding of UAA mail for the first 60 calendar days after the customer moves, and for which the mailer wants the return of all other UAA must use STID 783 and must have the ASE “Address Service Requested”, and must show the return address on the front of the mailpiece. Additional requirements and fees apply. See DMM 507 for these requirements.

**NOTE:** Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8a and 8b, are provided for basic automation Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hardcopy address correction notices are provided under this service.

## 2.5.11 Bound Printed Matter Service Type Identifiers

Bound Printed Matter (BPM) mailpieces should use one of the following STIDs. The STID is used as the mail is processed to determine how a UAA mailpiece should be handled. For example, the mailer can request to have UAA mailpieces disposed of and receive an electronic address correction notice that provides the new address information or specifies the reason for non-delivery.

While there is no Move Update requirement for BPM, address correction information will be made available for flat-size mailpieces entered as full-service mailings and eligible for the barcode discount when they carry an IMb. Appendix A contains a comprehensive table that illustrates the information below.

### 2.5.11.1 BPM Nonautomation Service Type Identifiers

#### 2.5.11.1.1 BPM Nonautomation Not Purchasing Address Correction Notices

Nonautomation BPM for which the mailer wants any undeliverable mailpieces disposed of as waste and no electronic or hardcopy address correction notice must use STID 401 without the presence of any printed ASE on the mailpiece.

The presence of a printed ASE on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.

#### 2.5.11.1.2 BPM Nonautomation Purchasing Manual Address Correction Notices

Address correction information may be purchased separately for BPM Flat mailpieces. Mailers who want to receive a hardcopy address correction must use the below STID(s).

**NOTE:** The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hardcopy address correction notices and additional postage due fees to handle UAA mailpieces.

Nonautomation BPM for which the mailer wants any undeliverable mailpieces disposed of as waste and a hardcopy address correction notice provided must use STID 706. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

**NOTE:** Additional charges for hardcopy address corrections and mailpiece handling dispositions are associated with this option.

#### 2.5.11.1.3 BPM Nonautomation Purchasing Electronic Address Correction Using Traditional ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the traditional ACS program.

Nonautomation BPM for which the mailer purchases electronic address correction information through the traditional ACS process must use STID 424 or 431 and a MID not registered with ACS. A printed ASE that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of traditional ACS and postage due fees as appropriate are applicable.

#### 2.5.11.1.4 Nonautomation BPM Requesting Full-Service ACS

Electronic address correction information may be purchased separately for BPM nonautomation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Nonautomation BPM mailpieces for which the mailer purchases address correction information and for which the mailer requests disposal for all UAA mailpieces must use STID 431 and must bear the printed ASE

Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.

- Nonautomation BPM mailpieces for which the mailer purchases address correction information and for which the mailer requests forwarding of those mailpieces for which a COA record is on file or the mailpieces' return when they cannot be forwarded must use STID 424 and must bear the printed ASE Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.

**NOTE:** Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

## **2.5.11.2 BPM Basic Automation Option Service Type Identifiers**

### **2.5.11.2.1 BPM Basic Automation Option Not Purchasing Address Correction Notices**

Basic automation option BPM for which the mailer wants any undeliverable mailpieces disposed of as waste and no electronic or hardcopy address correction notice must use STID 401 without the presence of any printed ASE on the mailpiece.

### **2.5.11.2.2 BPM Basic Automation Option Purchasing Manual Address Correction Notices**

Address correction information may be purchased separately for BPM Flat mailpieces. Mailers who want to receive a hardcopy address correction must use the below STID(s).

**NOTE:** The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hardcopy address correction notices and additional postage due fees to handle UAA mailpieces.

Basic automation option BPM for which the mailer wants any undeliverable mailpieces disposed of as waste and a hardcopy address correction notice provided must use STID 706. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

**NOTE:** Additional charges for hardcopy address corrections and mailpiece handling dispositions are associated with this option.

The presence of a printed ASE on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.

### **2.5.11.2.3 BPM Basic Automation Option Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the traditional ACS program.

Basic automation option BPM for which the mailer purchases electronic address correction information through the traditional ACS process must use STID 424 or 431 and a MID not registered with ACS. A printed ASE that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of traditional ACS and postage due fees as appropriate are applicable.

### **2.5.11.2.4 Basic Automation Option BPM Requesting Electronic Address Correction Using OneCode ACS**

Electronic address correction information may be purchased separately for BPM basic automation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Basic automation option BPM mailpieces for which the mailer purchases address correction information and for which the mailer requests disposal of all UAA mailpieces must use STID 431 and must bear the printed ASE Electronic Service Requested or Change Service Requested. Address correction information will be provided through the mailer's OneCode ACS subscription.
- Basic automation option BPM mailpieces for which the mailer purchases address correction information and for which the mailer requests forwarding if a COA record is on file or return when it cannot be forwarded must use STID 424 and must bear the printed ASE Electronic Service Requested or Address Service Requested. Address correction information will be provided through the mailer's OneCode ACS subscription.

**NOTE:** Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

### **2.5.11.3 BPM Full-Service Service Type Identifiers**

#### **2.5.11.3.1 BPM Flats Full-Service Not Purchasing Address Correction Notices**

BPM flats full-service mailers who do not want any address correction service must use STID 265 no ASE printed on the mailpiece.

#### **2.5.11.3.2 BPM Flats Full-Service Purchasing Manual Address Correction Notices**

Address correction information may be purchased separately for BPM full-service mailpieces. Mailers who want to receive a hardcopy address correction notice must use the below STID(s).

**NOTE:** The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.

Full-service BPM flats mailers who want all of their UAA mail handled according to an on-piece endorsement must use STID 466. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

**NOTE:** Additional charges for hardcopy address corrections and mailpiece handling dispositions are associated with this option.

The presence of a printed ASE on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.

#### **2.5.11.3.3 BPM Full-Service Purchasing Electronic Address Correction Using Traditional ACS**

Electronic address correction information may be purchased separately for BPM full-service mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the traditional ACS program.

Full-service BPM for which the mailer purchases electronic address correction information through the traditional ACS process must use STID 423 or 430 and a MID not registered with ACS. A printed ASE that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of traditional ACS are applicable.

#### **2.5.11.3.4 BPM Full-Service Option Requesting Full-Service ACS**

Electronic address correction information will be provided within a full-service mailing, as specified by the Postal Service, for BPM full-service mailpieces using the STID defined below.

- Full-service BPM mailpieces for which the mailer will receive address correction information as a function of full-service and for which the mailer requests disposal of all UAA mailpieces must use STID 430 and must

bear the printed ASE Electronic Service Requested or Change Service Requested. Address correction information will be provided through the full-service program for Barcoded presort BPM flats that are not dropshipped to DDUs. All carrier route BPM flats and presort BPM flats dropshipped to DDUs must pay current charges for address correction information.

- Full-service BPM mailpieces for which the mailer will receive address correction information as a function of full-service and for which the mailer requests forwarding of mailpieces for which a COA record is on file or return when they cannot be forwarded must use STID 423 and must bear the printed ASE Electronic Service Requested or Address Service Requested. Address correction information will be provided through the full-service program for Barcoded presort BPM flats that are not dropshipped to DDUs. All carrier route BPM flats and presort BPM flats dropshipped to DDUs must pay current charges for address correction information.

**NOTE:** Additional charges for mailpiece handling are associated with this option to pay for the forwarding and return of undeliverable BPM Mail.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

## 2.6 Barcode Identifier

The barcode identifier field in the IMb must be "00" (zero-zero) with one exception: automation-price eligible flat mail bearing a printed optional endorsement line (OEL). When mailers prepare flat-size pieces using IMbs to meet automation-price eligibility requirements, the IMbs on any pieces bearing printed OELs must contain the barcode identifier corresponding to the OEL used. See the [Intelligent Mail Barcode Technical Resource Guide](#) to determine the correct Barcode Identifier.

# 3 Electronic Mailing Documentation and Postage Statements

Mailings that claim discounts and require minimum volumes must be accompanied by a postage statement and presort documentation when such documentation is required. Mailers may furnish hardcopy postage statements and documentation or supply a computer terminal at their site for Postal Service acceptance personnel to view their documentation. For the full-service option, mailers must send electronic mailing information to the *PostalOne!* system. The *PostalOne!* system is an information-management system that processes mailers' electronic submissions and produces postage statements and supporting documentation, such as qualification and container reports.

The *PostalOne!* system can be accessed from the Business Customer Gateway through the Manage Mailing Activity service. The new [Business Customer Gateway](#) replaces the National & Premier Accounts page and is intended for all business mailers. It is accessed via a link on the USPS home page. The Business Customer Gateway gives customers a single, unified landing point to access the online business offerings from the Postal Service. These channels include the services that support the Intelligent Mail full-service option, such as the *PostalOne!* system, the FAST system, the Customer Label Distribution System (CLDS), and the acquisition of MIDs.

Access to the *PostalOne!* system is required to submit electronic documentation using any of these three methods. Detailed instructions on how to access the Business Customer Gateway can be found in the [User Access to Electronic Information and Reports Guide](#) on [RIBBS](#).

Here are brief overviews of the three electronic submission options, with links to additional information.

1. Mail.dat: Mail.dat is an industry-defined database structure consisting of files linked by key fields. For information about Mail.dat refer to the [IDEAlliance](#) web site. For information on how you can use Mail.dat to submit electronic information for full-service, refer to the [Postal Service Mail.dat Technical Specification](#).

**NOTE:** As of December 2009, support for Mail.dat version 08-01 is discontinued. Only Mail.dat versions 08-2 and 09-1 will be accepted. The full-service option is only available with Mail.dat version 09-1.

2. Mail.XML (formerly Wizard Web Services): The Mail.XML specification, which replaces Wizard Web Services, enables secure electronic submission of mailing information to the Postal Service using eXtensible Markup Language (XML) messaging technology. For more information about Mail.XML refer to the [IDEAlliance](#) web site. For information about using Mail.XML for communicating with the *PostalOne!* system for full-service, refer to the *PostalOne!* system product guides and tools and the [Postal Service Mail.XML Technical Specification](#).

For ease of use, the *Postal Service Mail.XML Technical Specification* consists of three separate volumes, based on subject matter:

- **The *Postal Service Mail.XML Technical Specification for Postage Payment and Reporting (eDoc)***
- **The *Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST)***
- **The *Postal Service Mail.XML Technical Specification for Full-Service Feedback and Profile Management***

This guide will usually refer to these documents collectively as the *Postal Service Mail.XML Technical Specification*.

3. Postal Wizard: The *PostalOne!* system provides the Postal Wizard, a tool that gives mailers a secure way to submit postage statements online. This tool may be used when no electronic documentation is necessary for compliance with full-service requirements. Qualification reports for mailings of less than 10,000 First-Class Mail postcards, letters, or flats pieces, or Standard Mail letters or flats pieces are not required when postage is affixed to each piece at the correct price, or when each piece is of identical weight and the mailpieces are separated by price). Mailers can not submit Postal Wizard electronic postage statement to the Detached Mail Unit. The Final Rule of the August 2008 Federal Register Notice (New Pricing Eligibility, Intelligent Mail, and Move Update Standards for Domestic Mailing Services and Shipping Services (Final Rule)), in the section on the Postal Wizard, sets the eligibility requirements for using Postal Wizard. Postal Wizard cannot be used for Periodicals or BPM mailings.

If you are a mailer interested in the full-service option and electronic documentation, we provide a Test Environment for Mailers (TEM) and encourage you to practice in the TEM for as long as you need. In TEM we provide you with a utility to verify files before transferring them to the USPS. This tool checks the validity of the data elements in the file you submit and records error messages and warnings. During your practice in TEM, you are enabled to understand file warnings and can fix your errors before you begin the actual test validations with the USPS Help Desk. TEM supports Mail.dat Versions 08-2 and 09-1. Mail.dat version 08-1 is no longer supported.

The [Intelligent Mail Full-Service and Electronic Documentation Checklist](#) assists mailers in preparing for electronic documentation, basic automation and full-service options. At a high level, the checklist covers the following steps:

1. Review the Guides & Specifications
2. Plan Barcodes and Feedback
3. Access USPS Business Customer Gateway
4. Validate Barcodes
5. Enter the Test Environment for Mailers (TEM) for Mail.dat
6. Full-service mailings using the Postal Wizard only
7. Establish Feedback Profiles through the Business Customer Gateway

In addition to the presort documentation required today, full-service option electronic documentation must contain information about the IMBs applied to mailpieces, as well as to trays, sacks, and/or containers when required as part of a customer/supplier agreement. The documentation must include the unique IMb applied to each mailpiece in a mailing, the unique IMtb applied to each tray or sack, as well as the unique IMcb applied to each container in a mailing (when containerization is required). The documentation must also describe how mailpieces are linked to (or nested within) handling units, such as trays and sacks, and how mailpieces and handling units are linked to containers (when containerization is required). The documentation must also identify the preparer of the mailing and the mailer for whom the mailing is prepared (i.e., the mail owner). Both the Mail.dat and Mail.XML

file specifications support the required nesting and barcode information.

**Special Note on Metered Mailings:** The two principal methods for postage payment using meters are Correct and Lowest. If the affixed-postage method in the electronic documentation is Metered Correct, the amount of affixed postage shall be exactly the price of the mailpiece including, if applicable, the full-service discount. If the affixed-postage method in the electronic documentation is Metered Lowest, the amount of affixed postage shall be the amount applicable to the piece with the lowest required postage, including, if applicable, the full-service discount.

### 3.1 Mixed Mailings

The USPS will allow full-service and basic automation option mailpieces with IMbs as well as pieces with POSTNET barcodes to be combined in a single mailing, including copalletized mailings, when appropriate documentation is provided.

Mailers who mix POSTNET, basic automation and full-service mailpieces in a bundle, sack, tray or pallet and who wish to qualify the full-service mailpieces as full-service must meet the following requirements:

1. Include a mailpiece record in the electronic documentation for each POSTNET, basic automation, and full-service option mailpiece in the mailing (see the Piece Electronic Documentation sections of this document for details on what must be included). This includes identifying each piece in the electronic documentation as full-service, basic automation, or POSTNET.
2. Include a value of "M" for "Mixed" in the Full-Service Participation Indicator field of the Segment (.seg) record for Mail.dat and in the Full-Service Participation Indicator field in the MailingGroupData message for Mail.XML.
3. Adhere to the requirements for full-service mailings with the exception that the POSTNET and basic automation option mailpieces in the mailing are not required to have a unique IMb.

### 3.2 Pilot Program: Combined Mailings of Standard Mail and Periodicals

For Combined Mailings of Periodicals and Standard Mail Flats, the mailer enters a service agreement approved by Business Mailer Support. This agreement includes the mailing standards requirements for the Pilot Program Combined Mailings of Periodicals and Standard Mail Flats that defines the mail preparation, the standardized documentation, and the postage calculations. Outside county containers are prorated by the weight of the Periodicals in the container. Outside county chargeable bundles are prorated by the copies of Periodicals in the bundle. If the pilot program is approved, then in a future release mailers may use Mail.dat to send the data for these mailings. They would populate the following fields:

File	Field	Appropriate Values
MPU	Surcharge	N = Not Oversized
SEG	Principle Processing Category	FL = Flats
MPU	Flat Machinability	Y = Machinable on ASFM 100 or U = Machinable on USFM 100
SEG	Class Defining Preparation	6 = Std/Periodical Comailings
SEG	Mailing Agreement Type	E = Combined Mail, full-service, basic automation option

**Table 5: Mail.dat for Combined Mailings**

If the pilot program is approved, then in a future release mailers may also use Mail.XML to send the data to populate the following:

File	Field	Appropriate Values
LinItemSummaryData	Surcharge Type	N = No Surcharge
SubmitPostageStatementData	Form Type	SM = Standard Mailing
PeriodicalLinItemData	Machinable Flag Indicator	Y = Machinable

**Table 6: Mail.XML for Combined Mailings**

Periodicals pending application may be included in the Mail.dat file for this combined mailing. For each Outside County container and Outside County bundle, the container types, container levels, entry levels and package levels must be the ones supported for Outside County chargeable containers. If full-service mailpieces are included, the PDR file or the IMR file will be processed for these pieces and shall support the service measurement, ACS, and Confirm services if applicable.

### **3.3 Copalletization**

Copalletized mail contains mail from one or many mail owners. The copalletized portion of a mailing job is either:

- bundles (flat-size mailpieces) of multiple Periodicals publications or issues on pallets;
- bundles (flat-size pieces) of Standard Mail;
- trays containing First-Class Mail letters;
- trays containing Standard Mail letters.

Copalletized pallets may contain a mixture of any combination of full-service, basic automation, POSTNET automation, and nonautomation mailpieces. Electronic documentation, either Mail.dat or Mail.XML, will be required starting in March 15, 2010 for all copalletized bundles or trays whether or not full-service mailpieces are included.

To allow the Postal Service to process copalletized jobs, the original electronic documentation must be received prior to the copalletized electronic documentation submitted by the consolidator. All Mail.dat version 08-2 or version 09-1 submissions must conform to the specifications in the [Postal Service Mail.dat Technical Specification](#).

#### **3.3.1 Periodicals Scenario**

For copalletization, the mail preparer or mail owner at the origin site, the consolidator at the consolidator site and the Postal Service enter an authorization letter approved by Business Mailer Support. For the purposes of this guide, a consolidator may be the same party as mail preparer. For Periodicals, the DMM 707.27.2.1 states that this authorization letter shall include: the mailer's name and address, the mailing office, procedures and quality control measures for the copalletized mailing, the expected date of the first mailing, and a sample of the standardized documentation.

For copalletization of Periodicals bundles on pallets there are two options. Option one is valid for the Mail.dat version 09-1 and describes both the electronic documentation sent from the origin sites and the electronic documentation sent from the consolidation site. Option two describes an alternative for Mail.dat version 08-2 or the case in which the origin site is not prepared to send electronic documentation so the electronic documentation is sent only from the consolidator site.

For option one, origin site mailers preparing full-service mailpieces in bundles that will be copalletized at the ADC (or finer) level must follow all of the requirements for the full-service option. The bundles shall be sorted to the sack level called the virtual sack (at the ADC or finer level). Origin site mailers preparing basic automation mailpieces in bundles that will be copalletized at the ADC (or finer) level will create the electronic documentation and postage statements, but they are not required to create mailpiece level documentation.

The electronic documentation will indicate, at the virtual sack level, which bundles will be sent to a consolidator for copalletization. In Mail.dat version 09-1, the creator of the Periodicals bundle will place an "O" in the "Included in Other Documentation" field in the .csm record to indicate the original documentation. This will indicate which bundles will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized. The bundles and the electronic documentation are then sent to the consolidation site to be placed on pallets. Consolidators at the consolidation site will receive the original electronic data for the Periodicals bundles that will be placed on pallets. The consolidator will move the bundles onto the correct pallets. When creating a copalletized Periodicals mailing, the consolidator will use the electronic data received from the creator of the Periodicals mailing to create a new set of electronic data. The new set of electronic documentation must include all files or

messages necessary to generate qualification reports and postage statements. The original virtual sack Container ID marked as "O" must be linked with the new virtual sack Container ID marked as "L". The consolidator must prepare the linked container information using the same container type as the original. In the .csm file, the consolidator will assign the linked virtual sack Container ID to a pallet Parent Container Reference ID. The parent Container ID must be in the .csm file and have an Intelligent Mail Pallet barcode.

Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (.oci) file created by the consolidator using the following fields.

Mail.dat Files and Fields for Periodicals		
File	Field	Appropriate Values
CSM	Included in other documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user who submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned by the consolidator

**Table 7: Mail.dat for Periodicals Copalletization**

Mail.XML messages may also be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the Original Container Linkage Create and Cancel Request/Response message sets created by the consolidator.

Mail.XML Files and Blocks for Periodicals		
File	Block	Description
Original Container Linkage Create Request	Submitting Party Identifier	The Customer Registration ID (CRID – see 3.15.3) of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container.

**Table 8: Mail.XML for Periodicals Copalletization**

The consolidator must send the consolidated file after all the original files are updated in the *PostalOne!* system. This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator and will be used to create the standardized documentation and the postage statements for the copalletized mailing. The postage statements will be for each USPS Publication Number and Issue in the copalletized mailing.

Option two is used if an origin site within the copalletization pool does not make electronic documentation available. In this option, the origin sites in the affected pool do not send Mail.dat files containing mail going to the consolidator to the *PostalOne!* system. The consolidator shall produce a normal Mail.dat file representing the mailing as though it originated from the consolidator's site. This mailing consists of pallets with bundles on various ADC levels or various finer presort levels or bundles in MADC sacks. This Mail.dat file must not use any of the features available for copalletization. Leave the .csm file Included in Other Documentation field blank. Do not use virtual sacks. Do not include the Original Container Information file. This Mail.dat file must ultimately be sent with .csm Container Status set to Ready-to-Pay so that postage is paid. If full-service mailpieces are included in this option, the .pdr or the .imr file must be included in the Mail.dat file sent by the consolidator.

### 3.3.2 Standard Mail Flat-size Bundles Scenario

For Standard Mail copalletization, the mailer must have an approved authorization letter with Business Mailer

Support. To copalletize different Standard Mail flat-size mailings, the mailer must consolidate on pallets all independently sorted bundles from each mailing to achieve the finest presort level for the mailing as required in DMM 705.8.7.4. Standard Mail mailers preparing full-service mailpieces in bundles that will be copalletized must follow all of the requirements for full-service and prepare the electronic data to support the standardized documentation. Standard Mail mailers preparing basic automation mailpieces in bundles that will be copalletized must prepare electronic data to support the standardized documentation and postage statements but are not required to create mailpiece level electronic documentation.

For copalletization of bundles on pallets there are two options. Option one is valid for the Mail.dat version 09-1 and describes both the electronic documentation sent from the origin sites and the electronic documentation sent from the consolidation site. Option two describes an alternative for Mail.dat version 08-2 or the case in which the origin site is not prepared to send electronic documentation so the electronic documentation is sent only from the consolidator site.

For option one, Standard Mail origin site mailers preparing full-service mailpieces in bundles that will be copalletized at the BMC (or finer) level must follow all of the requirements for full-service. Standard Mail mailers preparing basic automation mailpieces in bundles that will be copalletized at the BMC (or finer) level will create the electronic documentation and postage statements but are not required to create mailpiece level documentation. The bundles shall be sorted to the sack level called the virtual sack.

The electronic documentation will indicate, at the virtual sack level, which bundles will be sent to a consolidator for copalletization. In Mail.dat version 09-1, the creator of the Standard Mail bundle will place an “O” in the “Included In Other Documentation” field in the .csm record to indicate the original documentation. This will indicate which bundles will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized. The copalletized bundles and the electronic documentation are then sent to the consolidation site.

Consolidators at the consolidation site will receive the original electronic data for the Standard Mail bundles that will be copalletized. The consolidator will move the bundles onto the correct pallets. When creating a copalletized Standard Mail mailing, the consolidator will use the electronic data received from the creator of the Standard Mail mailing to create a new set of electronic data. The new set of electronic documentation must include all files or messages necessary to generate qualification reports and postage statements. The original container information marked as “O” must be linked with the new container information marked as “L”. The consolidator will prepare the linked container information using the same container type as the original Mail.dat file. In the .csm file, the consolidator will assign the linked virtual sack Container ID to a pallet Parent Container Reference ID. The parent Container ID must be in the .csm file and have an Intelligent Mail Pallet barcode.

Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (.oci) file created by the consolidator.

<b>Mail.dat Files and Fields for Standard Mail Flats in Bundles</b>		
<b>File</b>	<b>Field</b>	<b>Appropriate Values</b>
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user who submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned by the consolidator

**Table 9: Mail.dat for Standard Mail Flat Bundle Copalletization**

Mail.XML messages will be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the OriginalContainerLinkageCreateRequest message created by the

consolidator.

Mail.XML Files and Blocks for Standard Mail Flats in Bundles		
File	Block	Description
Original Container Linkage Create Request	Submitting Party Identifier	The CRID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container. The Container Barcode is required for full-service and mixed service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for full-service and mixed service mailings.

**Table 10: Mail.XML for Standard Mail Flat Bundle Copalletization**

The consolidator must send the consolidated file after all the original files are updated in the *PostalOne!* system. This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator and will be used to create the standardized documentation and the postage statements for the copalletized mailing.

For option two, if the origin site does not make electronic documentation available, the consolidator shall produce a normal Mail.dat file representing the mailing as though it originated from the consolidator's site. This mailing consists of pallets with bundles on various BMC levels or various finer presort levels or bundles in origin sacks. This Mail.dat file must not use any of the features available for copalletization. Leave the .csm file Included in Other Documentation field blank. Do not use virtual sacks. Do not include the Original Container Information file. This Mail.dat file must ultimately be sent with .csm Container Status set to Ready-to-Pay so that postage is paid. If Full-service mailpieces are included in this option, the .pdr or the .imr file must be included in the Mail.dat file sent by the consolidator.

### 3.3.3 First-Class Mail in Trays Scenario

For First-Class Mail copalletization the mailer must have an approved authorization letter with Business Mailer Support. First-Class Mail mailers preparing full-service mailpieces in trays that will be copalletized at the same site must follow all of the requirements for full-service and prepare the electronic data to support the standardized documentation.

First-Class Mail mailers preparing basic automation mailpieces in trays that will be copalletized must prepare electronic data to support the standardized documentation and postage statements but are not required to create mailpiece level electronic documentation. All trays prepared as part of a copalletized mailing, regardless of whether they will be copalletized, must have an Intelligent Mail Tray barcode applied to the tray.

For copalletization of trays on pallets, the site shall send the origin Mail.dat file showing the trays not yet assigned to pallets using ready-to-pay container status or submit Postage Statement Create Requests for Mail.XML. This job will be consolidated, verified and paid at the origin site.

For First-Class mail in trays there are two options. Option one is valid for the Mail.dat version 09-1 and describes both the electronic documentation for the origin file and the electronic documentation for the consolidated file and both files are sent from the same site. Option two describes an alternative for Mail.dat version 08-2 or the case in which the origin file is not available and the electronic documentation is only the consolidated file.

For option one, the origin file electronic documentation will indicate, at the tray level, which trays will be in a consolidated file for copalletization. In Mail.dat version 09-1, the creator of the First-Class Mail trays will place an "O" in the "Included In Other Documentation" field in .csm to indicate the original documentation. This will indicate

which trays will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized. The trays being copalletized shall be assigned a pallet in the consolidated Mail.dat file.

Consolidators at the same site who copalletize First-Class Mail will receive the original electronic data for the trays that will be copalletized. The consolidator will move the trays onto the correct pallets. When creating a copalletized First-Class Mail mailing, the consolidator will use the electronic data received from the creator of the First-Class Mail mailing to create a new set of electronic data. The new set of electronic documentation for Mail.dat must include the .hdr, .seg, .csm, and .oci or Original Container Linkage message. The original container information marked as "O" must be linked with the new container information marked as "L". The consolidator will prepare the linked container information using the same container type as the original. In the .csm file, the consolidator will assign the linked tray Container ID to a pallet Parent Container Reference ID. The parent Container ID must be in the .csm file and have an Intelligent Mail Pallet barcode.

Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (.oci) file created by the consolidator.

Mail.dat Files and Fields for First-Class Mail		
File	Field	Appropriate Values
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user who submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned by the consolidator

**Table 11: Mail.dat for First-Class Mail Tray Copalletization**

Mail.XML messages may also be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the Original Container Linkage Create and Cancel Request/Response message sets created by the consolidator.

Mail.XML Files and Blocks for First-Class Mail		
File	Block	Description
Original Container Linkage Create Request	Submitting Party Identifier	The CRID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container. The Container Barcode is required for full-service and mixed service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for full-service and mixed service mailings.

**Table 12: Mail.XML for First-Class Mail Tray Copalletization**

The consolidator must send the consolidated file after all the original files are updated in the *PostalOne!* system. This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator.

Option two, if there is no origin file of trays not assigned to pallets; the consolidated file shall be a normal Mail.dat file representing the trays assigned to pallets. This consolidated file generates qualification reports, and postage statements when sent to the *PostalOne!* system. This Mail.dat file must not use any of the features available for copalletization. Leave the .csm file Included in Other Documentation field blank. Do not include the Original Container Information file. This Mail.dat file must ultimately be sent with .csm Container Status set to Ready-to-Pay so that postage is paid. If full-service mailpieces are included in this option, the .pdr or the .imr file must be included in this consolidated Mail.dat file.

### **3.3.4 Standard Mail in Trays Scenario**

For Standard Mail copalletization the mailer must have an approved authorization letter with Business Mailer Support. Standard Mail mailers preparing full-service mailpieces in trays that will be copalletized must follow all of the requirements for full-service. Standard Mail mailers preparing basic automation mailpieces in trays that will be copalletized must prepare electronic data to support the standardized documentation and postage statements but are not required to create mailpiece level electronic documentation. All trays prepared as part of a copalletized mailing, regardless of whether they will be copalletized, must have an Intelligent Mail Tray barcode applied to the tray.

For copalletization of trays on pallets, the origin site shall send the Mail.dat file for the entire job using ready-to-pay container status or submit Postage Statement Create Requests for Mail.XML. This job will be verified and paid at the origin site.

Standard Mail mailers preparing full-service mailpieces in trays that will be copalletized at the BMC (or finer) level must follow all of the requirements for full-service. Standard Mail mailers preparing basic automation mailpieces in trays that will be copalletized at the BMC (or finer) level will create the electronic documentation and postage statements but are not required to create mailpiece level documentation. The trays may be orphans or physically on a pallet to be shipped to the consolidator.

The electronic documentation will indicate, at the tray level, which trays will be sent to a consolidator for copalletization. In Mail.dat version 09-1, the creator of the Standard Mail trays will place an "O" in the "Included In Other Documentation" field in .csm to indicate the original documentation. This is accomplished in Mail.XML by placing an "O" in the "IncludedInOtherDoc" field in the QualificationReport ContainerInfoData block. This will indicate which trays will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized. The copalletized trays and the electronic documentation are then sent to the consolidation site.

Consolidators at the consolidation site who copalletize Standard Mail will receive the original electronic data for the trays that will be copalletized. The consolidator will move the trays onto the correct pallets. When creating a copalletized Standard Mail mailing, the consolidator will use the electronic data received from the creator of the Standard Mail mailing to create a new set of electronic data. The new set of electronic documentation for Mail.dat must include the .hdr, .seg, .csm, and .oci or Original Container Linkage message. For Mail.XML, the documentation must include the Mailing Group, Qualification Report with Container Info block and Original Container Linkage message. The original container information marked as "O" must be linked with the new container information marked as "L". The consolidator will prepare the linked container information using the same container type as the original. . In the .csm file, the consolidator will assign the linked tray Container ID to a pallet Parent Container Reference ID. The parent Container ID must be in the .csm file and have an Intelligent Mail Pallet barcode.

Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (.oci) file created by the consolidator.

Mail.dat Files and Fields for Standard Mail		
File	Field	Appropriate Values
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user that submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned be the consolidator

**Table 13: Mail.dat for Standard Mail Tray Copalletization**

Mail.XML messages may also be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the Original Container Linkage Create and Cancel Request/Response message sets created by the consolidator.

Mail.XML Files and Blocks for Standard Mail		
File	Block	Description
Original Container Linkage Create Request	Submitting Party Identifier	The CRID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container. The Container Barcode is required for full-service and mixed service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for full-service and mixed service mailings.

**Table 14: Mail.XML for Standard Mail Tray Copalletization**

The consolidator must send the consolidated file after all the original files are updated in the *PostalOne!* system. This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator. Option two; for trays on pallets the origin sites must make electronic documentation available to pay postage. Until March 15, 2010 the origin site may provide qualification reports by other means and enter postage statements manually. If this happens, the consolidator shall not send any Mail.dat file for this mailing. If the origin files do not have the pallets assigned they will be treated as loose trays and start-the-clock information may not be available.

### 3.3.5 Virtual Sack Scenarios

Consolidators will be required to create a linked virtual sack record with all bundles related on one consolidated container within a copalletized job for bundle based scenarios. This means virtual sacks with the 'Included in Other Documentation' set to 'O' cannot have associated bundles split across co-palletized containers within a job or across jobs.

Consolidators may place virtual sacks into copalletized physical sacks by using the parent container reference ID in the .csm for Mail.dat or Container Info block for Mail.XML. Physical sacks containing virtual sacks may be placed onto pallets.

### 3.3.6 Physical Sibling Scenarios

Consolidators will be required to create a linked logical handling unit record with all sibling physical handling units related on one consolidated container within the copalletized job for MLOCR and continuous presort mailer scenarios. In addition, consolidators will be required to create a linked physical handling unit record with all sibling physical handling units related on one consolidated container within the copalletized job for overflow scenarios. This means logical or physical handling units with the 'Included in Other Documentation' set to 'O' cannot have associated sibling physical handling units split across co-palletized containers within a job or across jobs.

### 3.3.7 Container Linkage Updates

For bundle based copalletization, consolidators will be allowed to resubmit co-palletized jobs with OriginalContainerLinkage messages or .oci records until postage is finalized. For tray based copalletization, consolidators will be allowed to submit only one co-palletized job with OriginalContainerLinkage messages or .oci records.

### 3.3.8 Post Finalization Updates

Consolidators may submit Mail.dat transportation updates for the copalletized Mail.dat jobs linked to original electronic documentation. Transportation updates are supported for Mail.XML.

For bundle based copalletization, reversals of postage statements will be supported for co-palletized jobs linked to original job information. For tray based copalletization, reversals of postage statements will be supported for original job information marked for copalletization prior to the co-palletized job being received.

## 3.4 Manifest Mailings

With authorization from the USPS, mailers may participate in a manifest mailing program. This program requires mailers to utilize an automated system to document postage and fees for all pieces in a mailing paid via permit imprint indicia. Each piece in the mailing is assigned a unique identification number that may be compared with the manifest. To participate in the program, mailers must develop or use a computerized system that generates hardcopy documentation to support mailings. When using the sequential manifesting options listed below, both the unique identification number on the mailpiece and the unique IMb must be sequential and contiguous.

Mailers sending the manifest mailings through Mail.dat will need to choose the Header Presentation category of S for Batch manifest mailings and I for Individualized mailpiece manifest. The *PostalOne!* system will process the Presentation categories of "S" and "I" as conventional presort but will require the customers to identify the manifest mailings as S or I. Customers cannot use the Convention presort flag for manifest mailings.

When choosing the "S" flag, the customer must provide the IMR file or PDR file besides the MSR file. The *PostalOne!* system will ignore the MSR file, if it exists. When choosing the "I" flag, the customer must provide the PDR file or the IMR file besides the MIR file. *PostalOne!* system will ignore the MIR file if it exists. The existing qualification reports will be used; the qualification reports and the *PostalOne!* dashboard will show the mailing presentation categories to help the USPS personnel verify the mail accordingly. Manifest mailers are required to provide the necessary piece level information, as they do today, to the USPS personnel for verification purposes.

Mailers participating in the manifest mailing program can use either the sequential or non-sequential piece electronic documentation options described in this section for Mail.dat. Mailers will place the unique identification number (human readable) as well as the IMb applied to the mailpiece in the electronic documentation. When using Mail.dat for sequential or non-sequential piece electronic documentation, the unique identification number is placed in the Piece ID field and the IMb is placed in the IM Barcode field of the Piece Detail Record (PDR) file.

For Postage adjustments for shortage and spoilage, mailpieces that are planned but are not created would be identified by placing a “W” or an “S” (when a postage adjustment is desired) and by “X” and “T” when postage adjustment is not desired in the Wasted Or Shortage Piece Indicator field (in Mail.dat 09-1 -W and X are used for Wasted, S and T for Shortage). If the manifest mailer is using the unique IMb as the unique identification number on the mailpiece, they may populate the IM Barcode Range File (IMR record) – with job id, container ID, IMR ID, class, lower range, upper range, by/for, full-service indicator, piece count, closing character in Mail.dat 09-1. These fields in Mail.dat 09-1 are populated with 15 digits (a 6- or 9-digit MID plus a 9- or 6-digit Serial Number). Sequences must be contiguous and may not overlap among containers in a mailing or between mailings by class during the 45-day period for barcode uniqueness.

When using Mail.XML for the non-sequential piece electronic documentation, the unique identification number is placed in the MailPieceID XML block and the IMb is placed in the IMB XML block of the MailPieceCreateRequest message’s PDRMailpieceblock or MailPieceblock. Mailpieces that are planned but are not created would be identified by placing a “W” or “X” for wasted or an “S” or a “T” for shortage in the WastedPieceIndicator field. When using Mail.XML for the sequential piece electronic documentation, the first unique identification number used is placed in the SerialNumber9/6 field of the IMBarcodeLowerSerialization field and the last unique identification number used is placed in the SerialNumber9/6 field of the IMBarcodeUpperSerialization field (in the PieceRange XML block) while the MIDs are placed in the mailerID6/9 field within the same XML blocks. Mailpieces that are planned but are not created would be identified by creating a new range record representing the actual upper and lower serial in the MailPiece Mail.XMLPieceRange block.

### **3.5 Spoilage and Shortage**

During the course of a mailing, there are typically mailpieces that were included in the electronic documentation but were never created. The electronic documentation will need to be updated to reflect adjustments to a mailing due to spoilage (wasted), shortages, or other anomalies that affect the piece count of a postage statement or mailing job.

Spoiled mailpieces are those pieces for which electronic documentation has been provided to the USPS but, during production, the pieces get spoiled for any number of reasons. Shortages can occur in mailing environments in which a mailer may not mail a whole container (pallet or handling unit), but rather will mail only a partial container (pallet or handling unit). In a shortage-specific postage adjustment when the entire container will not be included in the mailing, the mailer must cancel or delete the whole container at the Mail.dat .csm (Container Summary) file level. In the case in which only part of a container will be excluded from the mailing, the mailer must send a Mail.dat PDR or Mail.XML MailPieceCreate and MailPieceUpdate messages, which set the WastedPiece Indicator field to ‘S’ or ‘W’ for the mailpieces that will not be included in the mailing. In version 09-1 of Mail.dat, a value of ‘S’ will be placed in the Wasted or Shortage Piece Indicator field to identify shortage pieces and “W” will be used for spoiled (wasted) mailpieces. For Mail.dat IMR and Mail.XML MailPiece MailXMLPiece Range block ranges should be submitted representing the new upper and lower serial numbers excluding the Wasted or Spoiled pieces.

Shortage- and spoilage-related postage adjustments must occur against postage statements that have not been finalized. If all postage statements for a mailing have been finalized, then spoilage-related postage adjustments will only occur through the existing refund-request process.

While the ultimate goal of the USPS is to mandate providing piece-level electronic information for spoilage, certain mailer technologies do not currently support that capability. For full-service, the USPS will allow postage adjustments to occur without specific piece-level information for certain mailing environments as technologies and processes are defined to move toward providing piece-specific spoilage information. Regardless of the method used, the spoiled pieces must be made available for verification prior to adjusted postage statements’ finalization.

In non-manifest mail environments today, two options exist for spoilage related postage adjustment.

Solution 1: Mailers who cannot specify the specific postage statements of the spoiled mailpieces request the postage adjustment dollar amount and the USPS will select the postage statement.

Solution 2: Mailers may identify the dollar amount and specific postage statements of spoiled pieces and request

the USPS to adjust postage for the spoiled pieces (available only using Mail.XML).

Regardless of the option selected above, the USPS supports the two following solutions for providing spoilage information in Mail.dat 09-1 and Mail.XML.

**Solution 1:** In Mail.dat, a PAR record is submitted to adjust postage. Upon receipt of postage adjustment information, the USPS will then find the best possible postage statement that is not yet finalized and supports the adjustments for the spoiled pieces. For this solution, the USPS will adjust the ready-to-pay postage statement with the latest mailing date related to the Mail.dat submitted for the mailing (tied to the mailer's Permit number) and adjust postage based upon spoiled piece count and the dollar amount provided by the mailer. If the postage statement with the latest mailing date generated tied to the PAR transaction does not have enough pieces or copies to fulfill the spoilage adjustment, then the next ready-to-pay postage statement with a mailing date furthest from the current date will be adjusted. This process will be repeated until the correct number of mailpieces has been deducted from the postage statement to accommodate the spoilage adjustment. If no ready-to-pay postage statements are available with enough pieces to adjust postage than the *PostalOne!* system will generate an error. If no ready-to-pay postage statements are available for the mailing, then the USPS identified refund process will need to be initiated by the customer.

In a future release, **Solution 2:** The mailer will be allowed to provide a mailer-generated postage statement sequence number and all other required fields that identify unique postage processing. This will be accomplished in Mail.dat using the new, optional Postage Statement Header File that will provide linkage with the .csm containers to identify containers on a postage statement. This new Postage Statement Header file will also be linked with the PAR file through a Unique Record Identifier field, linking an adjustment transaction to a unique postage statement. The new postage statement header file will then be used, if provided, in conjunction with the PAR file to adjust postage.

**Solution 3:** Adjustments will be accomplished in Mail.XML using the new PostageAdjustmentCreateRequest/Response messages, which refer to an existing postage statement by providing the StatementID. If postage was filed through Mail.XML then the postage statement can be uniquely identified and the Mail.XML PostageAdjustmentCreate message will be used to adjust postage.

### **3.5.1 Piece Level Spoilage and Shortage**

Mailers have the ability to identify the specific mailpiece that was spoiled and where in the mailing a mailpiece was spoiled. In this scenario, updated piece level electronic documentation through Mail.dat or Mail.XML would be submitted to the *PostalOne!* system to identify the specific mailpieces that were spoiled. The original electronic documentation would indicate the handling unit to which this mailpiece was associated. These electronic updates can be sent via Mail.dat using the PDR or Mail.XML using the MailPieceCreate and MailPieceUpdate Request/Response messages. For either option, the mailer will indicate the wasted piece by placing a 'W' in the WastedPiece Indicator field for the mailpieces that were spoiled or 'S' in the WastedPiece Indicator field for shortage mailpieces. This option is only available when the original piece information was provided in the PDR, not an IMR file. For IMR and MailPiece Create MailXMLPieceRange Block mailers will have to submit updated range serial numbers excluding the Wasted or Shortage pieces.

## **3.6 Multi-Line Optical Character Reader (MLOCR) Mailers**

An MLOCR mailer is any mail preparer who uses Multi-Line Optical Character Reader (MLOCR) or Bar Code Sorter machines to sort mail that has the name and address applied to the mailpiece prior to processing on the MLOCR machine. These mailpieces may have an IMb applied by the mail owner (or other party) prior to sortation on the MLOCR machine. Mail preparers are required to honor requests from the mail owners to use the mail owner's MID in the IMb on the mailpiece. There are three options the MLOCR mailer can employ for applying the IMb to mail sorted on an MLOCR machine.

**Option 1:** Use the MID and Serial Number Applied by the Mail Owner  
Mail owners (or other parties) may apply an IMb to the mailpiece when the name and address is applied. If the full-service mailpieces already have a unique IMb applied, the MLOCR mailer may capture the MID and/or Serial Number of the original IMb on the mailpiece and use that to populate the piece level electronic documentation for

a full-service mailpiece. In addition, the MLOCR mailer may also use the captured MID and/or Serial Number to populate the MID and Serial Number field in the new IMb if the MLOCR mailer applies a new IMb on the mailpiece. By applying a new IMb, the MLOCR mailer can alter the delivery point portion of the IMb to comply with the USPS delivery point standards.

#### Option 2: Use the Mail Owner's MID

The mail owner may direct the MLOCR mailer to use the mail owner's MID in the IMb sprayed by the MLOCR mailer on the mailpieces. In this option, the MLOCR mailer would generate a unique Serial Number for full-service mailpieces to use with the mail owner's MID in the IMb. To create the unique Serial Number, the MLOCR mailer may assign a range of Serial Numbers to a specific machine, thus maintaining uniqueness across multiple machines without requiring the machines to communicate. Alternatively, the MLOCR mailer may connect the machines in their facility to communicate with a central database which will control the Serial Number generation process and ensure unique Serial Numbers are applied across all mailpieces using a specific MID. The MLOCR mailer may also use other proprietary methods of generating a serial number providing that the IMb remains unique for the required time period.

#### Option 3: Use the MLOCR Mailer MID

The MLOCR mailer can use his/her own MID to apply an IMb on the mailpiece. In this option, the MLOCR mailer would generate a unique Serial Number for full-service mailpieces to use with the MLOCR mailer's MID in the IMb. To create the unique Serial Number, the MLOCR mailer may assign a range of Serial Numbers to a specific machine, thus maintaining uniqueness across multiple machines without requiring the machines to communicate. Alternatively, the MLOCR mailer may connect the machines in their facility to communicate with a central database which will control the Serial Number generation process and ensure unique Serial Numbers are applied across all mailpieces using a specific MID. The MLOCR mailer may also use other proprietary methods of generating a serial number providing that the IMb remains unique for the required time period.

Typically, the mail from each mail owner will be run separately on a machine and information captured from that process will be used to identify the mail owner in the by/for section of the electronic documentation for those mailpieces. If that mail already contains mail from multiple mail owners, the MLOCR mailer would populate the by/for section of the electronic documentation to identify the single source of that mail (i.e. the MLOCR mailer's customer).

When a mail owner has provided a small amount of mail, the MLOCR mailer has the option to combine that mail with mail from other low volume mail owners and will not be required to identify the mail owners associated to those mailpieces. The MLOCR mailer is allowed to combine mail from customers who individually provide less daily volume than 1% of the total average daily volume processed at the MLOCR mailer's facility or 3,000 pieces (whichever is less). If the MLOCR mailer chooses to combine multiple customers using their own MID, they will be responsible for the address quality of those pieces.

When mailpieces are rejected on an operation and grouped together across mail owners to be re-run on a MLOCR machine, those mailpieces may use the MID of the MLOCR mailer and will not be required to identify the mail owner in the electronic documentation. If the mailpiece is not successfully processed when re-run, that mailpiece will be mailed at machinable or single-piece prices and may or may not have an IMb applied.

The permit number will be included in the Local Permit Reference Number field of the MPA record in Mail.dat for all permit mail. The permit number will be included in the PermitNumber field of the MailingAgentData message of the PostageStatementCreate message of Mail.XML. Nonprofit Standard Mail must have the permit number whatever the postage type is used to pay for the pieces.

For a normal MLOCR operation, the electronic documentation will be submitted with qualification and postage data after first pass of the mail through the MLOCR. For full-service mailings, the electronic documentation will be updated with handling unit and container data after second pass. Mailings prepared using a One-Pass Finalization method will have electronic documentation submitted prior to production of the combined mailing. After the mail is run, an update including the actual sorter data will be submitted electronically.

### **MLOCR Two-Pass Origin Entry or Continuous Mailer with Logical Trays**

In this option, the mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container

Status set to 'P'. Next, the *PostalOne!* system will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. Performance Based Verification (PBV) will be based on the Verification Request Storage Record (VRSR) instead of the postage statement.

The mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to 'R' for the existing logical tray records by noon the following day for payment. The logical trays will be updated with the new Parent Container Reference ID in the .csm. Lastly, the *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the mailer will submit transportation updates after finalization.

### **MLOCR One-Pass**

In this option, mailer will submit a planned Mail.dat file. Next, the mailer will submit an actual Mail.dat file without sibling information with the .csm Container Status set to 'P'. The *PostalOne!* system will then generate a qualification report, preliminary postage statement, Customer Mail Report, Summary ZIP Destination Report, and tray difference report for verification. PBV will be based on the VRSR instead of the postage statement. The mailer will submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to 'R' for the existing logical tray records by noon the following day for payment.

The logical trays will be updated with the new Parent Container Reference ID in the .csm record. At this point, the mailer may only modify the Container Status and Parent Container Reference ID in the .csm between the two actual submissions. The *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the mailer will submit transportation updates after finalization.

### **MLOCR or Continuous Mailer Drop-Ship**

In this option, the mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to 'P'. The *PostalOne!* system will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV will be based on the VRSR instead of the postage statement. The mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to 'R' for the existing logical tray records as logical trays are released. The logical trays will be updated with the new Parent Container Reference ID in the .csm.

When providing recurring appointment content information to FAST via the Mail.dat file, the updated Mail.dat must be submitted two hours prior to the scheduled appointment time. When recurring or one-time appointment content information is provided via Mail.XML, it must be provided one hour prior to the scheduled appointment time. The *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the mailer will submit transportation updates after finalization.

## **3.7 Continuous Mailers**

A continuous mailer is defined as one that regularly:

- Dispatches portions of the mailing to the USPS at multiple times throughout the production period of the total mailing.
- Provides a USPS Qualification Report for the multiple dispatches.
- May submit portions of the mailing to the USPS before qualification and postage documentation can be finalized.

Continuous mailers will submit and generate documentation as follows:

- Create electronic documentation for each mailing prepared over the course of the production day. The production day is the period of time (not to exceed 24 hours) when mail is produced and dispatched. Submit the electronic documentation for the original planned mailing (e.g., list or One-Pass Finalization mailers) prior to production or after first pass (for MLOCR/BCS environment) to the *PostalOne!* system. Manifest mailers will submit documentation prior to production unless approved by Business Mailer Support. Payment for that

production day will occur with the updated, final submission to the *PostalOne!* system or as stipulated in the mailer's postage payment system agreement.

If portions of the planned mailing as originally submitted in the electronic documentation are not dispatched during the production day and these portions will be moved to the next day's mailing, then the updated, final submission to the *PostalOne!* system must reflect the removal of those pieces and the proper qualification of all remaining pieces in the dispatched portion. The non-dispatched portion which is moved to a different mailing must be re-qualified for the prices for which they are prepared.

- Alternatively, mailings submitted across multiple days will be represented in an original submission of electronic documentation. In this scenario, payment is made as stipulated in the mailer's postage payment system agreement for the containers dispatched during each production day, provided that the documentation represents pieces associated to physical handling units and physical containers. Payment is accomplished by updating the electronic documentation and marking those containers as ready to pay.

Continuous mailers will have Customer Supplier Agreements (CSA) with the Postal Service as described in this guide. The CSA will define how and when the mailing must be dispatched for start-the-clock purposes. Container information will be submitted to the *PostalOne!* system for all the containers on the associated postage statement for that production day. Dispatch information for the containers that are complete and ready for acceptance and payment will be submitted to the *PostalOne!* system in a transportation update.

### **Continuous Mailer with Logical Trays**

In this option, the mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to 'P'. Next, the *PostalOne!* system will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV will be based on the VRSR (Verification Request Storage Record) instead of the postage statement.

The mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to 'R' for the existing logical tray records by noon the following day for payment. The logical trays will be updated with the new Parent Container Reference ID in the .csm. Lastly, the *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the mailer will submit transportation updates after finalization.

### **Continuous Mailer Drop-Ship**

In this option, the mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to 'P'. The *PostalOne!* system will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV will be based on the VRSR instead of the postage statement. The mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to 'R' for the existing logical tray records as logical trays are released. The logical trays will be updated with the new Parent Container Reference ID in the .csm.

When providing recurring appointment content information to FAST via the Mail.dat file, the updated Mail.dat must be submitted two hours prior to the scheduled appointment time. When recurring or one-time appointment content information is provided via Mail.XML, it must be provided one hour prior to the scheduled appointment time. The *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the mailer will submit transportation updates after finalization.

## **3.8 The *PostalOne!* Transportation Management Systems (TMS)**

The *PostalOne!* Transportation Management Systems (TMS) feature direct routing of mail using the most time-efficient transportation possible by utilizing advanced surface and air assignments. The overall objective is to better align First-Class Mail business customers with Postal Service production, acceptance, and distribution processes. The technology component features a shipping system that scans tray labels, captures weight, and interfaces with the Surface Air Management System (SAMS) for assignments. This mechanism can help them

meet certain service standards by improving the speed, accuracy, and consistency of mail delivery.

The following diagram is a graphical depiction of the data flow between the *PostalOne!* TMS and the USPS network, including the various data repositories.

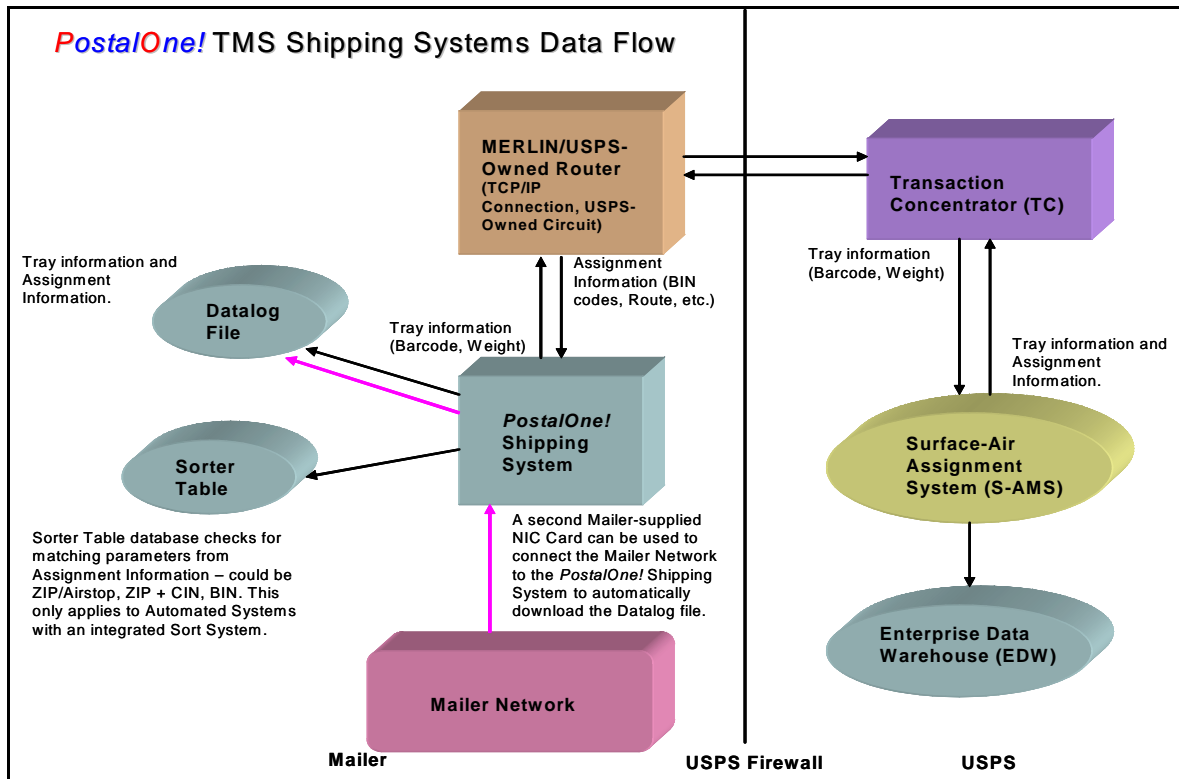


Figure 1: Data Flow Between the *PostalOne!* TMS and the USPS network

### 3.8.1 *PostalOne!* TMS and Full-Service

Mailers may choose to participate in the *PostalOne!* TMS program to fulfill some of the requirements for full-service. Specifically, the Intelligent Mail tray barcode information scanned by the *PostalOne!* TMS and stored in the data log file can be used to populate a portion of the required electronic documentation. USPS Information Technology has developed a connectivity architecture that meets the information security needs of both the USPS and the mailers, in addition to providing the most robust backup and recovery options should there be network or hardware failure on the USPS side, reducing the amount of potential downtime for the mailers.

Additionally, this architecture will allow mailers to network the TMS' into their infrastructure in order to automatically pull data log files from the TMS' to retrieve the Intelligent Mail Tray Barcode data needed to qualify for full-service. Mailers are approved to install a second Network Interface Controller (NIC) Card in their TMS' in order to connect to their network.

### 3.8.2 *PostalOne!* TMS and Mail.dat

Although it is not a USPS requirement, some mailers may choose to populate their Mail.dat files with the Airline Code (carrier). This optional data will not be stored or displayed in any way. If a mailer chooses to pursue this option, Mail.dat has two User Label Fields (each with 40 byte capacity) that can be used. The mailer would use the Response from SAMS, found in Field 6 of the data log file, to populate "Label: User Information Line 1" and "Label: User Information Line 2". Mailers will find the Airline Code (carrier) in "User Label 2", bytes 9 and 10.

For example, if the Response from SAMS is L0935NSMFPITD8GDBC75B%F07041408170708300180050615X-SDFX PIT:

Label: User Information Line 1, the first 40 bytes, would be:

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
L	0	9	3	5	N	S	M	F	P	I	T	D	8	G	D	B	C	7	5	B	%	F	0	7	0	4	1	4	0	8	1	7	0	7	0	8	3	0	0

Label: User Information Line 2, the second 40 bytes, would be:

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0		
1	8	0	0	5	0	6	1	5	X	-	S	D	F	X						P	I	T																			

As can be seen above, Label: User Information Line 2, bytes 9 and 10 hold the characters 5X, the Airline Code for UPS.

### 3.8.3 PostalOne! TMS Contingency Plans and Full-Service Qualification

The mailer is still responsible for providing Intelligent Mail Tray barcodes in the electronic documentation regardless of an available connection to SAMS. In order to qualify for the full-service option, mailers may continue to use their *PostalOne!* Transportation Management Automated or Semi-Automated Systems in Bypass Mode (assuming the System Failure is related only to SAMS or other Network connectivity problems that do not prevent the System from functioning). This will allow for the automatic population of Intelligent Mail Tray Barcode data into their data log files. Alternatively, mailers may choose to hand-scan Mail trays in order to capture the relevant Tray Label data.

In the event that *PostalOne!* TMS does not have connectivity with SAMS, *PostalOne!* TMS users should follow the contingency plan outlined in the CSA under which users shall:

- Contact their Local USPS representatives to notify them of the outage.
- Contact the USPS Help Desk to open a ticket.
- Continue to make required separations on all Surface Mail. Local Postal operations will provide the customer with a list of separations by ZIP Code that will be utilized by the customer while the system is down.
- Not be required to scan or separate Air Mail. Air mail will be combined and a placard will be placed on the mail indicating the mail is unscanned.

If *PostalOne!* TMS has no connectivity to SAMS, mailers who have sufficient processing capacity and time to scan mail prior to their committed dispatch time, will rerun all unassigned trays prepared during the disconnect time through the TMS to receive the proper assignment. If the mailer has insufficient capacity or time prior to his committed dispatch, the mailer will not be required to run trays prepared during the disconnect time through TMS for assignment.

For mailers with a Customer/Supplier Agreement using TMS, in cases of no connectivity with SAMS refer to section “3.9.1 Using *PostalOne!* TMS with CSAs” for contingency plan.

In order to qualify for the full-service option, mailers may continue to use their *PostalOne!* Transportation Management Automated or Semi-Automated Systems in Bypass Mode (assuming the System Failure is related only to SAMS or other Network connectivity problems that do not prevent the System from functioning). This will allow for the automatic population of Intelligent Mail Tray Barcode data into their data log files. Alternatively, mailers may choose to hand-scan Mail trays in order to capture the relevant Tray Label data.

For more information about using *PostalOne!* TMS refer to the *PostalOne!* TMS Guide.

### 3.9 Customer/Supplier Agreements (CSAs)

The Customer/Supplier Agreement (CSA) is a written notice that confirms, for a commercial mailer, the origin-entry preparation requirements and the acceptance window times necessary for mail to be considered entered into the postal network on “start-the-clock” Day Zero (Day-0). A CSA may also include a schedule of transportation times, mail containerization specifications, designated postal mail facility entry locations, and time-sensitive mail entry instructions.

Start-the-clock is the date and time when a mailpiece enters the mailstream. Start-the-clock Day Zero is the date when the clock starts for purposes of service performance measurement.

A CSA does not create a Postal Service guarantee, promise, or commitment to process and/or deliver within the applicable service standard, or within any in-home target date or window.

The objective of a CSA is:

- To formalize agreement on criteria used to determine start-the-clock Day Zero (Day-0) to create a common understanding between the USPS and mailers.
- To approve later acceptance times and describe the separation requirements to qualify for those times.
- To provide a structured format to support presort software developed to create separations and container labels for full-service requirements.
- To describe separation and containerization standards requested of the mailers who are not covered in the required or optional containerization requirements described in the Domestic Mail Manual (DMM).

**NOTE: CSA preparation requirements take precedence when applicable.**

A CSA will be created if the following conditions exist:

- have their origin entered mail verified at a Detached Mail Unit (DMU),
- perform additional mail preparation in order to enter mail after a Business Mail Entry Unit's (BMEU) critical acceptance time, and/or
- are large enough to collaborate on a mailer-specific acceptance time prior to the Business Mail Entry Unit's critical acceptance time.

Complete details on CSAs can be found in the [Guide to Customer Supplier Agreements](#) which can be found on [RIBBS](#).

### 3.9.1 Using *PostalOne!* TMS with CSAs

Mailers with a *PostalOne!* Transportation Management System (TMS) have the capability to dynamically assign handling units (i.e., trays) to transportation routes. Examples of dynamic assignment are: a tray for ZIP Code 600 is run through the TMS at 9 am and receives an airline assignment, another tray for ZIP Code 600 is run through the TMS at 11 am and receives a surface assignment; or a tray for ZIP Code 945 is run through the TMS at 3 pm and receives an airline assignment of American Airlines, a tray for ZIP Code 945 is run through the TMS at 6 pm and receives an airline assignment of Continental Airlines. The CSA for mailers using a TMS will identify the appropriate dispatch to which those assignments will be associated. The contingency plan for sites with TMS is: if there is no connection to SAMS, mailers who have sufficient processing capacity and time to scan mail prior to their committed dispatch time, will rerun all unassigned trays prepared during the disconnect time through the TMS to receive the proper assignment. If the mailer has insufficient capacity or time prior to his committed dispatch, the mailer will not be required to run trays prepared during the disconnect time through TMS for assignment. Regardless of an available connection to SAMS, the mailer is still responsible for providing Intelligent Mail Tray barcodes in the electronic documentation.

In cases of disconnect, the mailer will continue to make the required container separations for all trays that are routed via surface transportation 100% of the time. Trays for destinations that are routed via air transportation 100% of the time, and destinations that may be routed via either surface or air depending upon the time of scan assignment will be containerized as unscanned volume. All trays that are not scanned will be containerized separately from trays that have received a scan assignment. Trays which have not been scanned and require an assignment will be containerized and dispatched to the parent contingency plant identified in the CSA for scanning and assignment through the plant's SAMS equipment. All unscanned trays must be properly sleeved, strapped, labeled, and placed in approved USPS containers. All containers will be identified with appropriate separation placards plus additional placards identifying the containers as "Unscanned Volume for Scan Assignment." The mailer will notify the local contingency plant anytime they have a disconnect situation, and provide estimated volume of unscanned trays and plant arrival times. Any mailing without assignment presented to the Postal Service under a CSA that has a requirement for mailer scan assignments prior to deposit will receive a start-the-clock of day + 1 for that mailing.

The CSA for mailers with a TMS will contain surface separations along with a default air separation. That default air separation will likely be broken into multiple lines in the CSA downloadable file so that the various labeling options may be accurately reflected. The TMS can also be used to make surface separations with those separations entered into the TMS by loading the CSA file or through a manual data entry process. The CSA will contain labeling instructions for the surface separations as well.

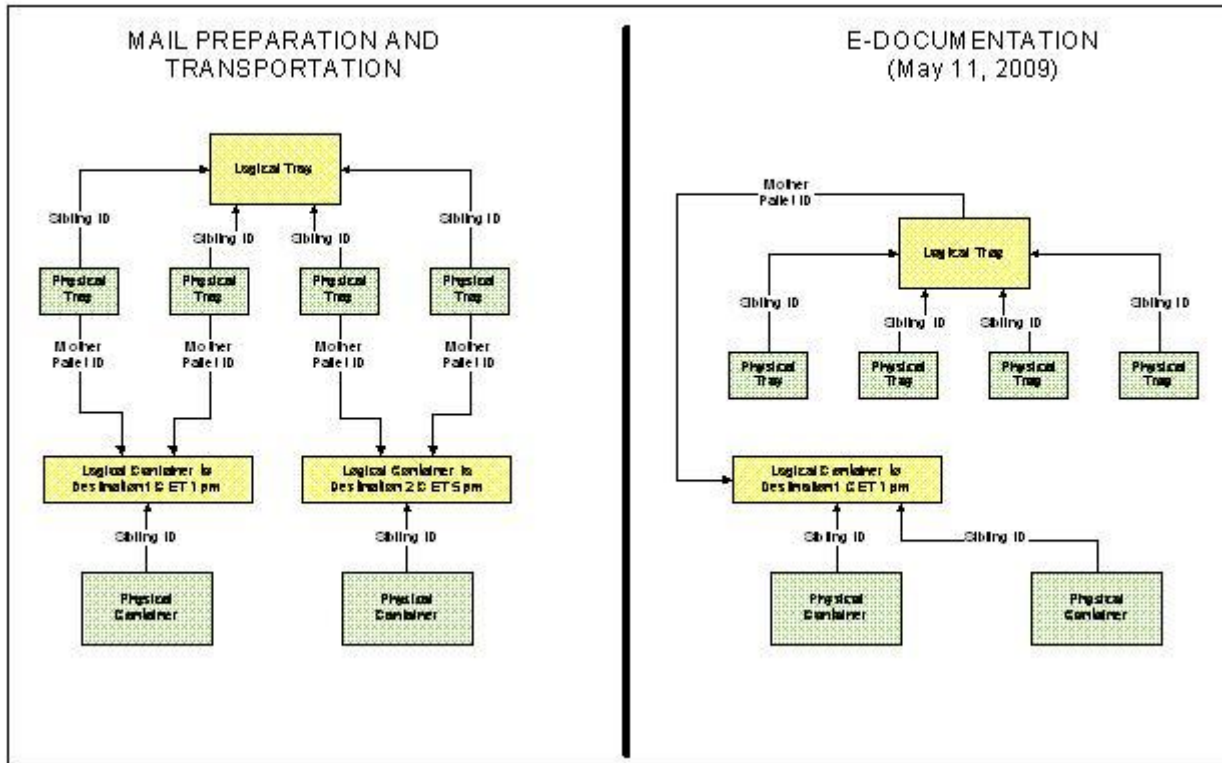


Figure 2: Logical Tray is split across logical containers by TMS

### 3.9.2 CSAs and the FAST System

The Facility Access and Shipment Tracking (FAST) system will make CSA data available as an electronic file that can be downloaded from the FAST system website. CSA information is also available as a web message. Changes to a CSA will always be coordinated with the mailer. In the event that a CSA changes, an email will be sent to notify the mailer that the changes have been made to the CSA and the effective date of those changes. Changes will always take effect at midnight on the date specified. CSA data provides specific instructions on which separations should be made at that mailer facility. CSA data also includes dispatch and arrival information. Mailer software should use the CSA to determine which separations to make and what information to include in the container label applied to that separation.

The CSA will also be used to associate handling units (trays, tubs, sacks) to containers correctly in the electronic documentation. The label ZIP Code (and presort level for working mail separations) for the handling unit will determine the separation on which the handling unit should be placed. Either physical or logical containers will be created as defined in the CSA, and a .csm record should be defined for each container created. If the mailer is creating logical containers, then one logical container will be created for each separation. Handling units are then associated to those containers (physical or logical).

### 3.10 Creating Appointments

The USPS requires appointment scheduling for drop ship mail and for origin-entered mail verified at a DMU and transported to the USPS plant by the mailer. Scheduled appointments enable efficient resource planning. The

USPS FAST system is the business processing engine that provides customers with appointment scheduling capabilities for destination and origin entry shipments.

A mail owner or mailing agent must request a user account within the Customer Registration system and then request access to the FAST system via the Business Customer Gateway, which will both perform authentication and authorization services for the FAST system. Refer to the [User Access to Electronic Information and Reports Guide](#) for more details on how to access the FAST system.

There are two ways to create, update, cancel, and manage appointment scheduling:

1. By utilizing the IDEAlliance Mail.XML (previously known as TM Specification) Specification and the *PostalOne!* system / FAST Web services to provide appointment logistics and content information including the Intelligent Mail Container Barcode. Information may be provided using either pure Web services or Web Services in conjunction with Mail.dat. Pure Web Services is defined as a transaction in which all logistics and all container detail information is provided in the XML transaction by the customer; Web Services with Mail.dat is defined as a transaction in which all logistics information is provided in the customer's XML file and all or partial container detail information is provided by the *PostalOne!* system from the *PostalOne!* Mail.dat database. In this latter case, all or partial container detail already exists in the *PostalOne!* system and is appended to the customer's XML transaction and sent to the FAST system.
2. Users may also access the FAST system via the Business Customer Gateway to request an appointment. This online FAST system process does not, however, allow the customer to provide content (container) detail information, such as Intelligent Mail Container Barcode (IMcb), presort, expected container counts, and many other characteristics. One-time appointments created online must be updated via Mail.XML in order to provide detailed container information, primarily the Intelligent Mail Container Barcode. The detailed container information can be provided either via pure Web services or via Web services with Mail.dat for the full-service option.

For recurring appointments, the customer can send a content update with a transportation ('T') update using Mail.dat. This is a valid content update method for full-service but does not apply to one-time appointments. One-time appointments created online or through Web Services must be updated via Mail.XML in order to provide the Intelligent Mail Container Barcode information.

For details on how to create appointments using Web Services, refer to the [The Postal Service Mail.XML Technical Specification for Appointment Scheduling \(FAST\)](#) on [RIBBS](#). Note that the FAST-specific messages in this Specification must be used to create and update FAST system appointments using Mail.XML.

For details on how to create appointments via the FAST online system, refer to the [Facility Access and Shipment Tracking \(FAST\) Customer User Guide](#).

### 3.10.1 Joint Scheduling

The Joint Scheduling process is defined as an appointment management process in which more than one business entity is involved in providing data for a single appointment, either logistics data (facility, day, time) or content detail data (container details). Joint scheduling applies to appointment management for drop ship appointment scheduling. The full-service option requires that content detail information be provided to the USPS electronically. There are three possible scenarios to perform joint scheduling electronically through Mail.XML with the *PostalOne!* – FAST systems.

#### 3.10.1.1 Scenario 1

This scenario pertains to an existing relationship and understanding between Printer A and Logistics Company B, in which the two parties already know the content and transportation needs of each other. The two business entities must work together to compile logistics and content detail information into a single appointment. Logistics Company B works with Printer A and both understand each others on going business needs. Printer A provides details on its containers to Logistics Company B for Appointment 100000001. Printer A, who may have already sent the container information to the *PostalOne!* system as part of eDoc, may give the primary key data for their containers to Logistics Company B. Printer A may provide manually or may use DeliveryContent messages to communicate the container data to

Logistics Company B.

Logistics Company B references to the container key information (provided by Printer A, already in the *PostalOne!* system) when they create the appointment.

Logistics Company B may reference container information from other parties (i.e. – Printer B, Printer C, and Printer D) as well on the same appointment.

In this scenario, both Printer A and Logistics Company B are eligible to view their closeout data online only. Currently closeout data is exchanged through Mail.XML only with the scheduler.

Communication method that Printer A uses to communicate container data to Logistics Company B:

- Mail.XML - DeliveryContentCreateRequest/Response messages
- Mail.XML - DeliveryContentUpdateRequest/Response messages
- Mail.XML - DeliveryContentCancelRequest/Response messages
- Provide manually
- Mail.dat file set (.csm)

Communication method that Printer A uses to create content within *PostalOne!* – FAST systems.

- Mail.dat file set (.csm)

Communication method Logistics Company B uses to create/manage the appointment and tie Printer A's content data to the appointment:

- Mail.XML - DeliveryApptCreateRequest/Response
- Mail.XML - DeliveryApptUpdateRequest/Response
- Mail.XML - DeliveryApptCancelRequest/Response
- Mail.XML - DeliveryApptQueryRequest/Response

### **3.10.1.2 Scenario 2**

This scenario pertains to an existing relationship and understanding between Printer A and Logistics Company B, in which the two parties already know the content and transportation needs of each other. In this scenario, two separate business entities provide electronic information for one appointment.

- Printer A creates 'stand alone' content(s) in the FAST system via Mail.XML identifying Logistics Company B as the owner of the appointment and receives content ID(s) from the FAST system for the containers.
- Printer A then provides the Content IDs from the FAST system to Logistics Company B.
- Logistics Company B creates an appointment and in the appointment request, references the Content IDs that Printer A received from the FAST system. The content created by Printer A will now be tied to the appointment created by Logistics Company B.

In this scenario, both Printer A and Logistics Company B are eligible to view their closeout data online only.

Currently closeout data is exchanged through Mail.XML with the Scheduler only. Printer A can view the data only for Printer A's containers on the appointment and Logistics Company B can view the data for all containers on the appointment

Communication method that Printer A uses to create content within *PostalOne!* – FAST systems.

- Mail.XML - DeliveryContentCreateRequest/Response messages
- Mail.XML - DeliveryContentUpdateRequest/Response messages
- Mail.XML - DeliveryContentCancelRequest/Response messages

Communication method that Printer A uses to communicate the Content IDs to Logistics Company B

- Mail.dat file set (.csm)
- Can simply be a spreadsheet file or a data file

Communication method Logistics Company B uses to create/manage the appointment and tie Printer A's content data to the appointment:

- Mail.XML - DeliveryApptCreateRequest/Response messages
- Mail.XML - DeliveryApptUpdateRequest/Response messages
- Mail.XML - DeliveryApptCancelRequest/Response messages

- Mail.XML - DeliveryApptQueryRequest/Response messages

### 3.10.1.3 Scenario 3

This scenario pertains to an LTL (Less than a Load) environment in which LTL Company B is working with non-full-service customers and Printer A. Printer A wants to use the full-service option. In this scenario, LTL Company B provides information online while Printer A provides information electronically.

The small LTL Company B creates an appointment in the FAST system providing the logistics info and the content info of the non-full-service mailings. LTL Company B informs Printer A the appointment ID which can be used to update eDoc and other documentation (i.e. PS Form 8125). Printer A uses Mail.XML to add content to the appointment created by LTL Company B.

- LTL Company B creates an appointment.
- LTL Company B provides the appointment ID to Printer A.
- After receiving the appointment ID, Printer A sends content message to the FAST system and references the appointment ID.

In this scenario LTL Company B will receive their closeout data through Mail.XML. Printer A will be able to view the closeout data in FAST.

Communication method that LTL Company B uses to create Shell appointments

- The FAST system's Create Appointment module

Communication method that Printer A uses to associate/create/manage content in the *PostalOne!* – FAST system.

- Mail.XML - DeliveryContentCreateRequest/Response
- Mail.XML - DeliveryContentUpdateRequest/Response
- Mail.XML - DeliveryContentCancelRequest/Response

Mail.XML - DeliveryContentQueryRequest/Response

## 3.11 Mail.dat

Mail.dat is an industry-defined database structure consisting of files linked by key fields. Although up to 20 files can be submitted, a typical Mail.dat submission to the *PostalOne!* system consists of about 10 files, each with its own record type, from which the USPS can extract data necessary to create the postage statement and required documentation. Mail.dat is one method mailers can use to submit electronic data that includes postage statement information to the Postal Service. Currently, the *PostalOne!* system supports Mail.dat 08-2 and 09-1. Those interested in using Mail.dat for comprehensive business function full-service support should use version Mail.dat 09-1. Mail.dat 08-1 is no longer supported.

For information about Mail.dat and how you can use Mail.dat to submit electronic information refer to the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

**NOTE:** all references to specifications in this document are subject to update as operational or pricing initiative details are finalized.

### 3.11.1 Mail.dat 09-1 – *PostalOne!* System Implementation

Mail.dat 09-1 will add functionality needed for the full-service option as follows:

- Provides the capability to link logical handling units and containers to physical handling units and containers to support Multi-Line Optical Character Reader (MLOCR) and Barcode Sorters (BCS) in continuous mailing environments;
- Supports piece-level electronic documentation requirements for basic automation and full-service options;
- Allows for linkage of original handling units (tray, sacks) with new handling units in the copalletization mailings

along with a new copalletization original and Linked indicator.

- Allows the ability to identify move update method at a higher level for faster and convenient postage processing;
- Creates the rate cells necessary to identify and distinguish between basic automation and full-service pieces. Mail.dat 09-1 also improves identification of spoilage at a rate level.
- Supports all methods of identifying the mail owner and mail preparer for the by/for relationship.

The change requests for 09-1 can be accessed at the [IDEAlliance change management](#) web site.

### 3.11.2 Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes

As part of the full-service option, mailers are required to uniquely number their mailpieces and provide information for every mailpiece in their mailing except for mailings that do not require documentation to support presort (mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct rate or if all pieces are of identical weight, the pieces are separated by rate). When the IMbs used on the mailpieces are not sequentially numbered, mailpiece information will be given as an individual record for each piece in the mailing. Individual piece records must also be provided when multiple MIDs are mixed in a bundle/handling unit (e.g. trays, tubs, sacks). Both an .IMR and .PDR for Mail.dat should not be submitted together for the same job, including for shortage/spoilage postage adjustments when an .IMR was originally submitted.

Individual Piece Records are identified in Mail.dat in the Piece Detail Record (.PDR) file. The IMb must be provided in the Piece IM Barcode field of the .PDR file.

If the mailpiece has a POSTNET instead of an IMb, complete the Piece Barcode field of the .PDR instead of the Piece IM Barcode field.

The mechanism for compliance with move update requirements should be provided in the Move Update Method field in the .PDR or .SEG for Mail.dat and in the MailPieceCreate or MailPieceUpdate message for Mail.XML. The Full-Service Level Indicator field in the Container Quantity Record (.CQT) file should be populated to indicate full-service, basic automation, or nonautomation rate at which the mailpieces associated to that .CQT record are being mailed

The mail owner must be identified in the electronic documentation through one of the mechanisms outlined in the mail owner and mail preparer Identification in Electronic Documentation section of this document. The three means of identifying the mail owner include:

- 1) Providing the MID of the mail owner,
- 2) The CRID of the mail owner,
- 3) The Permit Number/Permit ZIP+4/Permit Type of the mail owner.

For detailed specifications on how to populate the PDR or MailPieceCreate and MailPieceUpdate messages , refer to the Mail.dat Specification or Mail.XML Specification which can be found at the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

### 3.11.3 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

Mailers who use sequential serial numbers in the IMbs they apply to mailpieces can use this option to identify mailpiece data in their electronic documentation. This option cannot be used when the serial numbers in the IMb are non-sequential for mailpieces in a bundle/handling unit.

The IMb sequences are included in the IM Barcode Upper and Lower Serialization fields of the Intelligent Mail Range Record (.IMR) file. These fields are populated with 15 digits (a 6- or 9-digit MID plus a 9- or 6-digit Serial Number). This new file will allow the association of multiple ranges to a single .csm record. When handling units are used, the IMR record must associate to the handling unit and not the mother pallet. Sequences must be

contiguous and may not overlap among containers in a mailing or between mailings during the 45-day period for barcode uniqueness. Mailers should not submit both an .IMR and .PDR for the same job, including for shortage/spoilage postage adjustments when an .IMR was originally submitted. When using the .IMR record for a Mixed mailing that includes mailpieces with a POSTNET, the IM Barcode Upper and Lower Serialization fields should be left blank for the piece records for those mailpieces. Sequential IMb mailpieces that are not included in a mailing should be indicated as described in the Spoilage and Shortage section of this document using the .PAR file.

The mechanism for compliance with move update requirements should be provided in the Move Update Method field in the Segment Record (.SEG) file in 09-1 and at the piece level in Piece Detail Record (PDR) in 08-2 and in 09-1. The ServiceLevelIndicator field in the .CQT file should be populated to indicate full-service, basic automation, POSTNET, or Other (for nonautomation mailpieces) which provides the level at which the mailpieces associated to that .CQT record are being mailed.

The mail owner must be identified in the electronic documentation through one of the mechanisms outlined in the mail owner and mail preparer Identification in Electronic Documentation section of this document.

Piece range information can be provided by utilizing the MailPieceCreate or MailPieceUpdate Request/Response messages that support both piece detail and piece ranging information.

For detailed specifications on how to populate Mail.dat files, refer to the Mail.dat Specification which can be found at the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

### 3.11.4 Handling Unit Information

Handling Unit is the term used to describe the equipment (tray, tub, sack, and bundle) used to carry an aggregate of mailpieces sorted to a specific rate level for a ZIP Code destination. For full-service mailings, the Intelligent Mail tray barcode label will be required on trays, tubs, and sacks. (**NOTE:** for bundles, the IMb of the top mailpiece of the bundle is used to identify the bundle but mailers are not required to identify which mailpiece is the top mailpiece in their electronic documentation.) Mailers will populate the serial number field of the Intelligent Mail tray barcode with a unique number for each handling unit (e.g. trays, tubs, sacks) in the mailing. These Intelligent Mail tray barcodes must remain unique for 45 calendar days from the Postage Statement Mailing date in the .csm.

For full-service mailings there are two types of handling units that can be identified in the electronic documentation: physical handling units and logical handling units.

#### 3.11.4.1 Physical Handling Units

Most mailers will identify the specific handling unit into which a mailpiece is sorted, typical of a list mailing environment, as the physical handling unit used in electronic documentation. A physical handling unit is created in Mail.dat in the Container Summary Record (.csm) file. Mailers will create a .csm record for each handling unit they produce and will place the Intelligent Mail tray barcode for that handling unit in the Label: IM Container or IM Tray Barcode field of the .csm record for the handling unit.

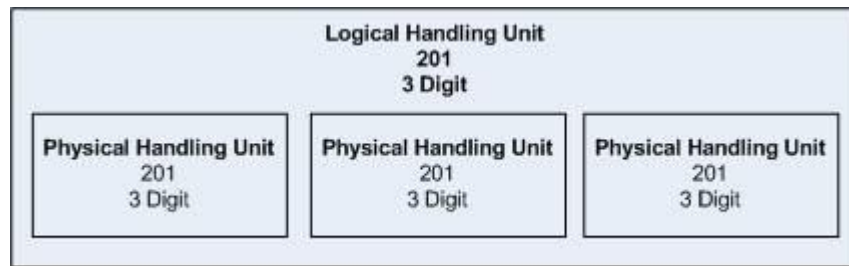
In overflow scenarios, mailers can associate a physical handling unit to another physical handling unit by placing the Container ID of the physical container (from the Container ID field of the .csm record) in the Sibling Container Reference ID field of the overflow physical handling unit .csm record.

For detailed specifications on how to populate the .csm file, refer to the Mail.dat Specification which can be found on the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

#### 3.11.4.2 Logical Handling Units (Trays only)

For MLOCR-origin and Continuous Presort mailings, the situation often arises that multiple handling units are created with the same presort level and ZIP Code destination but the mailer cannot identify to which specific handling unit an individual mailpiece was sorted. In these instances, the mailer will treat this group of handling units (with the same presort level and ZIP Code destination) as a single, logical unit called a logical handling unit.

A mailpiece is then associated to the logical handling unit, without identifying the specific physical handling unit into which it was sorted.

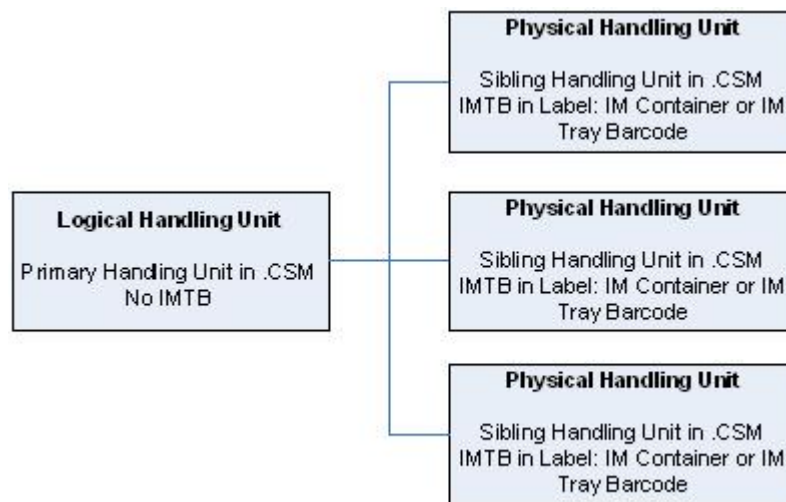


**Figure 3: Logical Handling Units**

Both physical and logical handling units are identified in Mail.dat in the Container Summary Record (.csm) file. Logical handling units are created as records in the .csm file and are identified as logical handling units by including an “L” in the Container Type field. Logical handling units will not have an Intelligent Mail tray barcode in the Label: IM Container or IM Tray Barcode field. A logical handling unit must be associated to at least one physical handling unit.

Physical handling units are also created as records in the .csm file and are identified as physical handling units by including the Intelligent Mail Tray barcode from the physical handling unit in the Label: IM Container or IM Tray Barcode field and populating the Sibling Container Indicator field with “Y”.

Physical handling units are then associated to logical handling units by placing the Container ID of the logical handling unit (from the Container ID field of the .csm record) in the Sibling Container Reference ID field of the physical handling unit .csm record.



**Figure 4: Association of Logical Handling Units to Physical Handling Units**

For detailed specifications on how to populate the .csm file, refer to the Mail.dat Specification which can be found on the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

### 3.11.5 Container Information (Pallets or APC)

Container is the term used to describe the mail containers (pallet, gaylord, all-purpose container (APC), etc.) used to carry an aggregate of handling units. Full-service mailings require container labels that include a unique Intelligent Mail container barcode (when containerization is required). Mailers will populate the serial number field of the Intelligent Mail container barcode with a unique number for each physical container. These Intelligent Mail container barcodes must remain unique for 45 calendar days from the date Postage Statement Mailing Date in the .csm.

For full-service mailings there are two types of containers that can be identified in the electronic documentation: physical containers and logical containers.

### 3.11.5.1 Physical Containers

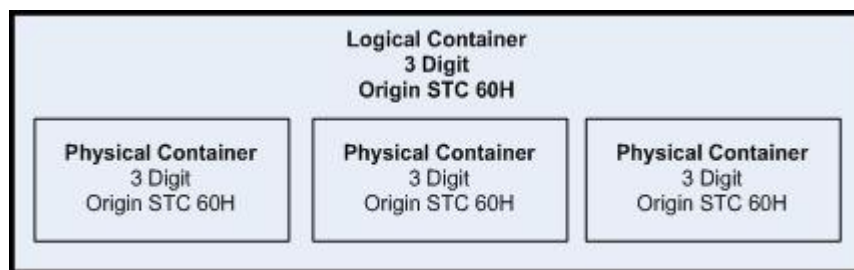
Most mailers will identify the specific physical container in which a physical or logical handling unit was placed. A physical container is created in Mail.dat in the Container Summary Record (.csm) file. Mailers will create a .csm record for each container they produce and will place the Intelligent Mail Container barcode for that container in the Label: IM Container or IM Tray Barcode field of the .csm record for the container.

In overflow scenarios, mailers can associate a physical container to another physical container by placing the Container ID of the physical container (from the Container ID field of the .csm record) in the Sibling Container Reference ID field of the overflow physical container .csm record.

For detailed specifications on how to populate the .csm file, refer to the Mail.dat Specification which can be found on the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

### 3.11.5.2 Logical Containers (Pallets or APCs)

For MLOCR-origin or Continuous Presort mailings, the situation often arises that multiple containers are created with the same presort level that will be inducted at the same location but the mailer cannot identify to which specific container an individual handling unit was sorted. In these instances, the mailer will treat this group of containers (with the same presort level to the same induction location) as a single, logical unit called a logical container. A handling unit is then associated to the logical container, without identifying the specific physical container into which it was sorted.



**Figure 5: Logical Containers**

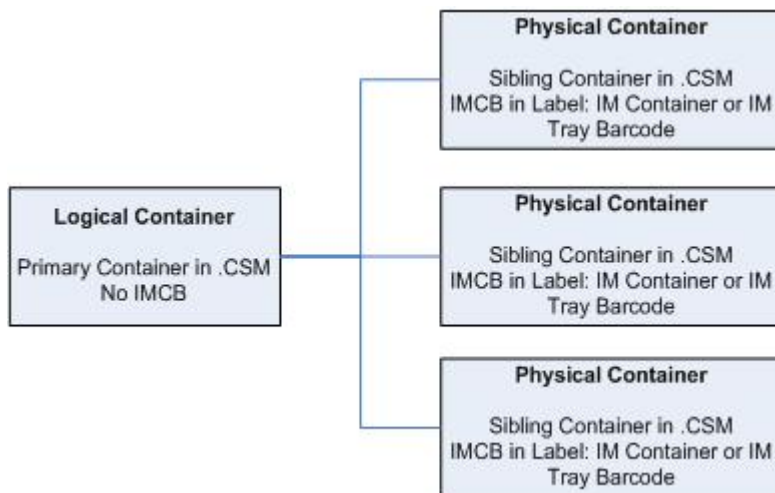
Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail Container barcode. However, when MLOCR mailers create multiple containers to be inducted at the same location at the same presort level, they can be identified as a logical container. A logical container must be associated to at least one physical container.

Both physical and logical containers are identified in Mail.dat in the Container Summary Record (.csm) file. Logical containers are created as records in the .csm file and are identified as logical containers with an "M" in the Container Type field. Logical containers will not have an Intelligent Mail Container barcode in the Label: IM Container or IM Tray Barcode field.

Physical containers are also created as records in the .csm file and are identified as physical containers by including the Intelligent Mail Container barcode on the physical container in the Label: IM Container or IM Tray Barcode field and the Sibling Container Indicator field in the .csm is populated with "Y".

Physical containers are then associated to logical containers by placing the Container ID of the logical container (from the Container ID field of the .csm record) in the Sibling Container Reference ID field of the physical container .csm record.

In the following example there would be four records in the .csm file corresponding to three "physical" containers.



**Figure 6: Association of Physical Containers to Logical Containers**

For detailed specifications on how to populate the .csm file, refer to the Mail.dat Specification which can be found on the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

### 3.11.5.3 Associating Handling Units to Containers

Logical or physical handling units are associated to the appropriate logical or physical containers. This association is made by including the Container ID of the parent, logical container (from the Container ID field of the .csm record) in the Parent Container Reference ID field of the .csm record of the child, logical handling unit. Multiple logical handling units can be associated with a single logical container.

### 3.11.6 Postage Information

Physical bundles and handling units (trays or sacks) must be used for Periodicals when postage is applicable for Outside County Containers and bundles.

The Mail.dat file may be used to enter the electronic postage statements for either full-service or basic automation mailings. The *PostalOne!* system uses information in the following files to generate a postage statement: .hdr, .seg, .csm, .cqt, .pqt, .mpu, .cpt, .mcr, and .mpa. There is a billable postage statement electronically entered for each Job ID, Permit Number, Post Office of Mailing ZIP Code (Origin Post Office), Mailing Date (Container Ship Date in the .csm for 08-2 or Postage Statement Mailing Date for 09-1), CAPS Reference Number, Processing Category, and Mailing Class. For Periodicals, the Publication Number replaces the permit number and there are additional Postage Statement generation variables: Periodicals Issue Date, and Frequency. The [Postal Service Mail.dat Technical Specification](#) lists all the postage statement generation variables. The acceptance personnel finalize each of these postage statements to debit the account for the amount of each postage statement.

The Postal Service maintains a record of the Publication Number at the Original Entry and the Additional Entry office indicating if a publication has a Centralized Periodicals Payment (CPP) program agreement. Publications that participate in the CPP program may elect to be debited for each postage statement as it is finalized as described above. In this case the Pricing and Classification Service Center (PCSC) in New York (office that manages the CPP program) may remain the Original Entry office but the publication will no longer be part of the CPP program. Either a full-service mailing or a basic automation mailing may choose this option.

Publications that participate in the CPP program may consolidate and defer payment for a single publication issue and for the postage statements at an acceptance office (generally a Detached Mail Unit DMU) for a period not to exceed 28 days after the last day of mailing of the main file of the issue. The CPP program agreement requires funds approximately equal to the postage for the normal or regular issue of the publication to be held in escrow. Either a full-service or a basic automation mailing may use the consolidated and deferred payment option. To use this option, the Mail.dat file MPA Postage Payment Option for the USPS Publication Number must be set to C=CPP. The USPS Publication Number must be on record with a current CPP program agreement. The acceptance personnel will enter the USPS Verified copy weights and accept the postage statement rather than

finalize it. The publisher signed on as Owner or the acceptance personnel may change the advertising percentage until the time of payment. Before the 28-day period expires, the publisher will sign onto the Owner view to make a Consolidated and Deferred Payment Request. All of the postage statements for the issue at each acceptance office will appear for selection into the Payment Request. The Owner will select the appropriate postage statements for the payment and submit the payment to debit the account a single payment for each acceptance office. If the Consolidated and Deferred Payment Request is not entered before the 28-day period expires, the payment debit will automatically occur.

### **3.11.6.1 Instructions for Periodicals Postage Payment**

Periodicals postage payment considers some additional items compared to postage payment in other classes of mail. The advertising percentage is price relevant. The Mail.dat file changed the placement of the Advertising Percentage from the Mail Piece Unit file in version 08-2 to the Component file in version 09-1. A new field Ad % Basis was introduced in the Component file to allow the Postal Service to compute the advertising percentage of the Mail Piece Unit from the advertising percentages of the Components. The Ad% Basis must be used to support one of the methods of measuring advertising percentage declared in the Domestic Mail Manual. These methods are column inches, square inches or pages. A detailed description of these methods and sample calculations using the Ad % basis are available in the [Postal Service Mail.dat Technical Specification](#), Appendix E: Periodicals Procedures.

The Postal Service verifies the copy weight of the editions stated in the postage statement. Sometimes if there are many editions a sampling method is employed. For Mail.dat files, the Postal Service will update the correct copy weights in the Edition Weight worksheet. The Edition Weight worksheet is available for display by mailers with access to the Business Customer Gateway, Manage Mailing Activity. Under the Manage Mailing Activity menu, the Mailing Reports link takes a mailer to a listing of postage statements where the link is found to the Edition Weight worksheet. (refer to the *User Access to Electronic Information and Reports Guide*, Reports for Periodical mailers section). Alternatively, mailers may want to provide the corrected weight in a Mail.dat file update and avoid updates via the Edition Weight worksheet. These mailers should work with the affected acceptance office to agree on the process. A detailed description of the Edition Weight worksheet is available in the [Postal Service Mail.dat Technical Specification](#), Appendix E: Periodicals Procedures.

Publishers are required to verify the advertising percentage of each edition stated in the postage statement. The Postal Service verifies the advertising percentage of an edition at least once annually and more often if needed. For Mail.dat files, the mailer or the Postal Service will update the correct copy weights in the Advertising Percentage worksheet available via Mailing Reports. Alternatively, mailers may want to provide the corrected advertising percentage in a Mail.dat file update and avoid updates via the Advertising Percentage worksheet. These mailers must communicate with the affected acceptance office to agree on this process. A detailed description of the Advertising Percentage worksheet is available in the [Postal Service Mail.dat Technical Specification](#), Appendix E: Periodicals Procedures.

For a Mail.dat file, the Periodicals postage statement includes additional reporting features. These are the postage statement register, the entry facility detail, the version summary, and the listing by mailing date.

### **3.11.6.2 Instructions for Centralized Postage Payment (CPP) Customers**

Existing Centralized Periodicals Payment (CPP) customers are encouraged to pay for postage at their acceptance offices using Mail.dat files using the consolidated payment request. The consolidated payment functionality is available to replace the CPP program and allows CPP customers to consolidate multiple Mail.dat jobs for a particular publication and issue at a single acceptance office [Detached Mail Unit (DMU) or Business Mail Entry Unit (BMEU)] for payment. To use this feature, the CPP customer must have a CPP Agreement on file with the Pricing and Classification Service Center (PCSC). The customer must maintain on deposit, the amount of escrow funds indicated in the agreement and follow all other requirements of Publication 406 Guide to the Centralized Postage Payment (CPP) System for Periodicals Mail.

Instructions on how to access Periodical reports including the Edition Weight Worksheet and the Advertising Percentage Worksheet in this section are in the [CPP eDoc Process: A Guide for Centralized Postage Payment \(CPP\) Customers](#).

For Publishers interested in exiting the CPP program and migrating to electronic documentation: A detailed

description of CPP, the payment request feature, and electronic documentation is also provided in the [CPP eDoc Process: A Guide for Centralized Postage Payment \(CPP\) Customers](#).

### **3.11.7 Future Release: Mail.dat Owner/Mailing Agent Updates**

The *PostalOne!* system will allow a preparer or owner to update a Mail.dat job sent by either entity as long as Owner's Permit Number and Permit ZIP+4 Code information are provided in the MPA record. Mail preparer functionality will remain the same for Mail.dat submission, authentication, and authorization. Mail owner functionality is being modified to allow a mail owner to update a Mail.dat job filed by a mail preparer, as long as the mail owner's identification was provided by the mail preparer in the Mail.dat job.

### **3.12 Mail.XML**

Mail.XML enables the secure electronic submission of mailing information to the USPS. Mail.XML also allows mailers to submit and retrieve data electronically. This specification serves four distinct functions;

- 1) FAST system Appointment Scheduling: these messages are used to create and manage appointments in the FAST system and are part of the specification formerly known as the IDEAlliance Transaction Messaging (TM) specification.
- 2) Data Distribution and Feedback: these messages allow mailers to receive information about their mailings (e.g., start-the-clock, Container Scans, ACS, and nixie data).
- 3) Customer Identification: these messages are used to obtain customer identifiers and define relationships between customer identifiers.
- 4) Electronic Documentation: these messages are used to communicate final postage statements and qualification reports and meet the electronic documentation requirements for the full-service option.

### **3.13 eDoc Using Mail.XML**

Mail.XML accommodates all domestic postage statements and includes other postal documents, such as qualification reports, involved in the mailing process. Mail.XML also provides the ability to electronically access USPS full-service data and to perform business functions related to full-service.

For more information about using Mail.XML to communicate with the *PostalOne!* system, refer to the *PostalOne!* system product guides and tools and the [Postal Service Mail.XML Technical Specification](#).

#### **3.13.1 Mail.XML in the Current Release**

Mail.XML allows create, update, and cancel transactions for the Cast of Characters (brokering of information) messages. Mail.XML also allows the support of electronic documentation and end-to-end mailing supply chain business process management for a multitude of business processes. Mail.XML includes qualification reports, container and bundle reports, spoilage, eDropShip, containerization nesting, postage statements, postage adjustments, postage status query information, piece detail, piece ranging, and many other business process related communications. Mail.XML supports copalletization, mixed mailing, manifest mailing, and business processes specific to MLOCR and continuous mailing environments.

#### **3.13.2 Mailing Group Request and Response**

When a mailer starts a mail job, the mailer may produce the mail job in a single mail segment or in many mail segments. The mailer must create a mailing group ID to submit and associate qualification reports, postage statements, and mailpiece information for the mail job. The mailer can create a mailing group id using the OpenMailingGroupRequest/Response XML messages.

If a mailer opened a mailing group by accident, the mailer can close the mailing group and all associated documents using the CloseMailingGroupRequest/Response XML messages. Closing of MailingGroup with finalized postage statements is not allowed unless all postage statements are reversed.

### 3.13.3 Qualification Report Information

Mailers can use the QualificationReportCreate Request/Response messages to submit a qualification report to a mailing group. A mailing group may have multiple qualification reports. The mailer must open a mailing group ID before submitting Qualification Reports to the *PostalOne!* system.

There are several other reports considered part of the qualification process, such as Container Bundle Report, container nesting information, combined mailing groups, which are all supported through their own message sets. The qualification report itself supports providing container nesting information. For details, review the [Postal Service Mail.XML Technical Specification](#).

#### 3.13.3.1 Handling Unit Information

Handling Unit is the term used to describe the equipment (tray, tub, sack, and bundle) used to carry an aggregate of mailpieces sorted to a specific rate level for a ZIP Code destination. For full-service mailings, the Intelligent Mail tray barcode label will be required on trays, tubs, and sacks. (**NOTE:** for bundles, the IMb of the top mailpiece of the bundle is used to identify the bundle but mailers are not required to identify which mailpiece is the top mailpiece in their electronic documentation.) Mailers will populate the serial number field of the Intelligent Mail tray barcode with a unique number for each handling unit (e.g. trays, tubs, sacks) in the mailing. These Intelligent Mail tray barcodes must remain unique for 45 calendar days from the Postage Statement Mailing date in the QualificationReport ContainerInfoData block.

For full-service mailings there are two types of handling units that can be identified in the electronic documentation: physical handling units and logical handling units.

##### 3.13.3.1.1 Physical Handling Units

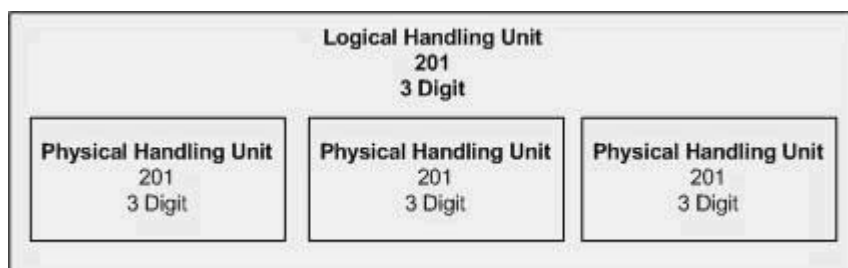
Most mailers will identify the specific handling unit into which a mailpiece is sorted, typical of a list mailing environment, as the physical handling unit used in electronic documentation. A physical handling unit is created in Mail.XML in the QualificationReport ContainerInfoData block. Mailers will create a QualificationReport ContainerInfoData block for each handling unit they produce and will place the Intelligent Mail tray barcode for that handling unit in the Label: IM Container or IM Tray Barcode field of the QualificationReport ContainerInfoData block record for the handling unit.

In overflow scenarios, mailers can associate a physical handling unit to another physical handling unit by placing the Container ID of the physical container (from the ContainerID field of the QualificationReport ContainerInfoData block) in the Sibling Container Reference ID field of the overflow physical handling unit QualificationReport ContainerInfoData block.

For more information on populating the QualificationReportCreateRequest message, see the Mail.XML Specification which can be found at <http://www.mailxml.org/> or <http://www.idealliance.org> and the [Postal Service Mail.XML Technical Specification](#).

##### 3.13.3.1.2 Logical Handling Units (Trays only)

For MLOCR origin mailings and Continuous Presort mailings, the situation often arises that multiple handling units are created with the same presort level and ZIP Code destination but the mailer cannot identify to which specific handling unit an individual mailpiece was sorted. In these instances, the mailer will treat this group of handling units (with the same presort level and ZIP Code destination) as a single, logical unit called a logical handling unit. A mailpiece is then associated to the logical handling unit, without identifying the specific physical handling unit into which it was sorted.

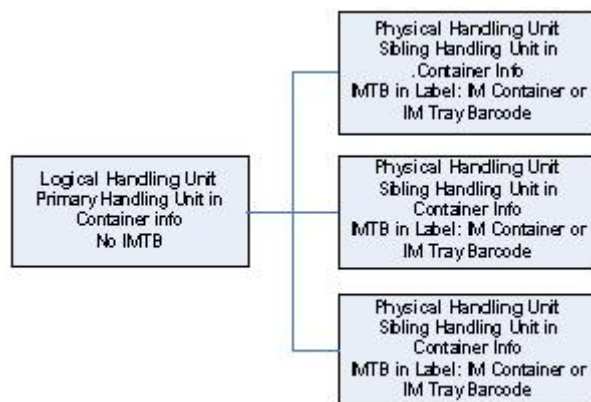


**Figure 7: Logical Handling Units**

Both physical and logical handling units are identified in Mail.XML in the QualificationReport ContainerInfoData block. Logical handling units are created as records in the QualificationReport ContainerInfoData block and are identified as logical handling units by including an "L" in the Container Type field. Logical handling units will not have an Intelligent Mail tray barcode in the Label: IM Container or IM Tray Barcode field. A logical handling unit must be associated to at least one physical handling unit.

Physical handling units are also created as records in the QualificationReport ContainerInfoData block and are identified as physical handling units by including the Intelligent Mail Tray barcode from the physical handling unit in the Label: IM Container or IM Tray Barcode field and populating the Sibling Container Indicator field with "Y".

Physical handling units are then associated to logical handling units by placing the Container ID of the logical handling unit (from the Container ID field of the QualificationReport ContainerInfoData block) in the Sibling Container Reference ID field of the physical handling unit QualificationReport ContainerInfoData block record.



**Figure 8: Association of Logical Handling Units to Physical Handling Units**

For detailed specifications on how to populate the QualificationReport Container Info Block file, refer to the Mail.XML Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the [Postal Service Mail.XML Technical Specification](#).

### 3.13.3.2 Container Information (Pallets or APC)

Container is the term used to describe the mail containers (pallet, gaylord, all-purpose container (APC), etc.) used to carry an aggregate of handling units. Full-service mailings require container labels that include a unique Intelligent Mail container barcode (when containerization is required). Mailers will populate the serial number field of the Intelligent Mail container barcode with a unique number for each physical container. These Intelligent Mail container barcodes must remain unique for 45 calendar days from the date Postage Statement Mailing Date in the QualificationReport ContainerInfoData block.

For full-service mailings there are two types of containers that can be identified in the electronic documentation: physical containers and logical containers.

#### 3.13.3.2.1 Physical Containers

Most mailers will identify the specific physical container in which a physical or logical handling unit was placed. A

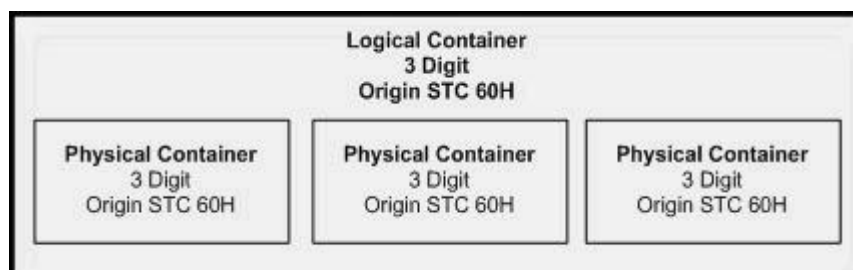
physical container is created in Mail.XML in the QualificationReport ContainerInfoData block. Mailers will create a QualificationReport ContainerInfoData block record for each container they produce and will place the Intelligent Mail Container barcode for that container in the Label: IM Container or IM Tray Barcode field of the QualificationReport ContainerInfoData block record for the container.

In overflow scenarios, mailers can associate a physical container to another physical container by placing the Container ID of the physical container (from the Container ID field of the QualificationReport ContainerInfoData block) in the Sibling Container Reference ID field of the overflow physical container QualificationReport ContainerInfoData block record.

For detailed specifications on how to populate the QualificationReport ContainerInfoData block file, refer to the Mail.XML Specification which can be found at <http://www.mailxml.org/> or <http://www.idealliance.org> and the [Postal Service Mail.XML Technical Specification](#).

### 3.13.3.2.2 Logical Containers (Pallets or APCs)

For MLOCR origin mailings or Continuous Presort mailings, the situation often arises that multiple containers are created with the same presort level that will be inducted at the same location but the mailer cannot identify to which specific container an individual handling unit was sorted. In these instances, the mailer will treat this group of containers (with the same presort level to the same induction location) as a single, logical unit called a logical container. A handling unit is then associated to the logical container, without identifying the specific physical container into which it was sorted.



**Figure 9: Logical Containers**

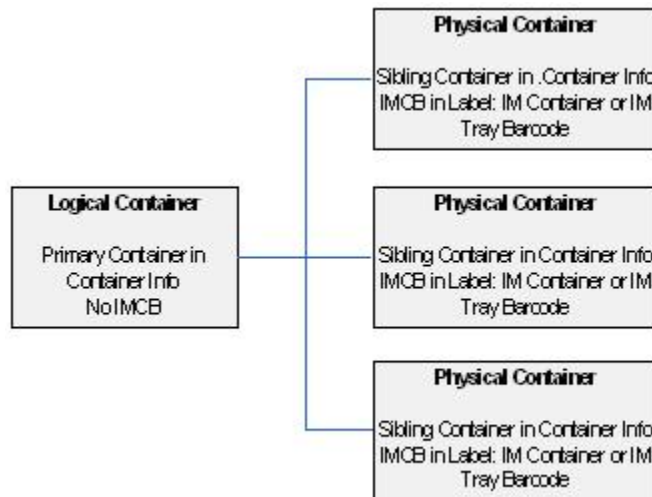
Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail Container barcode. However, when MLOCR mailers create multiple containers to be inducted at the same location at the same presort level, they can be identified as a logical container. A logical container must be associated to at least one physical container.

Both physical and logical containers are identified in Mail.XML in the Container Summary Record (QualificationReport ContainerInfoData block) file. Logical containers are created as records in the QualificationReport ContainerInfoData block file and are identified as logical containers with an "M" in the Container Type field. Logical containers will not have an Intelligent Mail Container barcode in the Label: IM Container or IM Tray Barcode field.

Physical containers are also created as records in the QualificationReport ContainerInfoData block file and are identified as physical containers by including the Intelligent Mail Container barcode on the physical container in the Label: IM Container or IM Tray Barcode field and the Sibling Container Indicator field in the QualificationReport ContainerInfoData block is populated with "Y".

Physical containers are then associated to logical containers by placing the Container ID of the logical container (from the Container ID field of the QualificationReport ContainerInfoData block record) in the Sibling Container Reference ID field of the physical container QualificationReport ContainerInfoData block record.

In the following example there would be four records in the QualificationReport ContainerInfoData block file corresponding to three "physical" containers.



**Figure 10: Association of Physical Containers to Logical Containers**

For detailed specifications on how to populate the QualificationReport ContainerInfoData block, refer to the Mail.XML Specification which can be found at <http://www.mailxml.org/> or <http://www.idealliance.org> and the [Postal Service Mail.XML Technical Specification](#).

### 3.13.3.2.3 Associating Handling Units to Containers

Logical or physical handling units are associated to the appropriate logical containers or physical containers. This association is made by including the Container ID of the parent container (from the Container ID field of the QualificationReport ContainerInfoData block) in the Parent Container Reference ID field of the QualificationReport ContainerInfoData block of the child handling unit. Multiple handling units can be associated with a single container.

### 3.13.4 Postage Information

The Mail.XML messages may be used to enter the electronic postage statements for either full-service, basic automation, or non-Intelligent Mail mailings. The mailers can submit or cancel a postage statement assigned to a mailing group using the PostageStatementCreate and PostageStatementCancel Request/Response Messages. These messages allow the customer to submit either the basic-form or extended-form of the postage statement, in order to accommodate either singular or multiple entries for each line item, which allows the customer to submit non-identical piece weight mailings. Mailers can only submit postage statements after all mailpieces or piece ranges are submitted for a mailing group. The postage statements must account for all or more mailpieces or piece ranges that have been submitted.

Mailers can query for a postage statement using the PostageStatementQuery Request/Response messages to get all the postage data back for a postage statement ID. Mailers can query for the status of a postage statement i.e. pending, finalized, etc., using the PostageStatementStatusQuery Request/Response messages.

The PeriodicalStatementCreate Request/Response messages are used for the submission of Periodicals postage statements. The PostageStatementCancel Request/Response messages are used for cancellation of the Periodicals postage statements. Mailers can only submit Periodicals postage statements after all mailpieces or piece ranges are submitted for a mailing group. The postage statements must account for all or more mailpieces or piece ranges that have been submitted.

Mailers can query for a Periodicals postage statement using the PeriodicalStatementQuery Request/Response message. Mailers can query for the status of a Periodicals postage statement i.e. pending, finalized, etc., using the PostageStatementStatusQuery Request/Response messages.

### **3.13.5 Piece Information**

The Postal Service requires mailers to provide individual mailpiece information for full-service mailings except for mailings that do not require documentation to support presort (mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct price or if all pieces are of identical weight, the pieces are separated by price).

Mailers can send mailpiece information to USPS using the Mail.XML MailPieceCreate Request/Response messages. Mailers can only submit mailpiece data after a qualification report has been filed. Mailers cannot submit mailpiece data for a piece previously marked with 'W' or 'S' in the WastedPieceIndicator.

Mailers can update mailpiece information to USPS using the Mail.XML MailPieceUpdate Request/Response messages.

Mailers can cancel a previously created mailpiece or mailpiece range using the Mail.XML MailPieceCancel Request/Response messages. Mailers must submit with a currently existing mailpiece or mailpiece range. Mailers cannot cancel a mailpiece if the 'W' or 'S' indicators for WastedPieceIndicator have resulted in adjusting a finalized postage statement. Mailers cannot cancel a mailpiece or piece range if postage has been finalized on its corresponding container.

Mailers have two options to submit piece level electronic documentation to the Postal Service: individual mailpiece data and range mailpiece data. With Mail.XML, the mailer can break large data transactions into manageable chunks of data.

### **3.13.6 Container Status Messages**

The container status message set for PS Form 8017 and PS Form 8125 containers allows a mailer, mail owner, or consolidator to provide container key information and find out if the container has any eDropShip-related or any other issues prior to shipping the container to the USPS. Customers can query a container status using the ContainerStatusQuery Request/Response message. The following eDropShip issues can stop the creation of an electronic 8125 (e8125):

- invalid barcode – the barcode data format is not valid
- payment not finalized – the clerk has not yet finalized payment
- payment not yet processed – the electronic data has not been updated by the mailer to make the container in a ready to pay status
- entry point payment discount error – the entry point discount filed vs. the physical facility at which mail is scheduled through FAST for delivery does not support the discount type

In all of these cases, unless the issues are resolved electronically through an update of data or through the clerk's finalizing the postage, the containers' e8125 will not be generated and sent to the Surface Visibility (SV) devices for induction. When that container shows up without an e8125 at the plant, the container can be stopped and its processing can be delayed or it can be returned to the shipper.

### **3.13.7 Appointment Information**

Refer to the sub-section on appointments under the Mail.dat section for more details.

### **3.13.8 Container Bundle Report**

Mailers can submit, retrieve, or cancel Periodicals container and bundle information using the ContainerBundleReport messages.

### **3.13.9 Reconciliation Report**

Once a customer prepares and presents the mail to USPS and USPS delivers the mail – the USPS creates a reconciliation report that shows how much mail was planned and how much was mailed. The reconciliation report

compares the mailpiece counts in qualification report against postage statement, shows deleted containers, reported spoilage, etc. Mailers can retrieve the reconciliation report information using the ReconciliationReportQuery Request/Response messages.

### **3.13.10 Bundle Detail Information**

Mailers can use the BundleDetailCreate and BundleDetailCancel Request/Response messages to add and cancel bundle detail data to and from an existing qualification report. Mailers must have submitted a Qualification Report to the *PostalOne!* system before sending bundle detail data.

### **3.13.11 Combined Mailing Information**

Mailers can use the BeginCombined Mailing and EndCombined Mailing Request/Response messages to send the combined mailing ID information to start and end the combined mailing.

### **3.13.12 Postage Adjustment**

After the mailer has produced the mailing and has identified any mailpiece shortage or spoilage against the planned mail data used to finalize the postage statement. Mailers can submit mail shortage and spoilage information to adjust the postage statement using the PostageAdjustment Request/Response messages. Mailers can only use message to adjust postage statements that have not been finalized. Mailers can only use the message to adjust postage statements with the latest mailing date for the same value populated in the StatementID field.

### **3.13.13 Copalletization Mail Information**

USPS will provide the ability for customers to document mailings that combine containers from multiple mailings as a copalletization job. Mailers will be able to use the OriginalContainerLinkageCreate Request/Response message to create a copalletized container relationship. A mailer must submit a new mailing group and qualification report for the linked container and the original container must already exist in the *PostalOne!* system before a mailer can create a copalletized containers relationship.

### **3.13.14 Mixed mailing (Full-Service and Non Full-Service)**

The Mail.XML messages will allow mailers to submit mixed mailings containing full-service and non-full-service mailpieces to USPS.

### **3.13.15 Consolidated Periodicals Statements**

Mailers who have a need to combine previously submitted Periodicals statements into one consolidated Periodicals statement can use the ConsolidatedPeriodicalStatementCreate Request/Response message. Before creating a consolidated Periodicals statement mailers must first have successfully opened a mailing group ID, submitted a qualification report, submitted a container bundle report, and submitted Periodicals statements.

## **3.14 Postal Wizard**

The *PostalOne!* system offers the Postal Wizard, a tool that provides a secure way to submit postage statements online. This tool may be used when no electronic documentation is necessary for compliance with full-service requirements.

DMM section 705.22.4.3, below, reflects the [Implementation of New Standards for Intelligent Mail Barcodes](#) (Final Rule, Federal Register) and sets the eligibility requirements for using Postal Wizard:

For mailings of fewer than 10,000 pieces, and postage is affixed to each piece at the correct price or each piece is of identical weight and the mailpieces are separated by price, the serial number field of each IMb can be populated with a mailing serial number that is unique to the mailing but common to all pieces in

the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. These mailings are not required to submit electronic documentation for the full-service option, only an electronic postage statement; except mailers of full-service Periodicals letters and flats and BPM flats must submit electronic documentation and an electronic postage statement. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field or in the Mail.XML messages. Mailers must populate the serial number field of all Intelligent Mail tray or sack labels, and Intelligent Mail container barcodes (when mailings are containerized) with the unique mailing serial number.

Postal Wizard cannot be used with full-service Periodicals and BPM mailings, even if under 10,000 pieces; Postal Wizard does not support adding the MID or the serial number(s) for these mailings. It should also be noted, for full-service mailings using the Postal Wizard, only the owner of the mailing permit will receive start-the-clock feedback.

The Postal Wizard Submit-a-Form tool automatically populates the permit holder section of the postage statement based on the account number provided, and it guides the user through the completion of the rest of the form based on the type of mailing. The tool automatically validates the information entered and calculates the postage. The user submits the form directly to a Postal Business Mail acceptance unit (mailers cannot submit Postal Wizard electronic postage statement to the Detached Mail Unit) once the form is completed. For more information on how to use the Postal Wizard refer to the [PostalOne! Getting Started Guide](http://www.usps.com/postalone/guides.htm) found at <http://www.usps.com/postalone/guides.htm>.

### **3.14.1 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes**

When unique, sequential serial numbers are used on mailpieces documented using Postal Wizard, mailers may provide the range of serial numbers used by entering the Lowest Sequence Number and Highest Sequence Number. Unique sequential serial numbers cannot be reused within 45 calendar days from the date of mailing for that Mail Class / MID combination.

### **3.14.2 Piece Electronic Documentation Using Mailing ID**

When a customer is not required to submit a qualification report, the serial number field of each IMb can be populated with a mailing serial number that is unique to the mailing but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 calendar days from the date of mailing. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field.

### **3.14.3 Postage Information**

Postal Wizard submissions may be used to enter electronic postage statements for full-service mailings. All postage payment methods (permit imprint, OMAS imprint, postage meter, OMAS meter, and precanceled stamps) are available for full-service mailings (except Periodicals).

#### **3.14.3.1 Permit Imprint**

USPS acceptance personnel will finalize each postage statement to debit the account for the full amount of postage required.

#### **3.14.3.2 Postage Meter**

The system will allow only "metered correct" for full-service metered mailings in Postal Wizard. "Metered lowest" and "metered neither" will not be available or, if they are, the system will generate an error message: full-service mailings may only select "metered correct."

#### **3.14.3.3 Precanceled Stamps**

In accordance with DMM standards, mailpieces in a full-service precanceled stamps mailing must bear the appropriate precanceled stamps for the class of mail, i.e., First-Class Mail, Standard Mail, or Nonprofit Standard Mail. Net Postage Due must be paid through an Advanced Deposit Account or a meter stamp affixed to the required postage statement. USPS acceptance personnel finalize each postage statement to account for the full amount of postage required.

## 3.15 Mail Owner and Mail Preparer Identification in Electronic Documentation

### 3.15.1 Mail Owner and Mail Preparer Identification in Electronic Documentation

Often, mail owners use the services of a mail service provider to prepare and pay for their mailings. When this situation occurs, the mail service provider is acting on behalf of the mail owner, creating a by/for relationship: the mail is prepared By the mail service provider, For the mail owner. For both Mail.dat and Mail.XML there are a number of options that exist to reflect this relationship in electronic documentation. For the mail owner or mail preparer to participate in full-service data distribution that requires a profile, they must be identified by their MID in the by/for of the electronic documentation. Both the mail owner and mail preparer should be identified for all full-service mailings except for the MLOCR exceptions noted in section 3.6.

MIDs are either a nine-digit numeric or a six-digit numeric ID and are assigned by the USPS based upon annual mail volume for the prior year. There is no volume requirement for a mailer to obtain the first nine-digit MID; each subsequent MID requires a volume of one million pieces. The volume requirement to obtain one six-digit MID is ten million pieces. Mailers may obtain up to five six-digit MIDs based on ten million piece increments.

In general, the Postal Service issues MIDs to mail owners, preparers and mailing agents for use in their Intelligent Mail mailings. There are rules pertaining to mail volume that the Postal Service must be able to verify. These are summarized as follows:

#### Nine-digit

- 1<sup>st</sup> MID can be obtained with no verified volume
- 2<sup>nd</sup> MID and additional MIDs require 1 million pieces in verified volume per MID request.

#### Six-digit

- 1 - 5 MIDs requires 10 million pieces per MID (i.e., five MIDs requires 50 million pieces of verified volume).

In the event the USPS is unable to validate volumes through internal systems, the USPS will provide one nine-digit MID. If the mailer would like additional MIDs, the mailer will have to provide proof of volume of at least one million pieces from the past year.

Permit information is verified by the Mailpiece Design Analyst or BMEU through postal systems (e.g., the *PostalOne!* system, Customer First, NMATS, etc.). If volume cannot be validated through a postal system, mailing agent(s) can provide automated documentation, by month, to support mail owner volume for the prior year.

### 3.15.2 Obtaining a Mailer ID (MID)

There are two ways to obtain a MID. The first and most common method is through the Business Customer Gateway. Mailers can obtain a MID online by accessing the Mailer ID System. Refer to the [User Access to Electronic Mailing Information and Reports Guide](#) on RIBBS for a step-by-step approach to requesting access to the Mailer ID System through the gateway.

#### **MID Requests through the Mailer ID System and MID Exceptions Using MID Hard-copy Application**

In the initial release of the Business Customer Gateway, the Mailer ID System only allows mail owners and mail preparers / mailing agents to request MIDs for their own use. In a future release, mail preparers, mailing agents or other service providers will be allowed to request MIDs on behalf of mail owners or business entities. The Mailer ID System currently allows a mailer to request five six-digits and nine nine-digit MIDs. Request for more than five six-digit MIDs must be requested through the Business Mail Entry Unit (BMEU) or Mailpiece Design Analyst (MDA) and forwarded to the Help Desk. All exception request decisions will be made by the Manager, Business Mail Acceptance, United States Postal Service Headquarters. Requests for additional MIDs must be submitted in writing, identifying the issue or justification for requesting additional MIDs and how they will be implemented into mailing processes. All exception requests must include the following:

- Total mailing volume (per year)
- Number of mailing locations
- Total volume per mailing location (per year)
- Mailing cycles at locations (i.e. estimated total number of pieces within a 45 day period)

Similarly, a mailing agent can request a MID on behalf of a mail owner through the hard-copy application process. If a mailing agent is acting on behalf of a mail owner, the mail owner and mailing agent must read, complete and sign section 3b of the MID application which can be downloaded from the [RIBBS Website](#).

The customer must forward the MID Application to the Business Mail Entry Unit (BMEU) or the Mailpiece Design Analyst (MDA) for volume validation. Mailers can contact their local BMEU or Mailpiece Design Analyst (MDA), by accessing:

<http://www.usps.com/nationalpremieraccounts/findlocators.htm> (BMEU locator) or

<http://www.usps.com/replymail/mailpiece.htm> (MDA look-up tool)

The BMEU representative or MDA will verify that the MID application is complete and validates the mailing volumes through the *PostalOne!* system, or other pertinent documentation that demonstrates mailing volumes. The MID application information is forwarded to the *PostalOne!* help desk who will issue the MID. For MID business rules and MID-related technical requirements, refer to [User Access to Electronic Information and Reports Guide](#).

### MID Requests through Mail.XML

A MID can also be obtained through the USPS ID Mail.XML management messages through the pull model. Mailers can request a MID for their own use or on behalf of mail owners. Mail.XML has elements for the MID request/response messages with USPS legal agreements added to the messages. The MID query request/response messages are not currently supported.

Mailers will need their own MIDs or their customers' MIDs for identification in the by/for relationships in the electronic documentation or to identify the business entity for authorization purposes.

When the *PostalOne!* system receives a mailer's USPS MID create request message, the USPS responds back with a USPS MID create response message, notifying the requestor whether the MID request has been accepted or rejected.

Message Type	Message Name
By/For - Customer Identification Info	USPSMIDCreateRequest
By/For - Customer Identification Info	USPSMIDCreateResponse

Table 15: Mail.XML MID messages

### 3.15.3 Obtaining Customer Registration IDs (CRID)

The Customer Registration ID (CRID) is a unique identifier created by the Customer Registration system to identify a business at a physical address. For each unique combination of Company Name and physical address, the Postal Service creates a new CRID. The CRID is used in USPS systems and applications to identify business entities and connects company information at a specific geographic location (physical street address) across all USPS applications.

Any USPS Customer who registers through the Business Customer Gateway to do business electronically with the USPS will be assigned a CRID. Companies can also obtain a CRID for companies with which they are affiliated. Mail preparers who elect to use the CRID to identify a mail owner in their electronic documentation should obtain the CRID from the mail owner. A mail owner can look up their CRID through the company Profile link located on their gateway homepage.

### CRID Requests through Mail.XML

USPS subsystems support the CRID Create Request/Response message sets in Mail.XML. Mailers can request a CRID for their own use or on behalf of mail owners. Mail.XML has elements for the CRID request/response messages with USPS legal agreements added to the messages.

Mailers may need their CRIDs or their customer's CRIDs for identification in the by/for relationships in the electronic documentation, or to identify the business entity for authorization purposes.

When the *Posta/One!* system receives a mailer USPS CRID create request message, the USPS responds back with a USPS CRID create response message, notifying the requestor whether the CRID request has been accepted or rejected.

Message Category	Message Name
By/For - Customer Identification Info	USPSCRIDCreateRequest
By/For - Customer Identification Info	USPSCRIDCreateResponse

**Table 16: Mail.XML CRID messages**

### 3.15.4 Non-Sequential Piece Identifiers

When the serial numbers applied in the IMBs of a mailing are not sequential, the creator of the electronic documentation may use one of the options for Mail.dat PDR submissions or one of the options for Mail.XML MailPieceCreate and MailPieceUpdate submissions to identify the mail owner and mail preparer of the mailing. For copalletized mailings, the mail owner and mail preparer will be identified from the original electronic documentation submitted for copalletization. The mail preparer will be identified for the copalletized electronic documentation from the Mail Facility ID in the Mail.dat SEG and Mail Facility ID in Mail.XML MailingGroup message.

#### 3.15.4.1 Mail Owner Identification

##### 3.15.4.1.1 Option 1: Mail Owner MID

Mail service providers include the mail owner MID in the electronic documentation, identifying the mail owner for whom they have prepared the mailpiece.

##### **Mail.dat**

MID of mail owner in MPA: MID of the company which owns the mailpieces is indicated in the MPA record.

MID of mail owner in CPT AND Host Statement Component ID in MCR (to identify appropriate component to use from CPT): MID of the company which owns the mailpieces are indicated in the PDR records (all of which associate to a single CQT record).

##### **Mail.XML**

Mail owner in the Piece messages: MID of the company which owns the mailpiece is indicated in the Mail.XML MailPieceCreate and MailPieceUpdate messages.

##### 3.15.4.1.2 Option 2: Mail Owner Permit Number/Publication Number

Mail service providers include the Permit Number of the mail owner in the electronic documentation.

##### **Mail.dat**

Mail owner's Lcl Permit Ref Num and mail owner's Lcl Permit Ref Num-Type in MPA within the Finance Number associated with the SEG: Permit Number/Permit ZIP+4/Permit Type of the company that owns the mailpieces are indicated in the PDR records (all of which associate to a single CQT record).

##### **Mail.XML**

- Permit Number/ Permit Type/ Permit ZIP+4 in Piece messages can be included in addition to the mail owner MID or CRID: the Permit Number of the company which owns the mailpiece is indicated in the Mail.XML MailPiece Create and MailPieceUpdate messages. Must be within the Finance Number associated to the Mailing Group. The mail owner cannot be identified by Permit number alone; the mail owner must also be identified by the MID or CRID.

- Publication Number in Piece messages can be included in addition to the mail owner MID or CRID: the Publication Number of the company that owns the mailpiece is indicated in the Mail.XML MailPiece Create and MailPieceUpdate messages. Must be within the Finance Number associated to the Mailing Group. The mail owner cannot be identified by Publication number alone; the mail owner must also be identified by the MID or CRID.

### **3.15.4.1.3 Option 3: Mail Owner Customer Registration Identifier (CRID)**

Mail service providers include the CRID in the electronic documentation, identifying the mail owner for whom they have prepared the mailing or portion thereof.

#### **Mail.dat**

- Mail owner CRID in CPT and Host Statement Component ID in MCR (to identify appropriate component to use from CPT): CRID of the company that owns the mailpieces are indicated in the PDR records (all of which associate to a single CQT record).
- Mail owner CRID in MPA: CRID of the company that owns the mailpieces is indicated in the PDR records (all of which associate to a single MPA record).

#### **Mail.XML**

- Mail owner CRID in the MailPiece messages: CRID of the company that owns the mailpieces is indicated in the Mail.XML message.
- Mail owner CRID in the Qualification Report Container Info block can be included in addition to the mail owner CRID in the MailPiece message: the CRID of the mail owner of the mailpieces associated to the container. Option only supported if only one mail owner exists for the entire container. Mail owner CRID must be identified at the lowest level in the Container Info block associated to the mailpiece. The mail owner cannot be identified in the Qualification Report alone; the mail owner must also be identified in the MailPiece message.

## **3.15.4.2 Mail Preparer Identification**

### **3.15.4.2.1 Option 1: Mail Preparer MID**

Mail preparers may identify themselves by MID in the electronic documentation.

#### **Mail.dat**

MID of mail preparer in MPA: MID of the company that prepared the mailpieces as indicated in the MPA record.

#### **Mail.XML**

Mail preparer in the QualificationReport messages: MID of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages.

### **3.15.4.2.2 Option 2: Mail Preparer Permit Number/Publication Number**

Mail preparers may identify themselves by Permit or Publication Number in the electronic documentation.

#### **Mail.XML**

- Permit Number/ Permit Type/ Permit ZIP+4 in QualificationReport messages can be included in addition to the mail preparer MID or CRID: the Permit Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. The mail preparer cannot be identified by Permit number alone; the mail preparer must also be identified by the MID or CRID.
- Publication Number in QualificationReport messages can be included in addition to the mail preparer MID or CRID: the Publication Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. Must be within the Finance Number associated to the Mailing Group. The mail preparer cannot be identified by Permit number alone; the mail preparer must also be identified by the MID or CRID.

### **3.15.4.2.3 Option 3: Mail Preparer Customer Registration Identifier (CRID)**

Mail preparers may identify themselves by CRID in the electronic documentation.

**Mail.dat**

Mail preparer CRID in MPA: CRID of the company which prepared the mailpieces in the electronic documentation.

**Mail.XML**

Mail preparer CRID in the QualificationReport messages: the CRID of the mail preparer of the mailpieces in the electronic documentation.

### 3.15.5 Sequential Piece Identifiers

When the serial numbers applied in the IMBs of a mailing are sequential, the creator of the electronic documentation may use the ranging options to identify the mail owner of the mailing. However, each range must have one mail owner and mail preparer defined by at least one of the options described in the following

#### 3.15.5.1 Mail Owner Identification

##### 3.15.5.1.1 Option 1: Mail Owner MID

Mail service providers include the mail owner MID in the electronic documentation, identifying the mail owner for whom they have prepared the mailpiece.

**Mail.dat**

Mail owner MID in Intelligent Mail Range (IMR): MID of the company which owns the mailpieces is indicated in the IMR record.

**Mail.XML**

Mail owner MID in the piece message's MailXMLPieceRangeBlock: MID of the company which owns the mailpiece is indicated in the Mail.XML message.

##### 3.15.5.1.2 Option 2: Mail Owner Permit Number

Mail service providers include the Permit Number of the mail owner in the electronic documentation.

**Mail.dat**

Not Available: The IMR associates to a .csm record but does not tie to a specific MPA record (which is where the Permit Number currently is provided) and the Permit Number field is not added to the IMR record.

**Mail.XML**

Not Available: The MailXMLPieceRange block in the MailPiece Create messages does not include Permit Number or Publication Number for mail owner.

**Postal Wizard**

Permit Number, Permit Type, and Finance Number: the mail owner Permit Number of the company that submitted the postage statement

##### 3.15.5.1.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail service providers include the CRID in the electronic documentation, identifying the mail owner for whom they have prepared the mailing or portion thereof.

**Mail.dat**

Mail owner CRID in Intelligent Mail Range (IMR): CRID of the company that owns the mailpieces is indicated in the IMR record.

**Mail.XML**

- Mail owner CRID in piece message's MailXMLPieceRange block: the CRID of the mail owner of the mailpieces is associated to the Mail.XML message.
- Mail owner CRID in the Qualification Report Container Info block can be included in addition to the mail owner CRID in the MailPiece message: the CRID of the mail owner of the mailpieces associated to the

container. Option only supported if only one mail owner exists for the entire container. Mail owner CRID must be identified at the lowest level in the Container Info block associated to the piece range. The mail owner cannot be identified in the Qualification Report alone; the mail owner must also be identified in the MailPiece message.

### **3.15.5.2 Mail Preparer Identification**

#### **3.15.5.2.1 Option 1: Mail Preparer MID**

Mail preparers may identify themselves by MID in the electronic documentation.

##### **Mail.dat**

Mail preparer MID in Intelligent Mail Range (IMR): MID of the company which prepared the mailpieces as indicated in the IMR record.

##### **Mail.XML**

- Mail preparer MID in the piece messages MailXMLPieceRange block: MID of the company that prepared the mailpiece as indicated in the Mail.XML message.
- Mail preparer MID in the QualificationReport messages: MID of the company that prepared the mailpieces associated to a qualification report.

#### **3.15.5.2.2 Option 2: Mail Preparer Permit Number/Publication Number**

Mail preparers may identify themselves by Permit or Publication Number in the electronic documentation.

##### **Mail.dat**

Not Available: The IMR associates to a .csm record but does not tie to a specific MPA record (which is where the Permit Number currently is provided) and the Permit Number field is not added to the IMR record.

##### **Mail.XML**

- Permit Number/ Permit Type/ Permit ZIP+4 in QualificationReport messages can be included in addition to the mail preparer MID or CRID: the Permit Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. The mail preparer cannot be identified by Permit number alone; the mail preparer must also be identified by the MID or CRID.
- Publication Number in QualificationReport messages can be included in addition to the mail preparer MID or CRID: the Publication Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. Must be within the Finance Number associated to the Mailing Group. The mail preparer cannot be identified by Publication number alone; the mail preparer must also be identified by the MID or CRID.

#### **3.15.5.2.3 Option 3: Mail Owner Customer Registration Identifier (CRID)**

Mail preparers may identify themselves by CRID in the electronic documentation.

##### **Mail.dat**

Mail preparer CRID in Intelligent Mail Range (IMR): CRID of the company that prepared the mailpieces as indicated in the IMR record.

##### **Mail.XML**

- Mail preparer CRID in piece message's MailXMLPieceRange block: the CRID of the mail owner of the mailpieces is associated to the Mail.XML message.
- Mail preparer CRID in the QualificationReport messages: the CRID of the mail preparer of the mailpieces associated to the qualification report.

### **3.15.6 Order of Precedence**

If two or more of the options above are applied, the following order of precedence will be used to determine which fields to apply to identify the mail owner and mail preparer. By/for conflicts will be recorded if multiple options are provided and do not match. However, for full-service feedback the lowest level of precedence will apply. In a

future release, logic will be added in the *PostalOne!* system to notify the submitter of the file when a submission will not be applied because a file of higher precedence in the list below has been previously submitted. Regardless of method used, the files must be submitted at or before the time the pieces referenced in the file become mail.

<b>By/For Order of Precedence</b>				
<b>Mailpiece Mail Owner</b>				
<b>Order of Precedence</b>	<b>Mail.dat File Reference</b>	<b>Field Name</b>	<b>Mail.XML Message Reference</b>	<b>Field Name</b>
1	CPT	Mailer ID of mail owner	MailPieceCreateRequest message MailPieceBlockGroup, MailPieceBlock, MailOwner block	MailOwner MID6 or MailOwnerMID9
2	MPA	Mailer ID of mail owner	MailPieceCreateRequest message MailPieceBlockGroup, MailPieceBlock, MailOwner block	CRID
3	CPT	CRID of mail owner	QualificationReportCreate-Request message ContainerInfoData	MailOwnerCRID
4	MPA	CRID of mail owner	MailPieceCreateRequest message MailPieceBlockGroup, MailPieceBlock, MailOwner block, PermitPublicationData block	PermitNumber, PermitType, PermitZIP4, or PublicationNumber (must be within the same finance number associated with the mailing group)
5	MPA	Mail owner's Lcl Permit Ref Num/Int'l Bill Num and Type (must be within the same finance number of the Permit / Type / ZIP+4 in the MPA)	N/A	N/A

**Table 17: Mailpiece Mail Owner Order of Precedence**

<b>Mailpiece Mail Preparer</b>				
<b>Order of Precedence</b>	<b>Mail.dat File Reference</b>	<b>Field Name</b>	<b>Mail.XML Message Reference</b>	<b>Field Name</b>
1	MPA	Mailer ID of mail preparer	QualificationReportCreate-Request message QualificationReportPreparer block	MailerID6 or MailerID9
2	MPA	CRID of mail preparer	QualificationReportCreate-Request message QualificationReportPreparer block	CRID

3	N/A	N/A	QualificationReportCreate-Request message QualificationReportPreparer block	PermitNumber, PermitType, PermitZIP4, or PublicationNumber (must be within the same finance number associated with the mailing group)
---	-----	-----	--	---

**Table 18: Mailpiece Mail Preparer Order of Precedence**

<b>Piece Range Mail Owner</b>				
<b>Order of Precedence</b>	<b>Mail.dat File Reference</b>	<b>Field Name</b>	<b>Mail.XML Message Reference</b>	<b>Field Name</b>
1	IMR	Mailer ID of mail owner	MailPieceCreateRequest message MailXMLPieceRangeBlock, PieceRangeBlock, MailOwner block	MailerID6 or MailerID9
2	IMR	CRID of mail owner	MailPieceCreateRequest message MailXMLPieceRangeBlock, PieceRangeBlock, MailOwner block	CRID
3	N/A	N/A	QualificationReportCreate-Request message ContainerInfoData block	MailOwnerCRID

**Table 19: Piece Range Mail Owner Order of Precedence**

<b>Piece Range Mail Preparer</b>				
<b>Order of Precedence</b>	<b>Mail.dat File Reference</b>	<b>Field Name</b>	<b>Mail.XML Message Reference</b>	<b>Field Name</b>
1	IMR	Mailer ID of mail preparer	MailPieceCreate MailXMLPieceRangeBlock PieceRangeBlock MailPreparer	Mail preparer MID
2	IMR	CRID of mail preparer	QualificationReport Preparer MID	Preparer MID
3	N/A	N/A	MailPieceCreate MailXMLPieceRangeBlock PieceRangeBlock MailPreparer	Mail preparer CRID
4	N/A	N/A	QualificationReport Preparer	Preparer CRID
5	N/A	N/A	QualificationReport Preparer	Preparer Permit/Type/ZIP+4 or Publication Number (must be within the same finance number associated with the

				mailing group)
--	--	--	--	----------------

**Table 20: Piece Range Mail Preparer Order of Precedence**

## 4 Full-Service Feedback

The USPS is making several kinds of information available to its customers as part of full-service feedback. Full-service data feedback includes Address Correction data, start-the-clock data, and data quality reports.

Full-service Address-correction information includes COA data when a new address is available for the intended recipient, and nixie data (the reason for nondelivery) when the piece is not deliverable at all.

The start-the-clock data is of two types. One type of feedback is the day zero or day one for dropshipped, origin-entered, plant-loaded mail (USPS transported mail) and BMEU-entered mail. The second type of data feedback to full-service customers is pallet-induction scan, which occur at specific USPS facilities that have the capability to scan pallets.

Data Quality reports include reporting on barcode-uniqueness conflicts, STID conflicts, and several other data issues or conflicts that may cause a mailing not to meet full-service requirements for discounts and full-service feedback.

### 4.1 Data Distribution Methods

Full-service information is provided electronically to USPS customers in three ways. One method is a manual downloading of data in CSV (Comma Separated Values) or spreadsheet formats from through the Business Customer Gateway.

The other methods involve automated data exchange using IDEAlliance's Mail.XML specification and web services technology. With the Mail.XML method, customers can either periodically query the USPS *PostalOne!* system for information or they can receive it automatically from the *PostalOne!* system. These manual and automated methods are described below.

#### 4.1.1 Manual Download

Customers can enter the Business Customer Gateway and follow the full-service reports link to search for specific ACS and start-the-clock data for their mailings. Information is downloadable in CSV or spreadsheet format.

Due to their typically large size, the Data Quality reports are NOT available through manual download. They are only available through online reporting, which provides download options, and Mail.XML web services.

#### 4.1.2 Automated Download of Data Using Pull or Push Methods

##### 4.1.2.1 Mail.XML Pull (Query)

With the Mail.XML Pull method, customers' software queries the *PostalOne!* system for ACS, start-the-clock, and Data Quality reporting data. Query filters include Job ID information and other mail-owner or appointment information, as applicable, for the type of data being pulled. There are Query Request and Response messages by which the Query request is done by the customers' software and the USPS sends the Query Response message with the data. For details on all names of specific full-service data feedback Mail.XML messages, please refer to the [Postal Service Mail.XML Technical Specification for Profiles & Full-Service Feedback](#).

Customers should not set up their web services Pull software to query the *PostalOne!* servers continuously. To avoid potential performance issues, we suggest querying no more frequently than every four hours.

##### 4.1.2.2 Mail.XML Push (Subscription)

To use the Mail.XML Push, or subscription, method, customers should follow the full-service subscription link from the Business Customer Gateway to provide the USPS a user ID, password, and a URL that the *PostalOne!*

system can use to connect and send data to the customers' server. Customers can also schedule how frequently they want to receive full-service data: every six, 12, or 24 hours. It is also possible to subscribe to Push using the CreateProfileRequest, UpdateProfileRequest, and CancelProfileRequest XML messages, described in the PushUserProfileInfo.xsd schema definition provided as part of the WSDL.

There are two types of Push (Subscription) methods. One is Notification, in which the USPS sends a message to the customers' server indicating that data for a certain mailing is ready; the customers' software can then generate the Query Request message with the mailing data provided by the USPS in the notification message to pull their information. The USPS responds back with a Query Response message containing the detail data.

The other Push method is Delivery messages, in which the USPS sends the information to the customers' server according to schedule specified by the customer.

Push data distribution uses Secure Socket Layer (SSL) communication to send data to the customer's web service. Details on the messages for query, notification, and delivery are available in the [Postal Service Mail.XML Technical Specification for Profiles & Full-Service Feedback](#).

## 4.2 Full-Service ACS

Full-Service ACS comprises two feedback products: COA information when a new address is available for the intended recipient, and nixie information when the piece is not deliverable at all.

### 4.2.1 Full-Service Change-of-Address (COA) Feedback

Mailers presenting full-service mailings will be provided a COA detail online report and automated data exchange using Mail.XML. The report will provide information including the original IMb on the piece, the move effective date, and the old and new addresses. The keyline that was provided in the electronic documentation will also be provided. The FullServiceAddressCorrection Delivery and Response message in the Mail.XML specification supports this data exchange. For copalletized mailings, ACS COA feedback will be based on the original electronic documentation piece level data provided.

To get information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on RIBBS. It contains information on the interface, the data elements provided, and the file structure. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

### 4.2.2 Full-Service Nixie Feedback

Mailers presenting full-service mailings will be provided a nixie detail online report and automated data exchange. The report will provide information including the original IMb on the piece, the nixie reason, and the original address on the mailpiece. The keyline that was provided in the electronic documentation will also be provided. The FullServiceNixieDetailDelivery and Response messages in the Mail.XML specification supports this data exchange. For copalletized mailings, ACS nixie feedback will be based on the original electronic documentation piece level data provided.

To get information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on RIBBS. It contains information on the interface, the data elements provided, and the file structure. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

## 4.3 Three Kinds of ACS Now Available, Including Full-Service ACS

In the mid-1980s, the USPS developed an Address Change Service to convert at least a portion of the manual address correction process to electronic methods and formats. Whenever possible, address corrections were provided to mailers by electronic means, thereby reducing USPS production costs and mailer processing costs associated with the existing, hard-copy, address-correction methodology.

Though the original program has been enhanced over the years, it is still referred to as traditional ACS.

traditional ACS is based on a seven-character Participant Code (also called a Participant ID) assigned by the National Customer Support Center (NCSC) in Memphis. Mailers obtain their Participant Code, by filing PS Form 3572. The seven-character Participant Code is printed on each mailpiece. If a piece of mail is UAA, the USPS has both manual and automated processes to return COA and nixie information to the mailer associated with the Participant Code on the mailpiece. Traditional ACS is not a free service. More information on traditional ACS is available in [Publication 8A, Address Change Service – Traditional](#).

OneCode ACS, which also charges fees for its service, uses an Intelligent-Mail barcode that includes a MID registered with ACS in the Memphis NCSC. In the past, mailers wishing to use OneCode ACS would file PS Form 3573 either to receive a new MID with ACS registration or to add OneCode ACS service to an existing MID. More information on OneCode ACS is available in [Publication 8B, OneCode ACS Technical Guide](#).

New MIDs are now assigned through centralized USPS processes, generally the Business Customer Gateway. The Intelligent Mail Mailer ID Application page on RIBBS explains the few exceptions to the use of the Business Customer Gateway, such as requests for multiple MIDs or when mailing agents are acting on behalf of mail owners.

New MIDs assigned through the Business Customer Gateway will automatically receive a default ACS profile enabling some OneCode ACS and Full-Service ACS options (see Table 2). If the mailer plans to use the new MID for traditional ACS, the mailer must contact the NCSC in Memphis to remove the MID's profile information. The mailer should also contact the NCSC if ACS options other than the default options are desired.

Mailers using IMbs who also want to receive both traditional ACS and Full-Service ACS information will need at least two MIDs: one with an ACS profile and one without.

The NCSC in Memphis, for all ACS services, creates a profile for the Participant ID (traditional ACS) or the MID (OneCode and Full-Service ACS) under the mailer's account number. The profile describes the class(es) of mail and ACS service(s) associated with the ID.

The NCSC will work with each mailer to ensure that the mailer's profile matches the desired mailpiece disposition and address-correction handling. Mailers can effect fulfillment changes by contacting the ACS department at [acs@usps.gov](mailto:acs@usps.gov), or by calling 877-640-0724. Contact the NCSC if you wish to review the profile information for any of your IDs. Mailers may also continue to use PS Forms 3572 or 3573, as appropriate, to change the profile information associated with a Participant Code or MID.

Full-Service ACS differs from both OneCode ACS and the traditional ACS programs in several ways, although all three processes provide similar information. The most notable differences are:

- Pricing (Full-Service ACS is a no-cost service for specific time frames)
- Record format and layout
- Fulfillment method

Full-Service ACS does not affect how traditional ACS or OneCode ACS work from the mailer's perspective. Publication 8a (*Address Change Service – Traditional*) and Publication 8b (*OneCode ACS Technical Guide*) provide details on the record formats and data transmission methods of traditional ACS and OneCode ACS.

For Full-Service ACS, the electronic record formats are different from those of both OneCode ACS and traditional ACS, the information comes to the customer by a selection of different electronic channels, and Full-Service ACS is a no-cost service for specific time frames.

There are a few important technical points for all ACS customers to keep in mind. For mailers who use traditional ACS in conjunction with Intelligent-Mail barcodes, the MID in the Intelligent-Mail barcode should NOT be registered with ACS. The mailer should instead have a Participant Code and use that code on each mailpiece.

For Intelligent-Mail barcode users who choose OneCode ACS or Full-Service ACS, the MID in the Intelligent-Mail barcode MUST have an ACS profile. Use of the Intelligent-Mail barcode, in and of itself, does not automatically trigger ACS data collection and generation.

One final technical note: Mailer accounts may contain multiple profiles. Mailers who anticipate using both Traditional ACS AND OneCode ACS or Full-Service ACS may wish to establish a separate account for their Traditional-ACS profiles. The reason is that the output format of the ACS data for traditional ACS will convert to the output format of OneCode ACS if both services appear in profiles under a single account.

The remainder of Section 4 applies only to mailings (or portions of mailings) that satisfy all the requirements of the Intelligent Mail full-service option.

## **4.4 Full-Service Start-the-Clock Feedback**

### **4.4.1 Full-Service Start-the-Clock Data for BMEU-Entered Mail**

Full-service mailings will be provided a start-the-clock summary online report and automated data exchange for BMEU verified mail. The report provides information on when the mail is inducted (received by the Postal Service) for mail processing at a USPS mail processing facility. BMEU start-the-clock is not available until the unit has completed any verification activities and processed the postage statement for account debiting. The StartTheClockBMEUBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-clock feedback will only be distributed for handling units and containers containing at least one full-service piece within a mixed mailing. For copalletization, start-the-clock feedback will be based on the copalletized job submitted by the consolidator.

To get information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on [RIBBS](#). It contains information on the user interface and reporting options. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

### **4.4.2 Start-the-Clock Data for Mailer-Transported Drop Ship and Origin-Entered Mail**

Mailers presenting full-service mailings will be provided a start-the-clock summary online report and automated data exchange for drop ship mail and for mail that is transported by the mailer to the USPS origin facility. The report will provide information on when full-service mailings were inducted into the USPS system. Start-the-clock information will not be made available to customers until the unit has completed any verification activities and processed the postage statement for account debiting. Appointments are required for origin-entered mail that is mailer transported and for drop ship mail. A Customer Supplier Agreement (CSA) is also required for origin-entered mail transported by the mailer in order to calculate start-the-clock. StartTheClockDropShipBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-clock feedback will only be distributed for handling units and containers containing at least one full-service piece within a mixed mailing. For copalletization, start-the-clock feedback will be based on the copalletized job submitted by the consolidator.

To get information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on [RIBBS](#). It contains information on the user interface and reporting options. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

### 4.4.3 Full-Service Start-the-Clock Data for Plant-Load Mail

Mailers presenting full-service mailings will be provided a start-the-clock summary online report and automated data exchange for USPS transported mail. The report will provide information on when full-service USPS transported mailings were ready to be transported and that information will be used to determine the start-the-clock date (i.e. which day is Day 0). Mailers who can specify the dispatch to which a container was assigned will include that information in their electronic documentation and will receive a different Mail Release time for each mail Group. If the electronic documentation does not nest containers to specific trips, then the Mail Release time is when the entire mailing is complete and the mailing will be treated as a single group, regardless of the number of trips. Start-the-clock information for both options will not be made available to customers until the unit has completed any verification activities and processed the postage statement for account debiting. StartTheClockPlantLoadBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-clock feedback will only be distributed for handling units and containers containing at least one full-service piece within a mixed mailing. For copalletization, start-the-clock feedback will be based on the copalletized job submitted by the consolidator.

To get information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on RIBBS. It contains information on the user interface and reporting options. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

Mailers able to specify the dispatch on which a specific container was transported in their electronic documentation will receive a different Mail Release time for each mail dispatch. In this situation, a mailing will have one start-the-clock record for each dispatch to which containers were associated. The following sample depicts the multiple dispatch environment.

The start-the-clock event for origin-entered mail that is transported on USPS transportation is based on the mail ready time as indicated by mailers in their electronic documentation. This time will be the planned departure time of the dispatch to which the container was associated in the electronic documentation.

When there is a Customer Supplier Agreement (CSA), the CSA will establish a time by which all of the containers must be ready to load onto USPS transportation. This time will be called the Container Ready Time and will be established for every dispatch in the CSA transported by USPS.

The start-the-clock date will be advanced one day for continuous mailers creating logical containers with dispatches both before and after the Critical Acceptance Time (CAT). Although mail received by the USPS before the CAT will be processed on the date of presentation to USPS, limited knowledge of which physical mailpieces were accepted before the CAT require the start-the-clock to occur on the entire logical container at once.

## 4.5 Full-Service Container Visibility Induction Scans

Mailers presenting full-service mailings will be provided a report showing induction scans of full-service containers. This report of container visibility information is available from the USPS processing facilities at which scanning capabilities are implemented and the USPS business mail acceptance units at which scanning capabilities are implemented. The container visibility report will only be provided for the containers on shipments that have been scanned during the induction process. The full-service container visibility Delivery and Response messages in the Mail.XML specification support this data exchange. Container visibility feedback will only be distributed for handling units and containers containing at least one full-service piece within a mixed mailing. For copalletization, container visibility feedback will be based on the copalletized job submitted by the consolidator.

To get information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on RIBBS. It contains information on the user interface and reporting options. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

## 4.6 Full-Service Data Quality Reports

Mailers presenting full-service mailings will be provided as many as eight reports regarding conflicts, errors, or

other problems that exist in their eDocumentation. These Data Quality reports are not downloadable in CSV or spreadsheet formats due to their typically large size; they are only available as online reports or by using Mail.XML push or pull functionality. Their main purpose is to identify noncompliance with full-service criteria and to find other problems that may cause a mailing not to meet full-service requirements for discounts and full-service feedback.

To get information about the online reports, see the [Postal Service Mail.XML Technical Specification for Profiles & Full-Service Feedback](#), which is available on [RIBBS](#).

## 4.7 How to Get Full-Service Feedback

Online reports and automated data exchange of report data will be available for mailings that comply with full-service requirements. This data will be available using the following methods:

- **Browser based HTTPS (Hyper Text Transport Protocol - Secure) Download (Compressed Files)** – Online web page allowing customers to download ‘compressed data’ over HTTPS protocol. These files are available in either comma-delimited (CSV) format or spreadsheet format.
- **Browser based HTTPS Reports** – Online web page allowing customers to view ‘reports’ over HTTPS.
- **Mail.XML Pull (Customer Invokes USPS Web Service)** – Web Services Pull model by which a customer sends a Web Services based Mail.XML Request message invoking USPS Web Services to pull data in XML format through a Mail.XML Web Service method.
- **Mail.XML Push (USPS Invokes Customer Web Service)** – Prior to receiving Mail.XML Push messages, Mailers will be required to log into the Business Customer Gateway and access Mailing Reports to set up the Mail.XML Push “Subscription” which includes:
  - The User ID that *PostalOne!* services should use to access your web service
  - The Password that *PostalOne!* services should use to access your web service
  - Your Web Service URL
  - Push Start Date
  - Frequency

Web Services Mail.XML Push model by which the USPS invokes a customer’s Web Service method/URL and pushes XML data to the customer Web Service when the data is available or a notification is sent to the customer by the USPS that customer’s data is available for download.

No	Data/Service	Browser based HTTPS Download (Compressed Files)	Browser based Report (over HTTPS)	Mail.XML Pull (Customer Invokes USPS Web Service)	Mail.XML Push (USPS Invokes Customer Web Service)
1	Start-the-Clock	No	Yes	Yes	Yes
2	Container Visibility/Scan	No	Yes	Yes	Yes
3	ACS COA	Yes	No	Yes	Yes
4	ACS nixie Detail	Yes	No	Yes	Yes
5	eDoc Data Quality Verification Reporting	No	Yes (with download options)	Yes	Yes
6	By/For Conflict	No	No	Yes	Yes

**Table 21: Data Exchange Methods**

## **4.8 Full-Service Data Distribution**

### **4.8.1 Data Distribution to Multiple Parties**

Under the full-service option, companies will receive address correction information and start-the-clock information to advise them of when the USPS took possession of their mailings. This data will be made available using two methods.

- Businesses may view data online.
- Businesses may receive their data through an automated data exchange process.

A MID is required for all multiple party data distribution. Data distribution for multiple parties is done through the MID profile.

Customers may gain online access to obtain MIDs, view information, or obtain data through an automated data exchange process through the Business Customer Gateway. Once an account is created through the Gateway, users would select the Manage Mailing Activity service to view their Full-Service Reports or set-up an automated data exchange. To obtain a MID or manage a MID profile, users would select the Mailer ID System.

### **4.8.2 Data Distribution to Third Parties**

The primary parties to every mailing are the owner who commissioned the mailing and the preparer who actually defines the mailpieces and submits the electronic documentation. Owners may also prepare their own mailings. These parties are referred to as the mail owner and the mail preparer and are responsible for controlling access to data/information about their mailings. For the mail owner or mail preparer to participate in full-service data distribution to third-parties, they must be identified by their MID in the by/for of the electronic documentation.

#### Mailings with Pieces

- Mail.dat - mail owner must be identified by their MID in mail owner on CPT record and/or mail owner on MPA record.
- Mail.dat – mail preparer must be identified by their MID in mail preparer on MPA record.
- Mail.XML - mail owner must be identified by their MID in MailPieceCreate and MailPieceUpdate messages
- Mail.XML – mail preparer must be identified by their MID in MailPieceCreate and MailPieceUpdate messages

#### Mailings with Piece Ranges

- Mail.dat – mail owner must be identified by MID in mail owner on IMR record.
- Mail.dat – mail preparer must be identified by their MID in mail preparer on IMR record.
- Mail.XML - mail owner must be identified by their MID in MailPieceCreate and MailPieceUpdate messages in the IntelligentMailRange block
- Mail.XML – mail preparer must be identified by their MID in MailPieceCreate and MailPieceUpdate messages in the IntelligentMailRange block

Full-Service ACS Data will be distributed only to the mail owner identified in the eDoc. The mail owner may allow other parties access to data or information about their mailings. Parties interested in Full-Service ACS data from a mailing for which they were not the mail owner may receive the Full-Service ACS data when authorized by the mail owner. Full-Service ACS information for a specific mailpiece may only be distributed to one party. Mail owners must complete a MID profile for Full-Service ACS to authorize data distribution to a third party. Mail owners must also be identified by the MID (associated to the desired data distribution profile) in the eDoc for the third party distribution to be fulfilled.

Start-the-clock / container visibility Data from a mailing will be distributed to both the mail owner and mail preparer unless other authorization from the mail owner or mail preparer has been received. Mail owners and mail

preparers must complete a MID profile for full-service start-the-clock /container visibility to authorize data distribution to a third party. Mail owners and mail preparers must also be identified by the MID (associated to the desired data distribution profile) in the eDoc for the third party distribution to be fulfilled.

Confirm information will continue to be determined by either the Confirm Subscriber ID (which does not have to belong to either a mail owner or mail preparer) on the mailpiece or provided in the Cast of Characters. A Non-Subscriber Delegate is created when a mail owner/preparer who is a Confirm Subscriber wants to provide access to their Confirm data to another party who is not a Confirm Subscriber. Any party interested becoming a Non-Subscriber Delegate for MPE scan data via the Confirm Service will need to coordinate with the National Customer Support Center (NCSC) at 1-800-238-3150 (confirm@usps.gov). The NCSC help desk will facilitate the set up of Non-Subscriber Delegates in the MT&R / Confirm system following a process similar to the one used when setting up paying Confirm Subscribers.

There are two types of relationships mail owners/preparers can manage in their MID profiles: Static and Dynamic.

**Static Relationship.** With a static relationship, a mail owner/preparer desires to engage a third-party in an ongoing association to manage their data for a specific MID. For example, a mail owner who holds a MID may hire a service provider to receive all Full-Service ACS data associated to their MID and obtain that information on their behalf.

**Dynamic Relationship.** There are other cases when the mail owner/preparer engages a third-party to manage only a portion of the data for a specific MID and service. For example, a mail owner who holds a MID may decide to use a third-party service provider to receive Full-Service ACS data from a single mailing. In this example, the authorization cannot be a Static because the third-party is only providing services for a single mailing. MID owners have an option in their MID profile to identify and manage dynamic relationships. When this option is used, the eDoc for a mailing must contain the Cast of Characters messages to support the dynamic data distribution.

Profile	Description
Static Relationship	Mail owner has given control to a third party or preparer to manage and distribute data.
	Mail owner always distributes data to the party identified for a specific Mailer ID.
	Mail owner data is distributed to mail preparer for pieces prepared by the mail preparer.
	Data is distributed to the Mailer ID identified on the mailpiece.
Dynamic Relationship	Mail owner establishes a third party or preparer to manage their data by service for specific mailings. Cast of Characters Messages – Mailers submit messages to identify the data recipient intended for a specific portion of a mailing.

**Table 22: Mail Owner/Preparer Relationships**

#### 4.8.2.1 Mailer ID Profile Setup

To access the Mailer ID System and create a MID profile, a user first must have a user account through the Business Customer Gateway. Once a user has a MID, the Mailer ID Summary page offers users the following selections:

- Address Book – Some MID profile options require the identification of recipients. The Mailer ID System provides an address book feature for each MID. Users enter the MIDs of possible data recipients and this information is stored and available when users select to create or edit a profile for their MID. Users may add or delete possible recipients as needed. Each MID has an Address Book. **NOTE:** Users need to know the MID of the parties they want to receive data in order to be assigned in the MID profile.
- MID Search – This function allows users to search for a MID that is assigned to any of the affiliates (CRIDs) to which the user is linked.
- Request a MID - Allows a user to request a MID for the affiliate displayed in the drop down box.

- Affiliate (drop down box) – Allows a user to select an affiliate (CRID). This is used to request a MID or to display the Mailer ID Summary – what MIDs are associated to that CRID.
- Mailer ID Summary – Summary section displays the MIDs for the selected affiliate as well as the address of the affiliate and the Add/Edit Profile link.

A user can create a profile for each MID assigned to their business location(s) / CRID(s). The profile allows data distribution set-up for three types of information: Full-Service ACS, CONFIRM, and full-service start-the-clock / container visibility. **MID profile updates must be completed 24 hours before the eDoc for the mailing is submitted to receive the correct data distribution.** There are five data options for each type of information. The first four support a static relationship while the fifth option supports a dynamic relationship. The following five data options are:

- **No data dissemination needed: Do not create a profile for this data.** This is the default that is set when an MID is created. This means the will be distributed through the standard: Mail owner identified in the eDoc for Full-Service ACS, Confirm Subscriber ID, and mail owner and preparer identified in the eDoc for full-service start-the-clock / container visibility.
- **Mailing preparer: Send this data to the preparer of the mailing as identified below:**  
**Allow one or more of the following recipients to receive my data based on information contained in electronic file submissions (address book required).** A mail owner who holds a MID may authorize their mail preparer to receive all data associated with mailings that specific mail preparer created. For this option a user is required to identify their mail preparers from their Address Book. Users may select one or more preparers. When this option is active for the MID used to identify the mail owner in the eDoc, the system will route data to the MID of the preparer identified in the eDoc if that preparer MID is one identified in the preparer option of the Owners MID profile.
- **MID Holder: Send this data to the holder of the MID on the mailpiece.** When this option is active in a MID profile and the mail owner is identified in the eDoc with this MID, the data will be distributed to the MID on the mailpiece.
- **Other - Single Recipient: Send this data to this single recipient: (address book required).** With this option, a user can identify a data recipient that is not the preparer or MID holder on the mailpiece to receive their information. For this option a user is required to select a recipient from their Address Book.
- **Other - Multiple Recipient: Send this data to the multiple recipient(s) as identified below: (address book required)** This options allows a user to identify “possible” data recipients through the Address Book tool. This would enable a third party to receive only the portion of the data associated to that MID identified in a Cast of Characters file. Data would then be made available to the third-party as directed in the Cast of Characters message. **NOTE:** This option is only valid when a mail owner or preparer is identified by the MID in the eDoc and a corresponding Cast of Characters message is submitted.

#### 4.8.2.2 Submitting a Cast of Characters Message

A mail owner can submit a Cast of Characters message for any mailing in which they are identified as the mail owner using a MID that they hold. The Cast of Characters message would only apply to the mailpieces they own, as identified by their MID, in the mailing. A mail owner can distribute Full-Service ACS, start-the-clock and container visibility data to a third-party. The option exists to distribute data to one different third-party for Full-Service ACS data and another, different third-party for start-the-clock and container visibility data.

A mail preparer can also submit a Cast of Characters message for any mailing in which a MID they hold is used to identify them as the mail preparer for that mailing. The Cast of Characters message would only apply to mailpieces they prepared, as identified by their MID, in the mailing. A mail preparer can distribute start-the-clock and container visibility data to a third-party.

**NOTE:** Regardless of which party submitted the message, a Cast of Characters message will only be applied to Full-Service ACS, start-the-clock and container visibility data received three hours after the transmission of the Cast of Characters message

**NOTE:** If you use Cast of Characters with Confirm, the Confirm program will assess a fee to register the Mail ID. Confirm data may be distributed to multiple parties if each is identified in a Cast of Characters message. To use Cast of Characters to distribute Confirm data to a third-party, the electronic documentation (including Cast of

Characters) must be received by the USPS and the postage statement must be finalized three hours prior to induction of the mail. No ACS or start-the-clock data may be distributed to a third-party unless the electronic documentation and Cast of Characters messages are received by the USPS prior to the induction of the mail.

#### **4.8.2.3 Mailer ID Delegation**

If mail owners do not want to actively manage their MID profile, they may delegate control of their profile to a selected agent. This selected agent may be either a mail preparer or a Third-Party. The agent can then determine to whom data should be provided. This access would be marked as “Delegated” in the profile. To create “Delegated” access, a mail owner selects the party they wish to delegate their MID management to from their Address Book. Once a MID has been delegated, it will appear in the agent’s Mailer ID Summary as a delegated MID. It will also still appear in the Owner’s Mailer ID Summary but the Owner will not have the ability to complete the profile for data distribution – they only have the ability to revoke their MID delegation. The delegated agent may then set-up the profile options for data distribution.

### **4.9 Full-Service Electronic Documentation Quality Feedback**

As problems are encountered during electronic documentation submissions, the Seamless Acceptance and Service Performance (SASP) system will generate error messages and compile the errors and level counts for mail owners and preparers in the job. Errors and counts will be aggregated for full-service feedback quality reporting and presented via four mail quality verification reports, providing mailers and Postal Service personnel visibility into the quality of electronic documentation (eDoc) submissions.

This eDoc quality feedback available through Mail.XML supports the automation of data-conflict-resolution system logic and quality-improvement processes. The Mail.XML feedback mechanism involves a SASP interface, which performs verifications that a mailing meets full-service compliance standards and that information matches the appropriate data fields in the eDoc. Mail Quality Feedback Mail.XML messages are summarized as follows:

- Mailer ID Verification Errors: occurs when a mail owner/preparer is identified by MID in the submitted eDoc, but the MID doesn’t match against the list received from the MID system.
- STID (STID) Verification Errors: occurs when STID, provided by the mailer in the IMb, is not a full-service STID and/or doesn’t match the class of mail.
- By/For Verification Errors: occurs if the submitted mail owner or mail preparer field is missing or if the mail preparer/Owner identifiers in the form of CRIDs, MIDs and/or Permits are invalid for all pieces from a mailer within a job.
- Unique Barcode Verification Errors: occurs if the submitted eDoc contains IMcbs (for containers), IMtbs (for handling units), IMbs (for pieces) that aren’t unique within the mailing and/or across mailings within the configurable limit (currently 45 days).
- CSA Verification Errors: occurs when the CSA information contained in the submitted eDoc doesn’t match against the CSA information received from FAST.
- Appointment Verification Errors: occur when the appointment information contained in the submitted eDoc doesn’t match against the Appointment information received from FAST
- Mail Quality Verification Reports
- Mailing Data Quality Summary Report: displays the number of Jobs and associated Errors including Container, Handling Unit, Number of Pieces by Customer Location
- Mailing Data Quality Error Type Report: displays by Error Type and the number of errors, mail preparer CRID and preparer Name, mail owner CRID and mail owner CRID
- Error Verification Report: displays Mailing Group ID, Job ID, User License Code, Submission Type and the displays number of errors per error type by Customer Location, mail preparer CRID and preparer Name, mail owner CRID and mail owner CRID
- Detailed Error Verification Report: displays 17 columns, Mailing Group ID, Mailing Date, mail preparer, mail owner, MID, STID, Mail Class, Processing Category, Lower Piece Range, Upper Piece Range, IM Barcode, Container ID, Piece ID, Container Type, CSA ID, Appointment ID, Error Type and Error Description.

Mailers will have access to Mail Quality Verification Reports and error information through three mechanisms:

- XML Pull
- XML Push

- online Reports

To get technical details on the specifics of Mail.XML Pull data distribution refer to the [Postal Service Mail.XML Technical Specification](#), available on [RIBBS](#).

To get information about XML.Push and accessing online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is also available on [RIBBS](#).

## Appendix A: Service Type Identifier (STID) Matrix

The descriptions that follow show the Service Type Identifiers (STIDs) that apply to the basic automation and full-service options for Intelligent Mail. You may also wish to refer to the Intelligent Mail Barcode Technical Resource Guide, which can be found at <http://ribbs.usps.gov/>.

Appendix A provides a detailed description of the various address correction options available within basic automation and full-service mailings and the STIDs that provide the different undeliverable-as-addressed (UAA) handling treatments. **NOTE:** Mailers who wish to receive address correction information on nonautomation mailpieces should use the corresponding STID for basic automation option mailpieces unless otherwise defined in Appendix A.

Appendix A is divided into

- No address correction or ancillary services desired for handling of UAA mailpieces
- Using traditional ACS in conjunction with the IMb
- Using OneCode ACS
- Obtaining manual address corrections or for other ancillary services not available in ACS or OneCode ACS

To use Appendix A, follow the below steps:

- Step 1 Determine the Class of Mail that is appropriate.
- Step 2 Determine whether the Mailing Type will be either basic automation or full-service option.
- Step 3 Determine whether or not you want to receive ACS Detail Records.
- Step 4 Determine if you want to receive Confirm services.
- Step 5 Select the Mailpiece Disposition desired for any UAA pieces. Note that Mailpiece Dispositions are often similar with minor differences. Select the Mailpiece Disposition that best meets your needs.
- Step 6 Determine whether the associated Mailpiece Disposition requires the use of an ASE. If not, skip to Step 8.
- Step 7 Determine whether to use a "Recommended Ancillary Service Endorsement (ASE)" or an "Allowable ASE" on your mailpiece by checking the column "Action taken if barcode unreadable".
- Step 8 Understand the fees, if any, that will be associated with the use of the STID and/or the ASE.
- Step 9 Check the Constraints and the Notes columns for applicable information.
- Step 10 When you are certain that you have correctly identified all options and understand the Constraints and Notes, use the STID specific to that line item during creation of the IMb.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
300	First-Class Mail	Non-Auto	N	None	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed	N	N/A	N/A			N		Same options as Basic? Expand table?	Forwardable mail forwarded, all other UAA returned w/reason affixed
300	First-Class Mail	Basic option	N	None	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed	N	N/A	N/A			N	Electronic Service Requested not allowed		Forwardable mail forwarded, all other UAA returned w/reason affixed
700	First-Class Mail	Basic option	N	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fee charged for forwarded mailpieces.	Y	Electronic Service Requested not allowed		Treated according to endorsement.
700	First-Class Mail	Basic option	N	None	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested			N	Electronic Service Requested not allowed		Treated according to endorsement.
700	First-Class Mail	Basic option	N	None	All UAA mail returned with reason for non-delivery or new address affixed to mailpiece	Y	Return Service Requested	Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
700	First-Class Mail	Basic option	N	None	Forwardable mail forwarded if Temp COA. All other UAA returned with reason for non-delivery affixed.	Y	Temp-Return Service Requested	Temp-Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
310	First-Class Mail	Basic option	N	Destination	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed	N	N/A	N/A			N	Electronic Service Requested not allowed		Forwardable mail forwarded, all other UAA returned w/reason affixed
040	First-Class	Basic option	N	Destination	Forwardable mail forwarded with	Y	Address Service	Address Service		Manual address	Y	Electronic Service		Treated according to endorsement.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
	Mail			n	separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.		Requested	Requested		correction fee charged for forwarded mailpieces.		Requested not allowed		
040	First-Class Mail	Basic option	N	Destination	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested			N	Electronic Service Requested not allowed		Treated according to endorsement.
040	First-Class Mail	Basic option	N	Destination	All UAA mail returned with reason for non-delivery or new address affixed to mailpiece	Y	Return Service Requested	Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
040	First-Class Mail	Basic option	N	Destination	Forwardable mail forwarded if Temp COA. All other UAA returned with reason for non-delivery affixed.	Y	Temp-Return Service Requested	Temp-Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
080	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 1 (See Constraints)	OneCode ACS pricing	Y	Once MID established as Address Service Requested Option 1, the same MID cannot be used for ASR Option 2 or CSR Option 2	Electronic address correction notices provided on forwarded mail only.	(A) If ESR, No separate ACS or hardcopy notice provided. Forwardable Mail Forwarded, all other UAA mail returned  (B) If ASR, Hardcopy, manual correction to be provided at manual correction fee on forwarded pieces only.
080	First-Class Mail	Basic option (OneCode	Y	None	Forwardable mail forwarded with separate notice of	N	Electronic Service Requested	Address Service Requested	Option 2	OneCode ACS pricing	Y	Once MID established as Address Service	Electronic address correction	(A) If ESR, No separate ACS or hardcopy notice

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
		e ACS purchase d separately)			new address provided. All other UAA returned with reason for non-delivery affixed.		(A)	(B)	(See Constr aints)			Requested Option 2, the same MID cannot be used for ASR Option 1 or CSR Option 2	notices provided for all forwarded and returned mailpieces.	provided. Forwardable Mail Forwarded, all other UAA mail returned  (B) If ASR, Hardcopy, manual correction to be provided at manual correction fee on forwarded pieces only. All other UAA returned with on-piece
<b>082</b>	First-Class Mail	Basic option (OneCode ACS purchase d separately)	Y	None	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 (See Constr aints)	OneCode ACS pricing	Y	Once MID established as Change Service Requested Option 1, the same MID cannot be used for CSR Option 2 or ASR Option 2	Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read.	(A) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.(B) If ESR, No separate ACS or hardcopy notice provided, mail will be forwarded or returned as eligible.
<b>082</b>	First-Class Mail	Basic option (OneCode ACS purchase d separately)	Y	None	Forwardable mail forwarded, all other UAA mail disposed	N	Electronic Service Requested (A)	Change Service Requested (B)	Option 2 (See Constr aints)	OneCode ACS pricing	Y	Once MID established as Change Service Requested Option 2, the same MID cannot be used for CSR Option 1 or ASR Option 2	Use Electronic Service Requested to avoid PS Form 3547 address corrections at \$.50 fee	(A) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.  (B) If ESR, No separate ACS or hardcopy notice provided, mail will be forwarded or returned as eligible.
<b>080</b>	First-	Basic	Y	None	Requests use of	Y	Address	Electronic	Option	Tradition	Y	MID is not	Mailpiece	If ESR or specific

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
	Class Mail	option (Traditional ACS purchased separately)			Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available		Service Requested	Service Requested	1 or Option 2	al ACS pricing		registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ASE.	disposition and address corrections provided as described in Pub 8a per ASE	endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
082	First-Class Mail	Basic option (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a per ASE	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
140	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 1 (See Constraints)	OneCode ACS pricing	Y	Once MID established as Address Service Requested Option 1, the same MID cannot be used for ASR Option 2 or CSR Option 2	Electronic address correction notices provided on forwarded mail only.	(A) If ESR, No separate ACS or hardcopy notice provided, mail forwarded and returned as appropriate.  (B) If ASR, Hardcopy, manual correction to be provided at manual correction fee on forwarded pieces only.
140	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 2 (See Constraints)	OneCode ACS pricing	Y	Once MID established as Address Service Requested Option 2, the same MID cannot be used for ASR Option 1	Electronic address correction notices provided for all forwarded and	(A) If ESR, No separate ACS or hardcopy notice provided, mail forwarded and returned as appropriate.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
												or CSR Option 2	returned mailpieces.	(B) If ASR, Hardcopy, manual correction to be provided at manual correction fee on forwarded pieces only.
240	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	Destination	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 (See Constraints)	OneCode ACS pricing	Y	Once MID established as Change Service Requested Option 1, the same MID cannot be used for CSR Option 2 or ASR Option 2	Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read.	(A) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.  (B) If ESR, No separate ACS or hardcopy notice provided, mail will be forwarded or returned as eligible.
240	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded, all other UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 2 (See Constraints)	OneCode ACS pricing	Y	Once MID established as Change Service Requested Option 2, the same MID cannot be used for CSR Option 1 or ASR Option 2	Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read.	(A) If ESR, No separate ACS or hardcopy notice provided. Mail is forwarded or returned as eligible.  (B) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.
140	First-Class Mail	Basic option (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address	Y	Electronic Service Requested (A)	Address Service Requested (B)	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a per ASE	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
					Service or Change Service available									
240	First-Class Mail	Basic option (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a per ASE	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
700	First-Class Reply Mail	Basic option	N	None	N/A	N	N/A	N/A			N	N/A		N/A
050	First-Class Reply Mail	Basic option	N	Origin	N/A	N	N/A	N/A			N	N/A		N/A
708	Business Reply Mail	Basic option	N	None	N/A	N	N/A	N/A			N	N/A		N/A
052	Business Reply Mail	Basic option	N	Origin	N/A	N	N/A	N/A			N	N/A		N/A
260	First-Class Mail	Full-Service	N	None	Forwardable mail forwarded, all other UAA returned	N	N/A	N/A			N	Electronic Service Requested not allowed		Forwardable mail forwarded, all other UAA returned w/reason affixed
036	First-Class Mail	Full-Service	N	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fee charged for forwarded mailpieces.	Y	Electronic Service Requested not allowed		Treated according to endorsement.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
036	First-Class Mail	Full-Service	N	None	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested			N	Electronic Service Requested not allowed		Treated according to endorsement.
036	First-Class Mail	Full-Service	N	None	All UAA mail returned with reason for non-delivery or new address affixed to mailpiece	Y	Return Service Requested	Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
036	First-Class Mail	Full-Service	N	None	Forwardable mail forwarded if Temp COA. All other UAA returned with reason for non-delivery affixed.	Y	Temp-Return Service Requested	Temp-Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
081	First-Class Mail	Full-Service	Y	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 1 (See Constraints)	None	Y	Once MID established as Address Service Requested Option 1, the same MID cannot be used for ASR Option 2 or CSR Option 2	Separate address correction provided for forwarded pieces only.	(A) If ESR, No separate ACS or hardcopy notice provided, mail forwarded and returned as appropriate.(B) If ASR, Hardcopy, manual correction to be provided at manual correction fee on forwarded pieces only.
081	First-Class Mail	Full-Service	Y	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 2 (See Constraints)	None	Y	Once MID established as Address Service Requested Option 2, the same MID cannot be used for ASR Option 1 or CSR Option 2	Electronic address correction notices provided for all forwarded and returned mailpieces.	(A) If ESR, No separate ACS or hardcopy notice provided, mail forwarded and returned as appropriate.  (B) If ASR, Hardcopy, manual correction to be provided at manual correction fee on forwarded

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
														pieces only.
083	First-Class Mail	Full-Service	Y	None	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 (See Constraints)	None	Y	Once MID established as Change Service Requested Option 1, the same MID cannot be used for ASR Option 2 or CSR Option 2	Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read.	(A) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hardcopy notice provided.  (B) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.
083	First-Class Mail	Full-Service	Y	None	Forwardable mail forwarded, all other UAA mail disposed	N	Electronic Service Requested (A)	Change Service Requested (B)	Option 2 (See Constraints)	None	Y	Once MID established as Change Service Requested Option 2, the same MID cannot be used for CSR Option 1 or ASR Option 2	Use Electronic Service Requested to avoid PS Form 3547 address corrections at \$.50 fee.	(A) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hardcopy notice provided.(B) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.
081	First-Class Mail	Full-Service (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a per ASE	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
083	First-Class Mail	Full-Service (Traditional ACS purchase)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary	Y	Change Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS	Mailpiece disposition and address corrections	If ESR or specific endorsement, Traditional ACS processing will be provided as

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
		d separately)			service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available							participant ID is limited to a single class and ASE.	provided as described in Pub 8a per ASE	identified in the endorsement and the Mailer profile.
270	First-Class Mail	Full-Service	N	Destination	Forwardable mail forwarded, all other UAA returned	N	N/A	N/A			N	Electronic Service Requested not allowed		Forwardable mail forwarded, all other UAA returned w/reason affixed
041	First-Class Mail	Full-Service	N	Destination	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fee charged for forwarded mailpieces.	Y	Electronic Service Requested not allowed		Treated according to endorsement.
041	First-Class Mail	Full-Service	N	Destination	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested			N	Electronic Service Requested not allowed		Treated according to endorsement.
041	First-Class Mail	Full-Service	N	Destination	All UAA mail returned with reason for non-delivery or new address affixed to mailpiece	Y	Return Service Requested	Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
041	First-Class Mail	Full-Service	N	Destination	Forwardable mail forwarded if Temp COA. All other UAA returned with reason for non-delivery affixed.	Y	Temp-Return Service Requested	Temp-Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
141	First-Class Mail	Full-Service	Y	Destination	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 1 (See Constraints)	None	Y	Once MID established as Address Service Requested Option 1, the same MID	Electronic address correction notices provided for all	(A) If ESR, No separate ACS or hardcopy notice provided, mail forwarded and returned as

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
												cannot be used for ASR Option 2 or CSR Option2	forwarded mailpieces.	appropriate.  (B) If ASR, Hardcopy, manual correction to be provided at manual correction fee on forwarded pieces only.
141	First-Class Mail	Full-Service	Y	Destination	Forwardable mail forwarded . All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 2  (See Constraints)	None	Y	Once MID established as Address Service Requested Option 2, the same MID cannot be used for ASR Option 1 or CSR Option 2	Electronic address correction notices provided for all forwarded and returned mailpieces.	(A) If ESR, No separate ACS or hardcopy notice provided, mail forwarded and returned as appropriate.  (B) If ASR, Hardcopy, manual correction to be provided at manual correction fee on forwarded pieces only.
241	First-Class Mail	Full-Service	Y	Destination	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1  (See Constraints)	None	Y	Once MID established as Change Service Requested Option 1, the same MID cannot be used for CSR Option 2 or ASR Option 2	All undeliverable-as-address mail disposed of and OneCode ACS notice provided for all transactions .	(A) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.(B) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hardcopy notice provided.
241	First-Class Mail	Full-Service	Y	Destination	Forwardable mail forwarded, all other UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 2  (See Constraints)	None	Y	Once MID established as Change Service Requested Option 2, the same MID cannot be used	Forwardable mail forwarded, all other undeliverable-as-addressed	(A) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
												for CSR Option 1 or ASR Option 2	mail disposed. OneCode ACS notices provided for all transactions	(B) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hardcopy notice provided.
141	First-Class Mail	Full-Service (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a per ASE	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
241	First-Class Mail	Full-Service (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a per ASE	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
700	First-Class Reply Mail	Full-Service	N	None	N/A	N	N/A	N/A			N	N/A		N/A
050	First-Class Reply Mail	Full-Service	N	Origin	N/A	N	N/A	N/A			N	N/A		N/A
708	Business Reply Mail	Full-Service	N	None	N/A	N	N/A	N/A			N	N/A		N/A
052	Busin	Full-	N	Origin	N/A	N	N/A	N/A			N	N/A		N/A

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
	ess Reply Mail	Service		n										
704	Periodicals Class	Basic option	N	None	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed		Manual Correction PS Form 3579 after first 60 days and each nixie	Y		Periodicals are required to take at least one address correction per name and address	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed
704	Periodicals Class	Basic option	N	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail Single piece rate	Y	Address Service Requested	Address Service Requested		All undeliverable/nonforwardable pieces are returned to sender at the single piece rate.	Y	Return address is required to show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece		Forwardable mail forwarded first 60 days after customer move, all other UAA returned at single piece rate.
044	Periodicals Class	Basic option	N	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed		Manual Correction PS Form 3579 after first 60 days and each nixie	Y		Periodicals are required to take at least one address correction per name and address	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed
044	Periodicals Class	Basic option	N	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail Single piece rate	Y	Address Service Requested	Address Service Requested		All undeliverable/nonforwardable pieces are returned to sender at the single piece	Y	Return address must show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece		Forwardable mail forwarded first 60 days after customer move, all other UAA returned at single piece rate.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
										rate				
784	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	Periodicals Option 2	OneCode ACS pricing	Y			Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided.  All other undeliverable mail disposed and address correction provided with reason for non-delivery.
782	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	OneCode ACS pricing  Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record at first occurrence	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
782	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	OneCode ACS pricing  Returned pieces at single piece	Y	Return address must show on	Provides an ACS record after 60 days of COA	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
										rate		the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece		
784	Periodicals Class	Basic option (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF).  Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Allows use of barcode for automation rates and the use of Traditional ACS.	Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided.  All other undeliverable mail disposed and address correction provided with reason for non-delivery.
782	Periodicals Class	Basic option (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF). Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee  Returned pieces at single piece rate	Y	MID is not registered for ACS but the Traditional ACS participant ID is limited to a single class and ASE.  Return address must show on the addressed side of the piece.  ASE "Address Service Requested" must be printed on the	Allows use of barcode for automation rates and the use of Traditional ACS.	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
												addressed side of the piece		
244	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	Periodicals OneCode ACS option 2 provided	OneCode ACS pricing	Y			Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided.  All other undeliverable mail disposed and address correction provided with reason for non-delivery.
144	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	OneCode ACS pricing  Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record at first occurrence	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
144	Periodicals Class	Basic option (OneCode ACS purchased)	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	OneCode ACS pricing  Returned pieces at	Y		Provides an ACS record after 60 days of COA	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
		separately)			single piece rate					single piece rate		Return address must show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece		
244	Periodicals Class	Basic option Traditional ACS purchased separately	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF).  Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Allows use of barcode for automation rates and the use of Traditional ACS.	Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided.  All other undeliverable mail disposed and address correction provided with reason for non-delivery.
144	Periodicals Class	Basic option Traditional ACS purchased separately	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF).  Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee  Returned pieces at single piece rate	Y	MID is not registered for ACS but the Traditional ACS participant ID is limited to a single class and ASE.  Return address must show on the addressed side of the piece.  ASE "Address Service	Allows use of barcode for automation rates and the use of Traditional ACS.	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavaliabe or Invalid
												Requested" must be printed on the addressed side of the piece		
264	Periodicals Class	Full-Service	N	None	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed		Manual Correction PS Form 3579 after first 60 days and each nixie	Y		Periodicals are required to take at least one address correction per name and address	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed
264	Periodicals Class	Full-Service	N	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested		All undeliverable/nonforwardable pieces are returned to sender at the single piece rate	Y	Return address must show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece		Forwardable mail forwarded first 60 days after customer move, all other UAA returned at single piece rate.
038	Periodicals Class	Full-Service	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	Periodicals OneCode ACS option 2 provided	Full-Service ACS pricing	Y			Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided.  All other undeliverable mail disposed and address correction provided with reason for non-delivery.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
783	Periodicals Class	Full-Service	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	Full-Service ACS pricing  Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record at first occurrence	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
783	Periodicals Class	Full-Service	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	Full-Service ACS Pricing  Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record after 60 days of COA	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
038	Periodicals Class	Full-Service (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF). Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Allows use of barcode for automation rates and the use of Traditional ACS.	Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided.  All other undeliverable mail disposed and address correction provided with reason for non-delivery.
783	Periodicals Class	Full-Service (Traditional ACS)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition	Y	Address Service Requested	Address Service Requested	As recorded in Traditional	Traditional ACS fee	Y	MID is not registered for ACS but the Traditional ACS	Allows use of barcode for automation	Mail will forward for 60 days, all future copies and UAA pieces

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
		purchase d separately)			according to ancillary service request recorded in Mailer profile (UMF).  Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate				onal ACS Mailer Profile	Returned pieces at single piece rate		participant ID is limited to a single class and ASE.  Return address must show on the addressed side of the piece.  ASE "Address Service Requested" must be printed on the addressed side of the piece	rates and the use of Traditional ACS.	returned to sender postage due
274	Periodicals Class	Full-Service	N	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	N/A	All undeliverable/nonforwardable pieces are returned to sender at the single piece rate	Y	Return address must show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece		Forwardable mail forwarded first 60 days after customer move, all other UAA returned at single piece rate.
274	Periodicals Class	Full-Service	N	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed		Manual Correction PS Form 3579 after first 60 days and each nixie	Y		Periodicals are required to take at least one address correction per name and address	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed
045	Periodicals Class	Full-Service	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	Periodicals OneCode ACS option	Full-Service ACS pricing	Y			Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
									2 provided					address correction provided.  All other undeliverable mail disposed and address correction provided with reason for non-delivery.
145	Periodicals Class	Full-Service	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	Full-Service ACS pricing  Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record at first occurrence	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
145	Periodicals Class	Full-Service	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	Full-Service ACS Pricing  Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece  ASE "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record after 60 days of COA	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
045	Periodicals Class	Full-Service (Traditional ACS purchased)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request	N	Must not be endorsed	Must not be endorsed	As recorded in Traditional ACS	Traditional ACS fee	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a	Allows use of barcode for automation rates and the use of	Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
		separately)			recorded in Mailer profile (UMF). Forwardable mail forwarded first 60 days after customer move, all other UAA disposed				Mailer Profile			single class and ASE.	Traditional ACS.	address correction provided.  All other undeliverable mail disposed and address correction provided with reason for non-delivery.
145	Periodicals Class	Full-Service (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF).  Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First-Class Mail single piece rate	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee  Returned pieces at single piece rate	Y	MID is not registered for ACS but the Traditional ACS participant ID is limited to a single class and ASE.  Return address must show on the addressed side of the piece.  ASE "Address Service Requested" must be printed on the addressed side of the piece	Allows use of barcode for automation rates and the use of Traditional ACS.	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due
301	Standard Mail	Non-Auto	N	None	All UAA mail disposed	N	N/A	N/A			N	Electronic Service Requested not allowed.		All UAA mail Disposed
301	Standard Mail	Basic option	N	None	All UAA mail disposed	N	N/A	N/A			N			All UAA mail Disposed
702	Standard Mail	Basic option	N	None	Forwardable mailpieces forwarded. All other UAA returned with reason	Y	Address Service Requested	Address Service Requested		Manual address correction fees	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
					for non-delivery affixed.					and weighted fees as applicable				resulting in manual address corrections and or mailpiece return as appropriate.
702	Standard Mail	Basic option	N	None	All UAA mail disposed	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
702	Standard Mail	Basic option	N	None	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested		Weighted fee charged for returns	N	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
702	Standard Mail	Basic option	N	None	All UAA returned with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Single piece postage for returned pieces,	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
311	Standard Mail	Basic option	N	Destination	All UAA mail disposed	N	N/A	N/A			N			All UAA mail Disposed
042	Standard Mail	Basic option	N	Destination	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fees and weighted fees as applicable	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
042	Standard Mail	Basic option	N	Destination	All UAA mail disposed	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
042	Standard Mail	Basic option	N	Destination	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested		Weighted fee charged for returns	N	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
042	Standard Mail	Basic option	N	Destination	All UAA returned with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Single piece postage for returned pieces,	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
090	Standard Mail	Basic option (OneCode ACS purchased separately)	Y (forwarded mail only)	None	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed to mailpiece.	Y	Address Service Requested (A)	Electronic Service Requested (B)	Option 1	Address correction for forwards OneCode ACS pricing. Weighted fee charged for returns	Y		If the Mailer is more concerned with getting their UAA mailpiece back then they should use ASR. If the Mailer is more concerned with the ACS notice and avoiding hardcopy	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee.(B) If ESR, all UAA mailpieces disposed without address correction.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
													corrections they should use ESR.	
092	Standard Mail	Basic option (OneCode ACS purchased separately)	Y	None	All UAA mail disposed of:	Y	Electronic Service Requested (A)	Change Service Requested (B)	Option 1	Address correction OneCode ACS pricing	Y			(A) If ESR, all UAA mailpieces disposed without address correction.  (B) If CSR, all UAA mailpieces disposed and separate manual address correction provided at fee.
090	Standard Mail	Basic option Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
092	Standard Mail	Basic option Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
142	Standard Mail	Basic option OneCode ACS purchased	Y (forwarded mail)	Destination	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed to mailpiece.	Y	Address Service Requested (A)	Electronic Service Requested (B)	Option 1	Address correction for forwards OneCode ACS	Y		If the Mailer is more concerned with getting their UAA mailpiece	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
		separately	il only)							pricing. Weighted fee charged for returns			back then they should use ASR. If the Mailer is more concerned with the ACS notice and avoiding hardcopy corrections they should use ESR.	Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee.  (B) If ESR, all UAA mailpieces disposed without address correction.
242	Standard Mail	Basic option OneCode ACS purchased separately	Y	Destination	All UAA mail disposed of:	Y	Electronic Service Requested (A)	Change Service Requested (B)	Option 1	Address correction OneCode ACS pricing	Y			(A) If ESR, all UAA mailpieces disposed without address correction.(B) If CSR, all UAA mailpieces disposed and separate manual address correction provided at fee.
142	Standard Mail	Basic option Traditional ACS purchased separately	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
242	Standard Mail	Basic option Traditional ACS purchased separately	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer	Y	Change Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and	Mailpiece disposition and address corrections provided as described in	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
		y			profile (UMF) Both options of Address Service or Change Service available							ASE.	Pub 8a	the Mailer profile.
261	Standard Mail	Full-Service	N	None	All UAA mail disposed	N	N/A	N/A			N	Electronic Service Requested not allowed.		All UAA mail disposed
037	Standard Mail	Full-Service	N	None	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fees and weighted fees as applicable	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
037	Standard Mail	Full-Service	N	None	All UAA mail disposed	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
037	Standard Mail	Full-Service	N	None	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested		Weighted fee charged for returns	N	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
037	Standard Mail	Full-Service	N	None	All UAA returned with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Single piece postage for returned pieces,	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
091	Standard Mail	Full-Service	Y (forwarded mail only)	None	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed to mailpiece.	Y	Address Service Requested (A)	Electronic Service Requested (B)	Option 1	Address correction for forwards OneCode ACS pricing. Weighted fee charged for returns	Y		If the Mailer is more concerned with getting their UAA mailpiece back then they should use ASR. If the Mailer is more concerned with the ACS notice and avoiding hardcopy corrections they should use ESR.	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee. (B) If ESR, all UAA mailpieces disposed without address correction.
093	Standard Mail	Full-Service	Y	None	All UAA mail disposed of:	Y	Electronic Service Requested (A)	Change Service Requested (B)	Option 1	Address correction OneCode ACS pricing	Y			(A) If ESR, all UAA mailpieces disposed without address correction  (B) If CSR, all UAA mailpieces disposed and separate manual address correction provided at fee.
091	Standard Mail	Full-Service Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
093	Standard Mail	Full-Service Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
271	Standard Mail	Full-Service	N	Destination	All UAA mail disposed	N	N/A	N/A						All UAA mail disposed
043	Standard Mail	Full-Service	N	Destination	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fees and weighted fees as applicable	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
043	Standard Mail	Full-Service	N	Destination	All UAA mail disposed	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
043	Standard Mail	Full-Service	N	Destination	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested		Weighted fee charged for returns	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
043	Standard Mail	Full-Service	N	Destination	All UAA returned with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Single piece postage	Y	Electronic Service Requested not		Mailpiece handled according to on-piece

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
										for returned pieces,		allowed.		endorsement resulting in manual address corrections and or mailpiece return as appropriate.
143	Standard Mail	Full-Service	Y (forwarded mail only)	Destination	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed to mailpiece.	Y	Address Service Requested (A)	Electronic Service Requested (B)	Option 1	Full-Service ACS pricing.  Weighted fee charged for returns	Y		If the Mailer is more concerned with getting their UAA mailpiece back then they should use ASR. If the Mailer is more concerned with the ACS notice and avoiding hardcopy corrections they should use ESR.	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee.  (B) If ESR, all UAA mailpieces disposed without address correction.
243	Standard Mail	Full-Service	Y	Destination	All UAA mail disposed of:	Y	Electronic Service Requested (A)	Change Service Requested (B)	Option 1	Full-Service ACS	Y			(A) If ESR, all UAA mailpieces disposed without address correction.(B) If CSR, all UAA mailpieces disposed and separate manual address correction provided at fee.
143	Standard Mail	Full-Service Traditional ACS purchased	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request	Y	Address Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not linked to the requested service, but the Traditional ACS participant ID is limited to a	Mailpiece disposition and address corrections provided as	If specific endorsement, Traditional ACS processing will be provided as identified in the

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
		separately			recorded in Mailer profile (UMF) Both options of Address Service or Change Service available							single class and ASE.	described in Pub 8a	endorsement and the Mailer profile.
243	Standard Mail	Full-Service Traditional ACS purchased separately	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in Mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
401	BPM	Non-Auto	N	None	All UAA mail disposed of in delivery unit	N	N/A	N/A				Electronic Service Requested not allowed		All UAA mail disposed of in delivery unit
401	BPM	Basic option	N	None	All UAA mail disposed of in delivery unit	N	N/A	N/A				Electronic Service Requested not allowed		All UAA mail disposed of in delivery unit
706	BPM	Basic option	N	None	Forwardable mail forwarded locally at no charge, non-locally postage due. All other UAA returned postage due.	Y	Address Service Requested	Address Service Requested		Returned mailpieces pay Zone Rate fee. Forwarded mailpiece pay manual address correction fee.	Y	Electronic Service Requested not allowed		Handled according to printed ASE
706	BPM	Basic option	N	None	All UAA mail disposed of in CFS unit	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed		Handled according to printed ASE
706	BPM	Basic option	N	None	Forwardable mail forwarded locally at no charge, non-locally	Y	Forwarding Service Requested	Forwarding Service Requested		Mailer pays both		Electronic Service Requested not		Handled according to printed ASE

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
					postage due. All other UAA returned.					forwarding and/or returned postage on returned mailpieces.		allowed		
706	BPM	Basic option	N	None	All UAA mail returned to sender at zone rate with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Returned mailpieces pay Zone Rate fee	Y	Electronic Service Requested not allowed		Handled according to printed ASE
424	BPM	Basic option (OneCode ACS purchased separately)	Y (forwarded mailpieces only)	None	Forwardable mail forwarded locally at no charge, non-locally postage due. Other UAA returned at Zone Rate	Y	Address Service Requested (A)	Electronic Service Requested (B)		OneCode ACS pricing. UAA returned at postage due fees	Y		Must be endorsed Address Service Requested or Electronic Service Requested	(A) If ASR, mailpiece forwarded new address provided at manual address correction fee.  (B) If ESR, all UAA disposed as UBBM and no manual address correction provided.
424	BPM	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable pieces forwarded, Undeliverable pieces returned to sender with reason for non-delivery affixed.	Y	Address Service Requested (A)	Electronic Service Requested (B)	SPF1	Address correction OneCode ACS pricing. Forwardable pieces shipper paid at single piece letter or flat rate. Undeliverable	Y		Address corrections provided for forwarded pieces only.	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee.  (B) If ESR, all UAA mailpieces disposed without address

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
										pieces returned to sender at single piece rate.				correction.
431	BPM	Basic option (OneCode ACS purchased separately)	Y	None	All UAA mail disposed of:	Y	Electronic Service Requested (A)	Change Service Requested (B)		OneCode ACS pricing	Y		Must be endorsed Change Service Requested or Electronic Service Requested	(A) If CSR, mailpiece disposed and hardcopy address correction provided at manual address correction fee.(B) If ESR, all UAA disposed as UBBM and no manual address correction provided.
424	BPM	Basic option Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block.	Y	Address Service Requested (A)	Electronic Service Requested (B)		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a	(A) If Unendorsed or ESR, all UAA mailpieces disposed without address correction.  (B) If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
431	BPM	Basic option Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block.	Y	Change Service Requested	Electronic Service Requested (B)		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a	(A) If Unendorsed or ESR, all UAA mailpieces disposed without address correction.  (B) If specific endorsement,

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
														Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
265	BPM	Full-Service	N	None	All UAA mail disposed of in delivery unit	N	N/A	N/A		Full-Service ACS pricing		Electronic Service Requested not allowed		All UAA mail disposed of in delivery unit
466	BPM	Full-Service	N	None	Forwardable mail forwarded locally at no charge, non-locally postage due. All other UAA returned.	Y	Address Service Requested	Address Service Requested		Returned mailpieces pay Zone Rate fee. Forwarded mailpiece pay manual address correction fee.	Y	Electronic Service Requested not allowed		Handled according to printed ASE
466	BPM	Full-Service	N	None	All UAA mail disposed of in CFS unit	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed		Handled according to printed ASE
466	BPM	Full-Service	N	None	Forwardable mail forwarded locally at no charge, non-locally postage due. All other UAA returned.	Y	Forwarding Service Requested	Forwarding Service Requested		Mailer pays both forwarding and/or returned postage on returned mailpieces.		Electronic Service Requested not allowed		Handled according to printed ASE
466	BPM	Full-Service	N	None	All UAA mail returned to sender at zone rate with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Returned mailpieces pay Zone Rate fee	Y	Electronic Service Requested not allowed		Handled according to printed ASE
423	BPM	Full-	Y	None	Forwardable mail	Y	Address	Electronic		Full-	Y		Must be	(A) If ASR,

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
		Service	(forwarded mail only)		forwarded locally at no charge, non-locally postage due. Other UAA returned at Zone Rate		Service Requested (A)	Service Requested (B)		Service ACS pricing. UAA returned at postage due fees			endorsed Address Service Requested or Electronic Service Requested	mailpiece forwarded new address provided at manual address correction fee.  (B) If ESR, all UAA disposed as UBBM and no manual address correction provided.
423	BPM	Full-Service	Y (forwards only)	None	Forwardable pieces forwarded, Undeliverable pieces returned to sender with reason for non-delivery affixed.	Y	Address Service Requested (A)	Electronic Service Requested (B)	SPF1	Full-Service ACS pricing. Forwardable pieces shipper paid at single piece rate. Undeliverable pieces returned to sender at single piece rate.	Y		Address corrections provided for forwarded pieces only.	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee.  (B) If ESR, all UAA mailpieces disposed without address correction.
430	BPM	Full-Service	Y	None	All UAA mail disposed of:	Y	Electronic Service Requested (A)	Change Service Requested (B)		Full-Service ACS pricing	Y		Must be endorsed Change Service Requested or Electronic Service Requested	(A) If CSR, mailpiece disposed and hardcopy address correction provided at manual address correction fee.(B) If ESR, all UAA disposed as UBBM and no manual address

STID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed	Recommended ASE Printed on Piece	Allowable ASE Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move	Constraints	Notes	Action taken if barcode is unavailable or invalid
														correction provided.
423	BPM	Full-Service (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block.	Y	Address Service Requested (A) Requested	Electronic Service Requested (B)		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a	(A) If Unendorsed or ESR, all UAA mailpieces disposed without address correction.  (B) If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.
430	BPM	Full-Service (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block.	Y	Change Service Requested	Electronic Service Requested (B)		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ASE.	Mailpiece disposition and address corrections provided as described in Pub 8a	(A) If Unendorsed or ESR, all UAA mailpieces disposed without address correction.  (B) If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the Mailer profile.

## Appendix B: Data Distribution Scenarios

The following scenarios illustrate how the data distribution rules defined above would be used. In these scenarios, assume the following companies are involved in a mailing.

Company A: Mail Owner (MID 912345678)  
Company B: Mail Preparer (MID 987654321)  
Company C: Service Provider (MID 911111111)  
Company D: Mail Owner (MID 000123456)  
Company E: Mail Preparer (MID 987654321)

### Full-Service ACS Scenarios

#### Scenario 1:

Company A prepares their own mailings using their MID, 912345678. Company A wants to receive Full-Service ACS data.

- Company A would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail preparer and indicate the MID on the mailpiece is that of the mail owner.
- Company A would receive Full-Service ACS data through the MID on the mailpiece.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

#### Scenario 2:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company B as the mail preparer and indicate the MID on the mailpiece is that of the mail owner.
- Company A would receive Full-Service ACS data through the MID on the mailpiece.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

#### Scenario 3:

Company A hires Company B to prepare their mailing and Company B uses its own MID 987654321 on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company A would receive Full-Service ACS data through the by/for information in the electronic documentation.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

#### Scenario 4:

Company A hires Company B to prepare their mailing and Company B uses its own MID 987654321 on the mailpieces. Company A wishes to send their Full-Service ACS data to Company B whenever Company B is their mail preparer.

- Company A has set up a static partial profile in the *PostalOne!* system authorizing Company B to receive the Full-Service ACS data for Company A when Company B prepares the mail.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for

- information to identify Company A as the mail owner.
- Company B would receive Full-Service ACS data through the static profile in the *PostalOne!* system.
- No Cast of Characters message would be required.

Scenario 5:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company C.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the Full-Service ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company C would receive Full-Service ACS data through the static profile in the *PostalOne!* system.
- No Cast of Characters message would be required.

Scenario 6:

Company A hires Company B to prepare their mailing and Company B uses its own MID 987654321 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company C.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the Full-Service ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company C would receive Full-Service ACS data through a combination of the by/for information and the static profile in the *PostalOne!* system.
- No Cast of Characters message would be required.

Scenario 7:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company B for this mailing.

- Company A has set up a dynamic profile in the *PostalOne!* system authorizing Company B to receive the Full-Service ACS data when a Cast of Characters file has been submitted.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company A or B would submit a Cast of Characters Create Request message to the *PostalOne!* system identifying the mailpieces included in the mailing and directing Full-Service ACS data for those mailpieces to Company B.
- Company B would receive Full-Service ACS data for the mailing through the dynamic profile in the *PostalOne!* system and Cast of Characters.

Scenario 8:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company B for this mailing.

- Company A has NOT set up a dynamic profile in the *PostalOne!* system authorizing Company B to receive the Full-Service ACS data when a Cast of Characters has been submitted.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company A or B would submit a Cast of Characters Create Request message to the *PostalOne!* system identifying the mailpieces included in the mailing and directing Full-Service ACS data for those mailpieces to Company B.

- Company B would NOT receive Full-Service ACS data for the mailing.
- Company A would receive their Full-Service ACS data for the mailing.
- An error message would be send to the submitter of the Cast of Characters.

Scenario 9:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A has delegated all data access to Company B.

- Company A has transferred control of their MID to Company B in their static Delegated profile in the *PostalOne!* system. Company B has set up the profile to receive the Full-Service ACS data.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company B would receive the Full-Service ACS data through the profile.
- No Cast of Characters message would be required.

Scenario 10:

Company A hires Company B and Company E to prepare their mailing and requests Company B and Company E to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system to indicate the MID on the mailpiece is that of the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system to indicate the MID on the mailpiece is that of the mail owner.
- Company A would receive Full-Service ACS data through the MID on the mailpiece.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 11:

Company A hires Company B and Company E to prepare their mailing and the mail preparers use their own MID (Company B, MID 987654321 and Company E, MID 987654321) on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company A would receive Full-Service ACS data through the by/for information in the electronic documentation.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 12:

Company A hires Company B and Company E to prepare their mailing and requests Company B and Company E to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send their Full-Service ACS data to Company B whenever Company B is their mail preparer and Company E whenever Company E is their mail preparer.

- Company A has set up a static Partial profile in the *PostalOne!* system authorizing both Company B and Company E to receive the Full-Service ACS data for Company A when they prepare the mail.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company B would receive Full-Service ACS data through the static profile in the *PostalOne!*

- system for the mailpieces they prepared
- Company E would receive Full-Service ACS data through the static profile in the *PostalOne!* system for the mailpieces they prepared.
- No Cast of Characters message would be required.

Scenario 13:

Company A hires Company B and Company E to prepare their mailing and the mail preparers use their own MID (Company B, MID 987654321 and Company E, MID 987654321) on the mailpieces. Company A wishes to send their Full-Service ACS data to Company B whenever Company B is their mail preparer and Company E whenever Company E is their mail preparer.

- Company A has set up a static Partial profile in the *PostalOne!* system authorizing Company B to receive the Full-Service ACS data for Company A when they prepare the mail.
- Company A has NOT set up a static Partial profile in the *PostalOne!* system authorizing Company E to receive the Full-Service ACS data for Company A when they prepare the mail.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company B would receive Full-Service ACS data through the static profile in the *PostalOne!* system for the mailpieces they prepared
- Company E would NOT receive Full-Service ACS data for the mailpieces they prepared. Company A would receive their Full-Service ACS data for the mailing prepared by Company E.
- No Cast of Characters message would be required.

Scenario 14:

Company A hires Company B and Company E to prepare their mailing and the mail preparers use their own MID (Company B, MID 987654321 and Company E, MID 987654321) on the mailpieces. Company A wishes to send their Full-Service ACS data to Company C.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the Full-Service ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company C would receive Full-Service ACS data through a combination of the by/for information and the static profile in the *PostalOne!* system.
- No Cast of Characters message would be required.

Scenario 15:

Company A and Company D hire Company B to prepare their mailing and the Company B uses their own MID, 987654321, on the mailpieces. Company A wishes to send their Full-Service ACS data to Company C for this mailing only. Company D wishes to receive Full-Service ACS data.

- Company A has set up a dynamic profile in the *PostalOne!* system authorizing Company C to receive the Full-Service ACS data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A and Company D as the mail owners.
- Company A or B would submit a Cast of Characters Create Request message to the *PostalOne!* system identifying the mailpieces included in the mailing and directing OneCode ACS data for those mailpieces to Company C.
- Company C would receive Full-Service ACS data through the Cast of Characters file. .
- Company D would receive Full-Service ACS data through the by/for in the electronic documentation.

## Confirm Scenarios

### Scenario 16:

Company A prepares their own mailings using their MID, 912345678. Company A wants to receive full-service Confirm data. Company A is a Confirm subscriber and their MID, 912345678, is also their Subscriber ID.

- Company A would submit electronic documentation to the *PostalOne!* system indicating the MID on the mailpiece is that of the mail owner.
- Company A would receive full-service Confirm data through the MID on the mailpiece.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

### Scenario 17:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company B wants to receive full-service Confirm data. Company B is a Confirm subscriber.

- Company A has set up a dynamic profile in the *PostalOne!* system authorizing Company B to receive the full-service Confirm data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company A or B would submit a Cast of Characters Create Request message to the *PostalOne!* system identifying the mailpieces included in the mailing and Company B's Confirm Subscriber ID to direct OneCode Confirm data for those mailpieces to Company B.
- Company B would receive full-service Confirm data through the Cast of Characters.

### Scenario 18:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A and Company B want to receive full-service Confirm data. Company A and Company B are Confirm subscribers.

- Company A has set up a dynamic profile in the *PostalOne!* system authorizing Company B to receive the full-service Confirm data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company A or B would submit a Cast of Characters Create Request message to the *PostalOne!* system identifying the mailpieces included in the mailing and Company A's Confirm Subscriber ID to direct OneCode Confirm data for those mailpieces to Company A.
- Company A or B would submit a Cast of Characters Create Request message to the *PostalOne!* system identifying the mailpieces included in the mailing and Company B's Confirm Subscriber ID to direct OneCode Confirm data for those mailpieces to Company B.
- Company A would receive full-service Confirm data through the Cast of Characters.
- Company B would receive full-service Confirm data through the Cast of Characters.

### Scenario 19:

Company A hires Company B to prepare their mailing and Company B uses their own MID, 987654321, on the mailpieces. Company A wants to receive full-service Confirm data. Company B does NOT want to receive full-service Confirm data. Company A and Company B are Confirm subscribers. Company B's their MID, 987654321, is also their Subscriber ID.

- Company B has set up a dynamic profile in the *PostalOne!* system authorizing Company A to receive the full-service Confirm data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company A or B would submit a Cast of Characters Create Request message to the *PostalOne!* system identifying the mailpieces included in the mailing and Company A's Confirm Subscriber ID to direct OneCode Confirm data for those mailpieces to Company A.

- Company B would submit a Cast of Characters Create Request message to the *PostalOne!* system identifying the mailpieces included in the mailing and Company B's Confirm Subscriber ID to stop OneCode Confirm data for those mailpieces going to Company B.
- Company B would NOT receive full-service Confirm data.
- Company A would receive full-service Confirm data through the Cast of Characters.

Scenario 20:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wants Company C to receive full-service Confirm data. Company C is a Confirm subscriber.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the full-service Confirm data for Company A including Company C's Confirm Subscriber ID.
- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company C would receive full-service Confirm data through the static profile.
- No Cast of Characters message would be required.

Scenario 21:

Company A hires Company B to prepare their mailing and requests Company B to use company C's (mail owner) MID 911111111 on the mailpieces. Company A wants Company C to receive full-service Confirm data. Company C is a Confirm subscriber and their MID, 911111111, is also their Subscriber ID.

- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company C would receive full-service Confirm data through the MID on the mailpiece.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 22:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wants Company C to receive full-service Confirm data. Company A is a Confirm subscriber and their MID, 912345678, is also their Subscriber ID.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the full-service Confirm data for Company A.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company C would receive full-service Confirm data through the MID on the mailpieces.
- No Cast of Characters message would be required.

Scenario 23:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company B uses a full-service Confirm STID on the mailpieces. Company A is not a Confirm subscriber.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company A will not receive the full-service Confirm data.

**Start-the-Clock Scenarios**

Scenario 24:

Company A hires Company B to prepare their mailing and Company B uses their own MID, 987654321, on the mailpieces. Company A and Company B both want to receive start-the-clock data.

- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company A as the mail owner.
- Company B would receive start-the-clock data through the MID on the mailpiece.
- Company A would receive start-the-clock data as the submitter of the electronic documentation.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 25:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A and Company B both want to receive start-the-clock data.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company A would receive start-the-clock data through the MID on the mailpiece.
- Company B would receive start-the-clock data as the submitter of the electronic documentation.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 26:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wants Company C to receive start-the-clock data. Company B wants to receive start-the-clock data.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the start-the-clock data for Company A.
- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company C would receive start-the-clock data through the static profile.
- Company B would receive start-the-clock data as the submitter of the electronic documentation.
- No Cast of Characters message would be required.

## Multiple Services

Scenario 27:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces.

Company A wants to receive Full-Service ACS information. Company A wants full-service Confirm information to go to Company C only for this mailing. Company C is a Confirm subscriber. Company A always wants start-the-clock data to go to a Company C. Company B wants to receive start-the-clock data.

- Company A has set up a static complete profile in the *PostalOne!* system authorizing Company C to receive the start-the-clock data for Company A.
- Company A has set up a dynamic profile in the *PostalOne!* system authorizing Company C to receive the Confirm data for Company A.
- Company A would submit a Cast of Characters Create Request message to the *PostalOne!* system identifying the mailpieces included in the mailing and Company C's Confirm Subscriber ID to direct OneCode Confirm data for those mailpieces to Company C.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company B as the mail preparer and indicate the MID on the mailpiece is that of the mail owner.

- Company A would receive Full-Service ACS data through the MID on the mailpieces.
- Company C would receive start-the-clock data through the static profile.
- Company C would receive full-service Confirm data through the dynamic profile and Cast of Characters message.
- Company B would receive start-the-clock data as the submitter of the electronic documentation.

Scenario 28:

Company A hires Company B to prepare their mailing and requests Company B to use their own MID 987654321 on the mailpieces.

Company A wants to receive full-service Confirm information. Company A wants Full-Service ACS information to go to Company F for this mailing only. Company A always wants full-service Confirm data to go to Company C who has a Confirm subscription. Company A and B want to receive start-the-clock data. Company E wishes to receive appointment close-out information.

- Company A has set up a static complete profile in the *PostalOne!* system authorizing Company C to receive full-service Confirm data for Company A.
- Company A has set up a dynamic profile in the *PostalOne!* system authorizing Company F to receive the Full-Service ACS data for Company A.
- Company A would submit a Cast of Characters Create Request message to the *PostalOne!* system identifying the mailpieces included in the mailing and Company F's MID to direct Full-Service ACS data for those mailpieces to Company F.
- Company B would submit electronic documentation to the *PostalOne!* system including by/for information to identify Company B as the mail preparer and indicate Company A as the mail owner.
- Company A would receive start-the-clock data as the mail owner.
- Company F would receive Full-Service ACS data through the dynamic profile and Cast of Characters message.
- Company C would receive full-service Confirm data through the static profile.
- Company B would receive start-the-clock data as the submitter of the electronic documentation.
- Company E would receive appointment close-out information from the FAST system as the creator of the appointments.

If there is a need to change data in the Cast of Characters message after it has been sent to the *PostalOne!* system, a Cast of Characters Update Request can be submitted by the same company that submitted the original request to update data in that message. Cast of Characters requests can also be cancelled by the company that submitted the original request by sending a Cast of Characters Cancellation Request message.

For more information on how to use the Cast of Characters messages, refer to the Mail.XML specification which can be found at [www.idealliance.org](http://www.idealliance.org).

## Appendix C: Data Distribution Scenario Chart

Scenario Number	Notes	MID Used		Data Requested			Documentation Used						Data Sent to		
		Owner	Preparer or Agent	ACS	Confirm	Start-the-Clock	By/For	Static Profile: Delegated	Static Profile: Complete	Static Profile: Partial	Dynamic Profile	Cast of Characters	Owner	Preparer	Third Party
1	No Preparer Used	X		X									X		
2	One Owner, One Preparer	X		X									X		
3	One Owner, One Preparer		X	X			X						X		
4	One Owner, One Preparer		X	X					X					X	
5	Third Party	X		X					X						X
6	Third Party		X	X			X		X						X
7	Cast of Characters	X		X							X	X		X	
8	Missing Profile, Owner wants data to go to 3rd Party	X		X								X	X		
9	Delegated Control	X		X				X						X	
10	Multiple Preparers, One Owner	X		X			X						X		
11	Multiple Preparers, One Owner		X	X			X						X		

Scenario Number	Notes	MID Used		Data Requested			Documentation Used						Data Sent to		
		Owner	Preparer or Agent	ACS	Confirm	Start-the-Clock	By/For	Static Profile: Delegated	Static Profile: Complete	Static Profile: Partial	Dynamic Profile	Cast of Characters	Owner	Preparer	Third Party
12	Multiple Preparers, One Owner		X	X				X						X	
13	Two preparers, one static profile		X	X				One					One	One	
14	Multiple Preparers, One Owner, Third Party Receipt		X	X			X	X							X
15	Multiple Owners, One Preparer – Data from one mailing can go to multiple sources. Data for each owner only goes to one location		X	X			X				X	X	X		X
16	No Preparer Used	X			X								X		
17	Preparer is a Confirm subscriber	X			X						X	X		X	
18	Owner and preparer both Confirm subscribers	X			X						X	X	X	X	

Scenario Number	Notes	MID Used		Data Requested			Documentation Used						Data Sent to		
		Owner	Preparer or Agent	ACS	Confirm	Start-the-Clock	By/For	Static Profile: Delegated	Static Profile: Complete	Static Profile: Partial	Dynamic Profile	Cast of Characters	Owner	Preparer	Third Party
19	Owner and preparer both Confirm subscribers		X		X						X	X	X		
20	Third Party is a Confirm subscriber	X			X				X						X
21	Third Party MID Used		X		X										X
22	Owner is a Confirm subscriber	X			X				X						X
23	No Confirm Subscriber ID	X			X		X								
24	One owner, one preparer		X			X	X						X	X	
25	One owner, one preparer	X				X	X						X	X	
26	Owner delegates Start-the-Clock	X				X	X	X						X	X