
A Guide to Intelligent Mail for Letters and Flats

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1 Purpose

This **Guide to Intelligent Mail Letters and Flats** is intended to provide technical solutions to questions arising from the Federal Register Notice named “Implementation of New Standards for Intelligent Mail® Barcodes” that can be found at <http://pe.usps.com/FederalRegisterNotices.asp>. You should be familiar with that notice prior to reading this guide. This guide:

- Provides details on the changes required to existing electronic documentation solutions needed to support full-service and basic mailings.
- Provides guidance on how to prepare your mail and electronic documentation in compliance with full-service and basic requirements.
- Provides direction on Service Type Identifiers and ancillary service endorsements used for the full-service and basic options.
- Identifies the data that will be provided at no additional charge for full-service compliance.

Those unfamiliar with electronic documentation today should begin their study with the *PostalOne!*® Getting Started Guide which can be found at <http://www.usps.com/postalone/guides.htm>. The *PostalOne!* Getting Started Guide discusses the benefits of electronic documentation and how to participate in electronic documentation programs. Additional resources about the various electronic documentation solutions can be found in the Guides and Tools section on the *PostalOne!* website at <http://www.usps.com/postalone/guides.htm>.

For those familiar with existing electronic documentation solutions, this document will help you understand the changes required to implement the full-service option. This document will describe how you should populate your electronic documentation files and how you must create or update your electronic appointments to comply with the full-service option.

This document also describes the information that will be available from full-service mailings. Mailings that comply with full-service requirements will be provided start-the-clock and address correction information for mailings/mailpieces that comply with full-service requirements.

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

2 Intelligent Mail® Requirements

We are offering two options for using Intelligent Mail® (IM) barcodes: a basic option and a full-service option.

Basic Option

For the basic option, mailers use the Intelligent Mail® barcode on their letter and flat-sized mailpieces. At a minimum, the basic option Intelligent Mail barcode will include the same delivery point information that is included in the current POSTNET barcode, a USPS assigned Mailer ID, the class of mail indicated in a Service Type ID field, and the optional endorsement line (OEL) information in the Barcode ID field if an OEL is printed on a flat-sized mailpiece. There is also a Serial Number field that may be populated with any numbers the mailer chooses.

Full-Service Option

Full-service mailings require unique Intelligent Mail barcodes on mailpieces, unique Intelligent Mail tray labels used on trays and sacks, and unique Intelligent Mail container labels used on pallets or other containers (when

containerized). The Intelligent Mail barcode on the full-service mailpieces must indicate the Mail Class using a Service Type ID, a USPS assigned Mailer ID, OEL information in the Barcode ID, field if an OEL is used on a flat-sized mailpiece, delivery point routing code information, and unique serial numbers in the Serial Number field. Additional requirements include the use of an approved electronic method to transmit postage statements and mailing documentation to the USPS. This documentation describes how mailpieces are linked to trays or sacks, and to containers (if applicable), and is required to match the preparation of the mail to qualify for the full-service option. FAST will be used, as defined in the customer/supplier agreement, to create appointments for origin entered mail that is transported by the mailer. The FAST system is also used to schedule appointments for dropshipment mailings, which typically do not require a customer/supplier agreement.

Complete information on how to populate and create Intelligent Mail® barcodes for your mailpieces, Intelligent Mail tray barcodes for handling units and Intelligent Mail container barcodes for containers can be found at <http://ribbs.usps.gov/>.

The following table shows, by price categories, the availability of full-service features.

A checkmark in the ACS column means that pieces of the mail category shown in the left column that are prepared in accordance with the full-service standards can receive ACS notifications at no extra charge. An "x" means that if ACS is available, the applicable ACS prices apply.

A checkmark in the Price column means that pieces of the mail category in the left column that are prepared in accordance with the full-service standards are eligible for the applicable price differential in the Fall of 2009. Those price differentials, which may vary by mail category, will be included in the prices expected to be announced in February 2009.

While "Start-the-Clock" applies to a mailing, a checkmark means that a full-service mailing with volume from the mail category in the left column would generate Start-the-Clock information that would be provided to the Mail Owner and Mail Preparer. An "x" means that a mailing made up exclusively of this mail category is not eligible for the full-service option.

Mail Category	Start-the-Clock	ACS	Price Fall 2009
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
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	✓	✓	✓
Bound Printed Matter			
Barcoded Presort Flats - non-DDU	✓	✓	✓
Barcoded Presort Flats - DDU	✓	x	✓
Barcoded CR Flats	✓	x	✓

Figure 1: Mail Eligible for Full-Service

2.1 Start-the-Clock Information

Full-service mailers who submit electronic documentation for their mailings will receive information stating when their mail is inducted. This information will be provided to the Mail Preparer and the Mail Owner as identified in

the By/For section of the electronic documentation submitted with the mailing. Start-the-Clock data will not be sent until the mailing has been verified and accepted by the USPS.

2.2 Address Correction Information

Mailers will qualify for address correction notices at no additional charge by both participating in the full-service option and using the address correction information to update their address records. Mailers who do not update an address record after notification may be charged for subsequent change-of-address (COA) and undeliverable-as-addressed (Nixie) notices for that address. A COA notice will be considered duplicate if the same name/address combination is provided to the Mail Owner as identified in the electronic documentation within a specified period of time. Similar procedures will be used to determine if a Nixie notice to the same Mail Owner for the same delivery point is a duplicate.

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 remains required, and mailers must meet this requirement regardless of their receipt of address correction notices at no additional charge.

Mailers of Standard Mail 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 days after the initial notice. Beginning on the 31st 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 additional automated notices for Standard Mail letters and for electronic notices for Standard Mail flats. Compliance with the Move Update standard 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 days after the initial notice. Beginning on the 61st day after the COA/Nixie notice is made available to the mailer, the mailer will be charged for subsequent notices provided for the same address. The price will be the current price in effect for electronic notices.

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

Address correction notices outside the free window will be charged to the permit originally used to pay for the mailpiece. The owner of the permit will have access to an online metrics report tracking the number of COA/Nixie records charged to the permit by MID on the mailpiece.

COA and Nixie records generated as a function of full-service usage will be provided to the Full-Service System. The Full-Service System will be responsible for providing COA/Nixie records 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 to PostalOne!. The system will also furnish the keyline information, if this is included in the electronic documentation, as part of the address correction information under the full-service option.

2.3 Mailer ID

The Mailer ID (MID) is a unique 6-digit or 9-digit numeric code assigned to mailers based on their annual mail volumes. A Mailer ID is required in all Intelligent Mail barcodes and is used to identify the Mail Owner or Mail Preparer of the mailpiece and to send information to the company associated with the MID regarding the quality of their mailings.

Under the full-service option, when Mail Owners elect to use their own 6-digit or 9-digit Mailer ID and unique serial numbers for mailpieces, Mail Preparers will be required to honor the 6-digit or 9-digit Mailer ID and unique numbering as architected by the Mail Owner. Regardless of whose Mailer ID is in the Intelligent Mail barcode, identification of the Mail Owner must be included in the electronic documentation, as explained in the Mail Owner and Mail Preparer Identification part of the Electronic Documentation section of this document.

Mailers should contact their local Bulk Mail Entry Unit (BMEU) to obtain a Mailer ID. BMEU personnel will assist mailers in completing a Mailer ID application form and obtaining a Mailer ID. The form can also be found at <http://ribbs.usps.gov/>.

2.4 Unique Intelligent Mail Barcodes

Basic-option mailpieces may carry a unique Intelligent Mail barcode but uniqueness is not required. In contrast, full-service option mailpieces are required to have a unique Intelligent Mail barcode on the mailpiece, and unique tray/sack and container barcodes, and provide electronic mailing information to the Postal Service. There is an exception to these requirements if the mailing contains fewer than 10,000 pieces, 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. Three of the fields in the Intelligent Mail barcode are used to maintain barcode uniqueness.

- 1) Service Type ID: Identifies the Mail Category and the additional service requests for the mailpiece (e.g. OneCode Confirm™ (for mail tracking) and/or OneCode ACS™ (for address correction services)).
- 2) Mailer ID: A 6-digit or 9-digit number assigned by the Postal Service that uniquely identifies the Mail Owner or Mail Preparer.
- 3) Serial Number: A 6-digit or 9-digit sequence number used to further identify the mailpiece or mailing.

The combination of these three fields is used to create a unique mailpiece identifier in the Intelligent Mail barcode, as required for full-service mailpieces. While the Service Type ID is part of the unique identification, Intelligent Mail barcodes with the same Mailer ID and Serial Number cannot be repeated within mailings of the same mail category within 45 days of the date the mailpiece carrying the Intelligent Mail barcode was inducted into the USPS mailstream. In other words, the Service Type ID can only be used for unique identification across mailcategories, not within a mail category. Any Intelligent Mail barcode can be kept unique for longer than 45 days.

2.5 Service Type Identifiers

The Service Type Identifier is used to identify the class of mail and the services requested for that mailpiece. In addition, the Service Type Identifier defines whether the full-service or basic option has been selected for a given mailpiece. It is also used to determine the disposition of undeliverable-as-addressed mail, and the form of address correction (or none) that a mailer desires.

Mailers will qualify for automated address correction notices at no additional charge by participating in full-service and using the provided information to update their address records. The Service Type ID in the full-service Intelligent Mail barcode needs to be coded to reflect the appropriate treatment required for the mailpiece should the mailpiece be determined to be undeliverable or to require forwarding. For example, there is a specific Service Type ID that should be used for a full-service First-Class® Mail mailpiece when the mailer wants forwardable

mailpieces forwarded and other undeliverable mailpieces returned. A different Service Type ID will be used on the First-Class Mail full-service Intelligent Mail mailpiece if the mailer wants the piece to be disposed if it is unable to be forwarded.

Those interested in the OneCode Confirm® service for full-service or basic mailpieces must still purchase a Confirm® service subscription and indicate the request for the Confirm service in the Service Type ID on the mailpiece. In addition, address correction information will also be available for purchase for basic mailpieces through the OneCode ACS system. Those interested in receiving address correction data on basic mailpieces should obtain a OneCode ACS subscription and indicate the request for that service in the Service Type ID.

This section describes how to populate the Service Type ID field in the Intelligent Mail barcode for both full-service and basic mailpieces. Full-service mailpieces using the appropriate Service Type Identifier will receive address correction information, subject to Postal Service specified conditions. Address correction services can also be purchased for a basic mailpiece using the appropriate Service Type Identifier. Start-the-clock information will be provided for full-service mailings regardless of the Service Type ID used. Use the Service Type ID Reference Matrix in Appendix A to identify the correct Service Type ID reference for your full-service and basic mailpieces. You can then use that reference to find the appropriate Service Type ID in the Intelligent Mail Barcode Technical Resource Guide which will be posted at <http://ribbs.usps.gov/onecodesolution/>.

2.5.1 Use of Ancillary Service Endorsements and Service Type IDs to Receive Address Corrections

Mailers can request to receive address corrections for any undeliverable-as-addressed (UAA) mailpieces. In addition, a mailer can also instruct the Postal Service on how they want any UAA mailpieces to be handled. For example, a mailer can indicate their desire to have any UAA mailpieces either forwarded, returned-to-sender, or disposed.

Different mail classes have different “default” treatments of UAA mail. Within First-Class Mail, the “default” treatment for mail that cannot be delivered 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 days following a customer’s move date or dispose of as waste all other UAA. For Standard Mail and Bound Printed Matter, the “default” treatment of UAA mail is to dispose of it as waste.

A mailer can instruct the Postal Service to handle any UAA mailpieces in a manner different than the default treatment provided for the class of mail. First-Class Mail mailers can tell the Postal Service to dispose of undeliverable-as-addressed mailpieces rather than forwarding or returning the mailpieces. A Standard Mail mailer can indicate their desire to have any undeliverable mail that can be forwarded sent to the addressee’s new address and all other mail disposed as waste.

The process for instructing the Postal Service of the mailer’s intent to have their UAA mail treated in a manner different than the default treatment requires the mailer to provide an **ancillary service endorsement** that describes how to handle any UAA mailpieces. Ancillary service endorsements are typically printed on a mailpiece and recognized by the Postal Service when processing UAA mail. The valid ancillary service endorsements and their common abbreviation that is used within this document are:

- 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 (ACS or OneCode ACS® only) (ESR)

When a mailer uses an ancillary service endorsement on a mailpiece, they are requesting additional services in

conjunction with the handling of their UAA mail than is typically provided. The presence of an ancillary service endorsement is also the mailer acknowledgement that they **agree to pay** to receive these extra services if a charge applies. As an example, the use of Address Service Requested on a Standard Mail mailpiece will provide forwarding if a change-of-address 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 has to pay separately to have mailpieces forwarded and returned.

Ancillary service endorsements work either standalone or in conjunction with the Postal Service's ACS and OneCode ACS® programs. When an ancillary service endorsement is used outside of the ACS and OneCode ACS programs, the process of notifying a mailer that a mailpiece was UAA is done via a hard copy (PS Form 3547) notice or by returning the mailpiece. This hard copy notice provides a photocopy of the UAA mailpiece with either the moving customer's new address or the reason why the mailpiece could not be delivered. When an ancillary service endorsement is used in conjunction with either the ACS or the OneCode ACS program, an electronic notification of the UAA occurrence is provided. This electronic notice also provides the moving customer's new address or the reason why a mailpiece could not be delivered. The only ancillary service endorsements available within ACS or OneCode ACS are Address Service Requested and Change Service Requested. For more information regarding ancillary service endorsements, see DMM 507.

2.5.2 Forms of Address Corrections and Options for Handling Undeliverable-as-Addressed Mail

Mailers have several options to receive address corrections and to instruct the Postal Service on how to handle their undeliverable-as-addressed mail. The various means by which a mailer can receive address corrections are:

- None
- Manual address corrections
- Traditional ACS
- OneCode ACS

2.5.2.1 Indicating “None” as the Form of Address Correction

A mailer that does not want to receive any address correction notices would prepare their mail without including a printed ancillary service endorsement on the mailpiece and would not use a Service Type ID that is associated with the provision of 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 ancillary service endorsement.

2.5.2.2 Indicating “Manual Address Corrections” as the Form of Address Correction

Mailers that want to receive manual address corrections can do so by printing an ancillary service endorsement on the mailpiece to trigger the fulfillment of a hard copy correction notice. For example, a First-Class Mail mailer that wants to get a hard copy address correction notice on any mailpieces that were forwarded would use “Address Service Requested” on their mail. This would cause a hard copy address correction notice (PS Form 3547) to be provided. A fee would be charged for the provision of the hard copy address correction notice in this example. In another example, a First-Class Mail mailer that wants all UAA mail to be returned would print “Return Service Requested” on the mail. This would result in all UAA mail being returned-to-sender with the reason for non-delivery or the moving customer's new address affixed to the mailpiece.

If manual address correction notices are desired, be sure to use the correct Service Type ID. If the Service Type ID reflects either Traditional ACS or OneCode ACS, the correction notice will be provided electronically and not in hard copy format.

2.5.2.3 Indicating “Traditional ACS” as the Form of Address Correction

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 7-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 ancillary service endorsement on the mailpiece **and** show the Service Type ID associated with Traditional ACS.

2.5.2.4 Indicating “OneCode ACS” as the Form of Address Correction

OneCode ACS refers to the program that fulfills address corrections based on information specified in the Intelligent Mail barcode Service Type ID field. The OneCode ACS infrastructure and processing methodology is used as the basis for fulfilling address corrections provided as part of basic and full-service mailings when a mailpiece is correctly formatted with the required elements.

For address corrections through the OneCode ACS program to work properly, mailers must use a Service Type ID that instructs the Postal Service on how to treat undeliverable-as-addressed mailpieces. In addition, mailpieces may also require the printing of an ancillary service endorsement on the mailpiece. See the section “**Use of Ancillary Service Endorsements and Service Type IDs to Receive Address Corrections.**”

It is important to fully understand the effect that the presence of a printed ancillary service endorsement will have on the processing of undeliverable-as-addressed mailpieces and how printed ancillary service endorsements will be treated when used with a Service Type ID that does not provide an electronic or automated address correction. For example, using “Change Service Requested” on a Standard Mail® mailpiece without using a Service Type ID to trigger an electronic or automated address correction will result in a hard copy address correction notice and the applicable charge for each UAA mailpiece. Mailers must pay careful attention to the ancillary service endorsement shown on a mailpiece to insure it provides the desired results. See the section “Use of Ancillary Service Endorsement and Service Type IDs to Receive Address Corrections” below.

2.5.3 Ancillary Service Endorsements with Basic or Full-Service Mailings

Mailings made under either basic or full-service must use either a printed ancillary service endorsement or a Service Type ID, 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 ancillary service endorsement is **always** required to be present on Standard Mail or Bound Printed Matter mailpieces in addition to being specified in the Service Type ID whenever handling other than the default UAA treatment is desired. This is true regardless of whether the mailer is seeking hard copy address correction notices or electronic address correction notices through ACS or OneCode ACS.

First-Class Mail mailpieces require a printed ancillary service endorsement on the mailpiece if the mailer desires to receive hard copy address correction notices. If the mailer desires electronic address correction notices through the traditional ACS program the mailer must use both a printed ancillary service endorsement and a matching Service Type ID. First-Class Mail letter mailers that want to receive electronic address corrections through OneCode ACS, or as part of full-service mailings, are not required to have a printed ancillary service

endorsement but must have the appropriate Service Type ID. First Class Mail flats mailers must use a printed ancillary service endorsement and the appropriate Service Type ID in order to receive address correction notices through OneCode ACS as part of basic or full-service for mailpieces that are undeliverable for reasons other than a customer move. See Appendix A for additional information.

Basic mailings that do not want to receive address corrections must not include a printed ancillary service endorsement.

Any First-Class Mail mailpieces that the mailer prefers to have the Postal Service dispose rather than return-to-sender must have a Service Type ID that indicates "Change Service Requested" and the Mailer ID must be enrolled in either the Traditional ACS or the OneCode ACS programs.

2.5.4 Precedence of Ancillary Service Endorsements and Service Type ID Values

When a mailpiece bears a printed ancillary service endorsement, the printed endorsement takes priority over the Service Type ID contained in the Intelligent Mail barcode.

If a conflict exists between a printed ancillary service endorsement and the UAA disposition indicated in the Service Type ID, 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 Service Type ID is for "Change Service Requested" to suggest the mailer's intention that any UAA mailpieces should be disposed. Or, a First-Class Mail mailpiece bearing the printed endorsement of "Address Service Requested" will result in all UAA mail being forwarded and returned regardless of any other indication made in the Service Type ID.

Where a UAA mailpiece has a printed ancillary service endorsement that conflicts with the Service Type ID, the mailer will be responsible for all appropriate fees associated with the handling provided based on the printed ancillary service endorsement.

Mailers must be careful when using any printed ancillary service endorsement to make certain that it matches their intended use and does not conflict with the Service Type ID. This is especially true within Standard Mail and Bound Printed Matter. Care should also be taken if envelopes are pre-printed with an ancillary service endorsement and then used on multiple mailings or for different classes of mail to make certain the endorsement is valid in all uses.

2.5.5 Electronic Service Requested

Electronic Service Requested is an umbrella endorsement that requires the presence of another ancillary service endorsement value to have meaning. A mailer indicates the ancillary service endorsement to describe how to treat UAA mailpieces in the Service Type ID as part of OneCode ACS, or in the mailer profile data when used on mail as part of the traditional ACS program.

To help minimize the potential for conflicts between the printed ancillary service endorsement and the Service Type ID in the Intelligent Mail barcode, mailers should consider using the alternative ancillary service endorsement "Electronic Service Requested". Using Electronic Service Requested enables a mailer to have greater flexibility in using the same envelope for mailings in different mail classes or to obtain different UAA treatments for mail in the same mail class. Mailers should not use Electronic Service Requested on any envelope that is not requesting address correction services.

This endorsement can only be in conjunction with the ACS and OneCode ACS programs. Using Electronic Service Requested on any mailpiece with an Intelligent Mail barcode requires the inclusion of a Service Type ID

that identifies the specific mailpiece treatment and address correction desired. Electronic Service Requested cannot be used to acquire manual address corrections or for mail for which no address corrections are desired. Use of Electronic Service Requested outside of ACS or OneCode ACS 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 Matrix.

2.5.6 Quick Service Guide Listing of Service Type Identifiers

The table below serves as a quick reference to enable you identify the appropriate Service Type Identifier for your mailing, based on how you will present your mail, the disposition desired for any undeliverable-as-addressed 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 the below table to locate the equivalent description in Appendix A Service Type Identifier Matrix.

Class	Address Correction Option	Basic w/o Confirm	Basic w/Confirm	Full w/o Confirm	Full w/Confirm
First-Class Mail	No Address Corrections	300	310	260	270
	Manual Corrections	700	040	036	041
	Traditional ACS	080, 082	140, 240	081, 083	141, 241
	OneCode ACS – ASR	080	140	081	141
	OneCode ACS – ASR Option 2	080	140	081	141
	OneCode ACS – CSR	082	240	083	241
	OneCode ACS – CSR Option 2	082	240	083	241
Periodicals	Manual Corrections	704	044	264	274
	Traditional ACS	784, 782	244, 144	038, 783	045, 145
	OneCode ACS – ASR w/o printed Ancillary Service Endorsement	784	244	038	045
	OneCode ACS – ASR w/ printed Ancillary Service Endorsement	782	144	783	145
Standard	No Address Corrections	301	311	261	271
	Manual Corrections	702	042	037	043
	Traditional ACS	090, 092	142, 242	091, 093	143, 243
	OneCode ACS – ASR	090	142	091	143
	OneCode ACS – CSR	092	242	093	243
BPM	No Address Corrections	401		265	
	Manual Corrections	706		466	
	Traditional ACS	424, 431		423, 430	
	OneCode ACS – ASR	424		423	
	OneCode ACS – CSR	431		430	
First-Class Mail Reply	No Address Corrections	700, 708	050, 052	036, 708	050, 052

Mail					
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Figure 2: Guide to Service Type Identifiers

2.5.7 First-Class Mail Service Type Identifiers

First-Class Mail mailpieces should use one of the following Service Type Identifiers unless additional services are requested (i.e. Confirm). The Service Type Identifier is used as the mail is processed to determine how an Undeliverable as Addressed (UAA) mailpiece should be handled. For example, the sender can request to have all First-Class Mail UAA mailpieces disposed of and receive an address correction notice if they are undeliverable, regardless of whether there is a change of address record on file. The Service Type Identifier Appendix at the end of this document contains a table that illustrates the information below and provides additional Service Type Identifiers to use if requesting the Confirm service.

2.5.7.1 First-Class Mail Nonautomation Service Type Identifiers

2.5.7.1.1 First-Class Mail Nonautomation **Not Purchasing Address Correction**

If the mailer does not want to purchase electronic address correction or hard copy address correction notices for nonautomation mailpieces that have an Intelligent Mail barcode, use a Service Type ID shown below.

- Nonautomation First-Class Mail where the sender requests no ancillary services (therefore the normal handling that First-Class Mail mailpieces are forwarded if a change of address record is on file or returned to the sender if not forwardable) must use **Service Type ID 700**. A printed ancillary service endorsement must not be present on the envelope.

2.5.7.1.2 First-Class Mail Nonautomation **Purchasing Manual Address Correction** Notices

If the mailer wants to receive hard copy address correction notices based on the printing of an ancillary service endorsement for nonautomation mailpieces, use the Service Type ID shown below.

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

2.5.7.1.3 First-Class Mail Nonautomation **Purchasing Electronic Address Correction Using Traditional ACS**

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information through use of the Traditional ACS program.

- Nonautomation First-Class Mail for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 080**. A printed ancillary service endorsement 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 sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

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

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of electronic address correction information.

- Nonautomation First-Class Mail for which the sender desires to purchase electronic address correction information for mailpieces that are undeliverable-as-addressed must use a Service Type ID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the sender'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 Service Type IDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A.
 - Address Service Requested – use **Service Type ID 080**
 - Address Service Requested Option 2 – use **Service Type ID 080**
 - Change Service Requested – use **Service Type ID 082**
 - Change Service Requested Option 2 – use **Service Type ID 082**

2.5.7.2 First-Class Mail Basic Service Type Identifiers

2.5.7.2.1 First-Class Mail Basic Option **Not Purchasing Address Correction**

If the mailer does not want to purchase electronic address correction or hard copy address correction notices as part of the basic service option, use a Service Type ID shown below.

- Basic First-Class Mail where the sender requests no ancillary services (mailpieces are forwarded if a change of address record is on file or returned to the sender if not forwardable) must use **Service Type ID 300**.

2.5.7.2.2 First-Class Mail Basic Option **Purchasing Manual Address Correction** Notices

If the mailer wants to receive hard copy address correction notices based on the printing of an ancillary service endorsement as part of the basic service option, use the Service Type ID shown below.

- Basic mailers that want all of their First-Class Mail UAA handled according to an on-piece endorsement or mailers that wish to obtain hard copy address corrections must use **Service Type ID 700**. The mailer must include the printed ancillary service endorsement on the mailpiece that is applicable for the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Additional fees for hard copy address correction notices may apply.

2.5.7.2.3 First-Class Mail Basic Option **Purchasing Electronic Address Correction Using Traditional ACS**

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information through use of the Traditional ACS program.

- Basic First-Class Mail for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 080 or 082**. A printed ancillary service endorsement 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 sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

2.5.7.2.4 First-Class Mail Basic Option **Purchasing Address Correction Using OneCode ACS**

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of electronic address correction information.

- Basic First-Class Mail for which the sender desires to purchase electronic address correction information for mailpieces that are undeliverable-as-addressed must use a Service Type ID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the sender'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 Service Type IDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A.
 - Address Service Requested – use **Service Type ID 080**
 - Address Service Requested Option 2 – use **Service Type ID 080**
 - Change Service Requested – use **Service Type ID 082**
 - Change Service Requested Option 2 – use **Service Type ID 082**

2.5.7.3 First-Class Mail Full-Service Service Type Identifiers

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

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

If the mailer does not want to receive any electronic address correction or hard copy address correction notices as part of the full service option, use a Service Type ID shown below.

- Full-service First-Class Mail where the sender wants mailpieces to be forwarded if a change of address record is on file or returned to the sender if not forwardable must use **Service Type ID 260**. A printed ancillary service endorsement must not be shown on the mailpiece.

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

If the mailer wants to receive hard copy address correction notices based on the printing of an ancillary service endorsement as part of the basic service option, use the Service Type ID shown below.

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

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

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information through use of the Traditional ACS program.

- Full-service First-Class Mail for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 081 or 083**. A printed ancillary service endorsement 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

sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

2.5.7.3.4 First-Class Mail Full-Service **Receiving Electronic Address Correction Information Using OneCode ACS**

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

The Service Type Identifiers defined in this section identify when the sender is requesting the receipt of electronic address correction information.

- Full-service First-Class Mail for which the sender wants electronic address correction information for mailpieces that are undeliverable-as-addressed must use a Service Type ID 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 Service Type IDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A. The following are the Service Type IDs eligible for receiving address corrections as part of First-Class Mail Full-Service:
 - Address Service Requested Option 2 – use **Service Type ID 081**
 - Change Service Requested – use **Service Type ID 083**
 - Change Service Requested Option 2 – use **Service Type ID 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.

2.5.8 Standard Mail Service Type Identifiers

Standard Mail should use one of the following Service Type Identifiers unless additional services are requested (i.e. Confirm). The Service Type Identifier is used as the mail is processed to determine how an Undeliverable as Addressed (UAA) mailpiece should be handled. For example, the sender can request to have their Standard Mail forwarded and receive an address correction notice. The Service Type Identifier Appendix at the end of this document contains a table that illustrates the information below and provides additional Service Type Identifiers to use if requesting the Confirm service.

Where 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.

2.5.8.1 Standard Mail Nonautomation Service Type Identifiers

2.5.8.1.1 Standard Mail Nonautomation **Not Purchasing Address Correction** Notices

Standard Mail nonautomation mailers that do not want any address correction service must use **Service Type ID 702 without any ancillary service endorsement printed** on the mailpiece.

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

2.5.8.1.2 Standard Mail Nonautomation **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Standard Mail nonautomation mailpieces. Mailers that want to receive a hard copy address correction notice must use the below Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

- Nonautomation Standard Mail mailers that want all of their UAA mail handled according to an on-piece endorsement must use **Service Type ID 702**. The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.5.8.1.3 Standard Mail Nonautomation **Purchasing Electronic Address Correction Using Traditional ACS**

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

The Service Type Identifiers defined in this section identify when the sender 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 sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 090 or 092**. A printed ancillary service endorsement 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 sender'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 Standard Mail Nonautomation **Requesting Electronic Address Correction Using OneCode ACS**

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

The Service Type Identifiers defined in this section identify when the sender 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 sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 090** and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription.
- Nonautomation Standard Mail mailpieces for which the sender purchases address correction information and the sender requests that mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 092** and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription. Note: Additional charges for mailpiece handling are associated with this option.

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

2.5.8.2 Standard Mail Basic Service Type Identifiers

2.5.8.2.1 Standard Mail Basic Option **Not Purchasing Address Correction** Notices

Standard Mail basic mailers that do not want any address correction service must use **Service Type ID 301 without any ancillary service endorsement printed** on the mailpiece.

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

2.5.8.2.2 Standard Mail Basic Option **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Standard Mail basic mailpieces. Mailers that want to receive a hard copy address correction notice must use the below Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

- Basic Standard Mail mailers that want all of their UAA mail handled according to an on-piece endorsement must use **Service Type ID 702**. The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.5.8.2.3 Standard Mail Basic **Purchasing Electronic Address Correction Using Traditional ACS**

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

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

- Basic Standard Mail for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 090 or 092**. A printed ancillary service endorsement 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 sender'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 Standard Mail Basic Option **Requesting Electronic Address Correction Using OneCode ACS**

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

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Basic Standard Mail mailpieces for which the sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 090** and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription.
- Basic Standard Mail mailpieces for which the sender purchases address correction information and the

sender requests that mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 092** and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription. Note: Additional charges for mailpiece handling are associated with this option.

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

2.5.8.3 Standard Mail Full-Service Service Type Identifiers

2.5.8.3.1 Standard Mail Full-Service **Not Purchasing Address Correction** Notices

Standard Mail full-service mailers that do not want any address correction service must use **Service Type ID 261** **without any ancillary service endorsement printed** on the mailpiece.

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

2.5.8.3.2 Standard Mail Full-Service **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Standard Mail full-service mailpieces. Mailers that want to receive a hard copy address correction notice must use the appropriate Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

- Full-service Standard Mail mailers that want all of their UAA mail handled according to an on-piece endorsement must use **Service Type ID 037**. The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.5.8.3.3 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 Service Type Identifiers defined in this section identify when the sender 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 sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 091 or 093**. A printed ancillary service endorsement 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 sender'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 Standard Mail Full-Service **Requesting Electronic Address Correction Using OneCode ACS**

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

- Full-service Standard Mail mailpieces for which the sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 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 sender purchases address correction information and the sender requests that those mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 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.

2.5.8.3.5 Standard Mail Full-Service **Enhanced Carrier Route Mailpieces**

Electronic address correction information will not be provided within a full-service mailing. Standard Mail full-service enhanced carrier route mailpieces should use the Service Type Identifier defined below.

- Full-service Standard Mail enhanced carrier route mailpieces should use **Service Type ID 093** and must **NOT** bear an ancillary printed endorsement on the mailpiece. No address correction information will be provided for these mailpieces.

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

2.5.9 Periodicals Service Type Identifiers

Periodicals mailpieces should use one of the following Service Type Identifiers unless additional services are requested (i.e. Confirm). The Service Type Identifier is used as the mail is processed to determine how an Undeliverable as Addressed (UAA) mailpiece should be handled. For example, the sender can request to have an unforwardable UAA mailpiece returned to the sender. The Service Type Identifier Appendix at the end of this document contains a table that illustrates the information below and provides additional Service Type Identifiers 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 hard copy PS Form 3579, or through physical return of the mailpiece.

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

The presence of the printed ancillary service endorsement "Address Service Requested" on a mailpiece indicates the mailer wants UAA mail to be forwarded for the first 60 days after a customer's move and all other UAA to be returned-to-sender.

2.5.9.1 Periodicals Mail Nonmachinable Service Type Identifiers

2.5.9.1.1 Periodicals Mail Nonmachinable **Purchasing Manual Address Correction Notices**

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

- Nonmachinable Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 days after the customer has moved and have all other UAA mailpieces disposed and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 704** without any ancillary service endorsement printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.
- Nonmachinable Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 days after the customer has moved and have all other UAA mailpieces returned and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 704 and print “Address Service Requested”** and show their return address on the front of the mailpiece. Manual address correction notice fee and returned mailpiece fees associated with undeliverable Periodicals mailpieces charged.

2.5.9.1.2 Periodicals Mail Nonmachinable **Purchasing Electronic Address Correction Using Traditional ACS**

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece.

- Nonmachinable Periodicals mailpieces for which the sender receives address correction information through Traditional ACS and that the sender **want UAA mailpieces forwarded for the first 60 days** after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 784**. The mailpiece must not show a printed ancillary service endorsement on the mailpiece. Fees for address correction apply.
- Nonmachinable Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 782 and print “Address Service Requested”** and show their 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 8 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 hard copy address correction notices provided under this service.

2.5.9.1.3 Periodicals Mail Nonmachinable **Purchasing Electronic Address Correction Using OneCode ACS**

The Service Type Identifiers defined in this section identify when the sender is receiving address correction information based on use of the OneCode ACS program.

- Nonmachinable Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 days** after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 784**. The mailpiece **must not show a printed ancillary service endorsement**. Fees for address correction apply.
- Nonmachinable Periodicals mailpieces for which the sender purchases address correction information and that the sender wants **UAA mail to be forwarded for the first 60 days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 782 and must print “Address Service Requested”** and must show their 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 8 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 hard copy address correction notices provided under this service.

2.5.9.2 Periodicals Mail Basic Option Service Type Identifiers

2.5.9.2.1 Periodicals Mail Basic Option Purchasing Address Manual Correction Notices

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

- Basic Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 days after the customer has moved and have all other UAA mailpieces disposed and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 704** without any ancillary service endorsement printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.
- Basic Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 days after the customer has moved and have all other UAA mailpieces returned and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 704 and print “Address Service Requested”** and show their return address on the front of the mailpiece. Manual address correction notice fee and returned mailpiece fees associated with undeliverable Periodicals mailpieces charged.

2.5.9.2.2 Periodicals Mail Basic Option Purchasing Electronic Address Correction Using Traditional ACS

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece.

- Basic Periodicals mailpieces for which the sender receives address correction information through Traditional ACS and that the sender **want UAA mailpieces forwarded for the first 60 days** after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 784**. The mailpiece must not show a printed ancillary service endorsement on the mailpiece. Fees for address correction apply.
- Basic Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 782 and print “Address Service Requested”** and show their 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 8 and 8B, are provided for basic Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices provided under this service.

2.5.9.2.3 Periodicals Mail Basic Option Purchasing Electronic Address Correction Using OneCode ACS

The Service Type Identifiers defined in this section identify when the sender is receiving address correction information based on use of the OneCode ACS program.

- Basic Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 days** after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 784**. The mailpiece **must not show** a printed

- ancillary service endorsement. Fees for address correction apply.
- Basic Periodicals mailpieces for which the sender purchases address correction information and that the sender wants **UAA mail to be forwarded for the first 60 days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 782 and must print “Address Service Requested”** and must show their 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 8 and 8B, are provided for basic Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices provided under this service.

2.5.9.3 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 hard copy PS Form 3579, or through physical return of the mailpiece.

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

The presence of a printed ancillary service endorsement on a mailpiece indicates the mailer wants UAA mail to be forwarded for the first 60 days after a customer’s move and all other UAA to be returned-to-sender.

2.5.9.3.1 Periodicals Mail Full-Service **Purchasing Address Manual Correction** Notices

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of hard copy address correction information on the mailpiece.

- Full-service Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 days after the customer has moved and have all other UAA mailpieces disposed and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 264** without any ancillary service endorsement printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.
- Full-service Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 days after the customer has moved and have all other UAA mailpieces returned and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 264 and print “Address Service Requested”** and show their return address on the front of the mailpiece. Manual address correction notice fee and returned mailpiece fees associated with undeliverable Periodicals mailpieces charged.

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

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction based on use of the Traditional ACS program.

- Full-service Periodicals mailpieces for which the sender receives address correction information through Traditional ACS and that the sender **want UAA mailpieces forwarded for the first 60 days** after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 038**. The mailpiece must not show a printed ancillary service endorsement on the mailpiece. Fees for address correction apply.

- Full-service Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 038** and print **“Address Service Requested”** and show their 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 8 and 8B, are provided for basic Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices provided under this service.

2.5.9.3.3 Periodicals Mail Full-Service **Requesting Address Correction Using OneCode 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 Service Type Identifier defined below.

The Service Type Identifiers defined in this section identify when the sender 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 sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 days** after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 038**. The mailpiece **must not show** a printed ancillary service endorsement.
- Full Periodicals mailpieces for which the sender purchases address correction information and that the sender wants **UAA mail to be forwarded for the first 60 days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 783** and **must print “Address Service Requested”** and must show their 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 8 and 8B, are provided for basic Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices are provided under this service.

2.5.10 Bound Printed Matter Service Type Identifiers

Bound Printed Matter mailpieces should use one of the following Service Type Identifiers. The Service Type Identifier is used as the mail is processed to determine how an Undeliverable as Addressed (UAA) mailpiece should be handled. For example, the sender 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 Bound Printed Matter, 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 Intelligent Mail barcode. The Service Type Identifier Appendix at the end of this document contains a table that illustrates the information below.

2.5.10.1 Bound Printed Matter Nonautomation Service Type Identifiers

2.5.10.1.1 Bound Printed Matter Nonautomation **Not Purchasing Address Correction Notices**

If the mailer does not want to receive any electronic address correction or hard copy address correction notices as part of the nonautomation mailpieces, use a Service Type ID below.

- Nonautomation Bound Printed Matter where the sender wants any undeliverable mailpieces disposed of as waste and no electronic or hard copy address correction notice must use **Service Type ID 706 without the presence of any printed ancillary service endorsement on the mailpiece.**

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

2.5.10.1.2 Bound Printed Matter Nonautomation **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Bound Printed Matter Flat mailpieces. Mailers that want to receive a hard copy address correction must use the below Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address correction notices and additional postage due fees to handle UAA mailpieces.

- Nonautomation Bound Printed Matter where the sender wants any undeliverable mailpieces disposed of as waste and a hard copy address correction notice provided must use **Service Type ID 706**. The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.5.10.1.3 Bound Printed Matter Nonautomation **Purchasing Electronic Address Correction Using Traditional ACS**

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

- Nonautomation Bound Printed Matter for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 424 or 431**. A printed ancillary service endorsement 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 sender'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.

2.5.10.1.4 Nonautomation Bound Printed Matter **Requesting Electronic Address Correction Using OneCode ACS**

Electronic address correction information may be purchased separately for Bound Printed Matter nonautomation mailpieces.

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Nonautomation Bound Printed Matter mailpieces for which the sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 431** and must bear the printed endorsement Electronic Service Requested or Change Service Requested

on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription.

- Nonautomation Bound Printed Matter mailpieces for which the sender purchases address correction information and the sender requests that those mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 424** and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription. Note: Additional charges for mailpiece handling are associated with this option.

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

2.5.10.2 Bound Printed Matter Basic Service Type Identifiers

2.5.10.2.1 Bound Printed Matter Basic **Not Purchasing Address Correction** Notices

If the mailer does not want to receive any electronic address correction or hard copy address correction notices as part of the basic service option, use a Service Type ID below.

- Basic Bound Printed Matter where the sender wants any undeliverable mailpieces disposed of as waste and no electronic or hard copy address correction notice must use **Service Type ID 401 without the presence of any printed ancillary service endorsement on the mailpiece.**

2.5.10.2.2 Bound Printed Matter Basic **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Bound Printed Matter Flat mailpieces. Mailers that want to receive a hard copy address correction must use the below Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address correction notices and additional postage due fees to handle UAA mailpieces.

- Basic Bound Printed Matter where the sender wants any undeliverable mailpieces disposed of as waste and a hard copy address correction notice provided must use **Service Type ID 706**. The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

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

2.5.10.2.3 Bound Printed Matter Basic **Purchasing Electronic Address Correction Using Traditional ACS**

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

- Basic Bound Printed Matter for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 424 or 431**. A printed ancillary service endorsement 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 sender'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.

2.5.10.2.4 Basic Option Bound Printed Matter **Requesting Electronic Address Correction Using OneCode ACS**

Electronic address correction information may be purchased separately for Bound Printed Matter basic mailpieces.

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Basic Bound Printed Matter mailpieces for which the sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 431** and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription.
- Basic Bound Printed Matter mailpieces for which the sender purchases address correction information and the sender requests that those mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 424** and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription. Note: Additional charges for mailpiece handling are associated with this option.

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

2.5.10.3 Bound Printed Matter Full-Service Service Type Identifiers

2.5.10.3.1 Bound Printed Matter Flats Full-Service **Not Purchasing Address Correction** Notices

Bound Printed Matter Flats full-service mailers that do not want any address correction service must use **Service Type ID 265 without any ancillary service endorsement printed** on the mailpiece.

2.5.10.3.2 Bound Printed Matter Flats Full-Service **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Bound Printed Matter full-service mailpieces. Mailers that want to receive a hard copy address correction notice must use the below Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

- Full-service Bound Printed Matter Flats mailers that want all of their UAA mail handled according to an on-piece endorsement must use **Service Type ID 466**. The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address

corrections and additional postage due fees to handle UAA mailpieces.

2.5.10.3.3 Bound Printed Matter Full-Service **Purchasing Electronic Address Correction Using Traditional ACS**

Electronic address correction information may be purchased separately for Bound Printed Matter full-service mailpieces.

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

- Full-service Bound Printed Matter for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 423 or 430**. A printed ancillary service endorsement 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 sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

2.5.10.3.4 Bound Printed Matter Full-Service **Requesting Electronic Address Correction Using OneCode ACS**

Electronic address correction information will be provided within a full-service mailing, as specified by the Postal Service, for Bound Printed Matter full-service mailpieces using the Service Type Identifier defined below.

- Full-service Bound Printed Matter mailpieces for which the sender will receive address correction information as a function of full-service and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 430** 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 Bound Printed Matter mailpieces for which the sender will receive address correction information as a function of full-service and the sender requests that those mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 423** 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 Bound Printed Matter Mail.

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

3 Electronic Mailing Documentation and Postage Statements

Today, mailings that claim discounts and require minimum volumes must be accompanied by a postage statement and presort documentation (when documentation is required). Mailers typically furnish hard copy 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 will be required to use one of three methods, namely Mail.dat, Mail.XML (which will replace Wizard Web Services) or Postal Wizard (PW), to send their electronic mailing information to the *PostalOne!* system. The *PostalOne!* system is an information-management system that translates customer-generated electronic information into postage statements and

supporting documentation, such as qualification and container reports. This electronic mailing information is used for business mail verification, acceptance, and induction processes. By submitting documents electronically, mailers will be able to avoid the creation of paper-based forms and use this technology to manage their mailing data. Some mailers have already transitioned to electronic submission of their postage statements and mailing documentation.

Access to the *PostalOne!* system is required to submit electronic documentation using any of the three methods outlined above (Mail.dat, Mail.XML, PW). Detailed instructions on how to obtain access to the *PostalOne!* system can be found at <http://www.usps.com/postalone/howto.htm> where you will also find a link to the Online Application Form. Those interested in using the PW should contact their BMEU directly to obtain access. For additional information on how to sign-up and begin using the *PostalOne!* system today please see the *PostalOne!* Getting Started Guide at <http://www.usps.com/postalone/pdf/PostalOne/StartGuide.pdf>.

As referenced in the Federal Register, full-service implementation will begin in May 2009. Those interested in transitioning to electronic submission of mailing documentation prior to May 2009 can find more information about how to get started at <http://www.usps.com/postalone/guides.htm>. There they will find guides that describe the existing specifications and system requirements. Those interested in understanding how the specifications and system requirements will change to support full-service should refer to the full-service version of the technical guides which are posted at <http://ribbs.usps.gov/>.

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

With the full-service option, you will need to submit postage statement and other mailing documentation electronically using one of three options:

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 <http://www.maildat.org/>. For information on how you can use Mail.dat to submit electronic information for full-service, refer to <http://ribbs.usps.gov/> where you will find the *PostalOne!* System Mail.dat Technical Guide for Full-Service.
2. Mail.XML (formerly Wizard Web Services (WWS)): The Mail.XML specification, which will replace the 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 using Mail.XML for communicating with the *PostalOne!* system for full-service, refer to the *PostalOne!* system product guides and tools and the *PostalOne!* System Mail.XML Technical Guide for Full-Service on <http://ribbs.usps.gov/>.
3. Postal Wizard: The Postal Wizard (PW) is a tool that provides a secure way to submit a postage statement online, through an account on the *PostalOne!* system. The PW can be used for full-service mailings of fewer than 10,000 pieces, 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. Users can enter information online using the PW today.

Data Exchange Specification	Business Data/Functions	What you need to develop your software (Specifications and Guides)	Where the information will be available
Mail.dat	eDoc/Postage Statements	Mail.dat 09-1 Specification	www.maildat.org
		<i>PostalOne!</i> System Mail.dat Technical Guide for Full-Service	http://ribbs.usps.gov/
Mail.XML	eDoc/Postage Statements/Web Services Appointments	Mail.XML Specification version 5.0	www.mailxml.org
		<i>PostalOne!</i> System Mail.XML Technical Guide for Full-Service	http://ribbs.usps.gov/

Figure 3: Specification and Guide Reference

In addition to the presort documentation required today, the full-service mailer's electronic documentation will contain information about Intelligent Mail barcodes applied to mailpieces, trays, sacks, and containers (where required as part of a customer/supplier agreement). The documentation must include the unique Intelligent Mail barcode applied to each mailpiece in a mailing, the unique Intelligent Mail® Tray barcode applied to each tray or sack, as well as the unique Intelligent Mail® Container barcode 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., Mail Owner, if applicable). Both the Mail.dat and Mail.XML file specifications will support this required nesting and barcode information.

3.1 Mixed Mailings

The USPS will allow full-service and basic option mailpieces with Intelligent Mail barcodes 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 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 mailpiece electronic documentation for each POSTNET and basic option mailpiece in the mailing (see the Piece Electronic Documentation sections of this document for details on what must be included).
- 2) Include a value of "M" for "Mixed" in the Full-Service Participation Indicator field of the Segment (SEG) record for Mail.dat or a value of "M" in the Full-Service Participation Indicator field in the MailingGroupData message for Mail.XML.
- 3) Follow all of the requirements for full-service mailings with the exception that the POSTNET and basic option mailpieces in the mailing are not required to include a unique Intelligent Mail barcode.

3.2 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. Mailers may use Mail.dat version 09-1 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 = Machineable on USFM 100
SEG	Class Defining Preparation	6 = Std/Periodical Comailings
SEG	Mailing Agreement Type	E = Combined Mail, Full Service, Basic Option

Figure 4: Mail.dat for Combined Mailings

Mailers may also use Mail.XML to provide this data and would populate the following:

File	Field	Appropriate Values
LineItemSummaryData	Surcharge Type	N = No Surcharge
SubmitPostageStatementData	Form Type	SM = Standard Mailing
PeriodicalLineItemData	Machineable Flag Indicator	Y = Machinable

Figure 5: 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 will be processed for these pieces and shall support the service measurement, ACS and Confirm services if applicable.

3.3 Copalletization

The copalletized portion of a mailing job is either:

- bundles (flat-size mailpieces) of multiple Periodicals publications or editions on pallets;
- bundles (flat-size pieces) of Standard Mail;
- trays or sacks containing First-Class Mail letter or flat-size mailpieces of one Mail Owner commingled on pallets with trays or sacks of letter or flat-size mailpieces from a different mailing of the same Mail Owner or from one or more other Mail Owners;
- trays or sacks containing Standard Mail letter or flat-size mailpieces of one Mail Owner commingled on pallets with trays or sacks of letter or flat-size mailpieces from a different mailing of the same Mail Owner or from one or more other Mail Owners.

Copalletized pallets may contain a mixture of any combination of full-service, basic, POSTNET automation and non-automation bundles/trays/sacks. Electronic documentation, as described in sections 3.9 and 3.10 of this document, must be provided for all copalletized bundles/trays regardless of whether full-service bundles/trays/sacks are included.

3.3.1 Periodicals Scenario

For copalletization, the Mail Preparer at the originating site, the consolidator at the copalletization site and the Postal Service enter a service agreement approved by Business Mailer Support. For 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 agreement 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.

Periodicals mailers preparing full-service mailpieces in bundles that will be copalletized at the ADC (or finer) level must follow all of the requirements for full-service. Periodicals mailers preparing basic mailpieces in bundles that will be copalletized at the ADC (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 bundles may be physically in the sacks or on a pallet to be shipped to the consolidator. The electronic documentation will also 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 "Other Mail.dat Indicator" field in CSM to indicate the original documentation. This will indicate which bundles will be processed for copalletization. In Mail.XML 5.0, this is accomplished by placing an "O" in the copalletization indicator in the ContainerData message. The electronic documentation must include the correct rate type and service level indicator in the .CQT record for Mail.dat and in the ContainerData for Mail.XML. 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 Periodicals bundles that will be copalletized. 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. Mail.dat version 09-1 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		
File	Field	Appropriate Values
CSM	Other Mail.dat Indicator	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 existed)
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
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Figure 6: 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 Copalletization Container Linkage Create Request message created by the consolidator.

Mail.XML		
File	Field	Appropriate Values
Container Data	Copalletization Indicator	L = Linked Information
Copalletization Container Linkage Create	Submitting Party Identifier	The Mailer ID, Customer Registration ID, User License Code or Scheduler ID of the party who submitted the original Mail.XML
Copalletization Container Linkage Create	Original Container ID	Container ID from original Mail.XML
Copalletization Container Linkage Create	Original Job ID	Job ID from original Mail.XML
Copalletization Container Linkage Create	Original Customer Container ID	Customer Container ID from the original Mail.XML
Copalletization Container Linkage Create	Original Mailing Group ID	Mailing Group ID from the original Mail.XML
Copalletization Container Linkage Create	Original Customer Group ID	Customer Group ID from the original Mail.XML
Copalletization Container Linkage Create	Linked Container ID	The Container ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Job ID	The new Job ID assigned to this job by the consolidator
Copalletization Container Linkage Create	Linked Customer Container ID	The Customer Container ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Mailing Group ID	The Mailing Group ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Customer Group ID	The Customer Group ID assigned by the consolidator
Copalletization Container Linkage Create	Optional Container Barcode	Optional Container Barcode assigned by the consolidator (if used)

Figure 7: Mail.XML for Periodicals Copalletization

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.

3.3.2 Standard Mail Flat-size Bundles Scenario

For Standard Mail copalletization the mailer must have an approved service agreement 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 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.

The bundles selected for copalletization shall be sorted to the sack level called the virtual sack. The bundles may be physically in the sacks or on a pallet to be shipped to the consolidator. The electronic documentation will also 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 "Other Mail.dat Indicator" field in CSM to indicate the original documentation. This will indicate which bundles will be processed for copalletization. In Mail.XML 5.0, this is accomplished by placing an "O" in the copalletization indicator in the ContainerData message. The electronic documentation must include the correct rate type and service level indicator in the CQT for Mail.dat and in the ContainerData for Mail.XML. 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 sent to the consolidator for copalletization. The copalletized bundles and the electronic documentation are then sent to the consolidation site.

Consolidators at the origin site who copalletize Standard Mail will receive the original electronic data for the 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. Mail.dat version 09-1 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		
File	Field	Appropriate Values
CSM	Other Mail.dat Indicator	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 existed)

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

Figure 8: 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 Copalletization Container Linkage Create Request message created by the consolidator.

Mail.XML		
File	Field	Appropriate Values
Container Data	Copalletization Indicator	L = Linked Information
Copalletization Container Linkage Create	Submitting Party Identifier	The Mailer ID, Customer Registration ID, User License Code or Scheduler ID of the party who submitted the original Mail.XML
Copalletization Container Linkage Create	Original Container ID	Container ID from original Mail.XML
Copalletization Container Linkage Create	Original Job ID	Job ID from original Mail.XML
Copalletization Container Linkage Create	Original Customer Container ID	Customer Container ID from the original Mail.XML
Copalletization Container Linkage Create	Original Mailing Group ID	Mailing Group ID from the original Mail.XML
Copalletization Container Linkage Create	Original Customer Group ID	Customer Group ID from the original Mail.XML
Copalletization Container Linkage Create	Linked Container ID	The Container ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Job ID	The new Job ID assigned to this job by the consolidator
Copalletization Container Linkage Create	Linked Customer Container ID	The Customer Container ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Mailing Group ID	The Mailing Group ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Customer Group ID	The Customer Group ID assigned by the consolidator
Copalletization Container Linkage Create	Optional Container Barcode	Optional Container Barcode assigned by the consolidator (if used)

Figure 9: Mail.XML for Standard Mail Flat Bundle Copalletization

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.

3.3.3 First-Class Mail in Trays Scenario

For First-Class Mail copalletization the mailer must have an approved service agreement with Business Mailer Support. First-Class Mail mailers preparing full-service mailpieces in trays that will be copalletized 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 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.

In Mail.dat version 09-1, the creator of the First-Class Mail tray will place an "O" in the "Other Mail.dat Indicator" field in CSM to indicate the original documentation. This will indicate which trays will be processed for copalletization. In Mail.XML 5.0, this is accomplished by placing an "O" in the copalletization indicator in the ContainerData message. The electronic documentation must include the correct rate type and service level indicator in the CQT record for Mail.dat and in the ContainerData for Mail.XML. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the entire mailing at the origin site (including trays indicated for copalletization) and all trays are included in the origin site postage statement. The copalletized trays are then sent to the consolidation site for copalletization.

Consolidators at the origin 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. Mail.dat version 09-1 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		
File	Field	Appropriate Values
CSM	Other Mail.dat Indicator	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 existed)
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

Figure 10: Mail.dat for First-Class Mail Tray 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 Copalletization Container Linkage Create Request message created by the consolidator.

Mail.XML		
File	Field	Appropriate Values
Container Data	Copalletization Indicator	L = Linked Information
Copalletization Container Linkage Create	Submitting Party Identifier	The Mailer ID, Customer Registration ID, User License Code or Scheduler ID of the party who submitted the original Mail.XML
Copalletization Container Linkage Create	Original Container ID	Container ID from original Mail.XML
Copalletization Container Linkage Create	Original Job ID	Job ID from original Mail.XML
Copalletization Container Linkage Create	Original Customer Container ID	Customer Container ID from the original Mail.XML
Copalletization Container Linkage Create	Original Mailing Group ID	Mailing Group ID from the original Mail.XML
Copalletization Container Linkage Create	Original Customer Group ID	Customer Group ID from the original Mail.XML

Copalletization Container Linkage Create	Linked Container ID	The Container ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Job ID	The new Job ID assigned to this job by the consolidator
Copalletization Container Linkage Create	Linked Customer Container ID	The Customer Container ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Mailing Group ID	The Mailing Group ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Customer Group ID	The Customer Group ID assigned by the consolidator
Copalletization Container Linkage Create	Optional Container Barcode	Optional Container Barcode assigned by the consolidator (if used)

Figure 11: Mail.XML for First-Class Mail Tray Copalletization

This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator.

3.3.4 Standard Mail in Trays Scenario

For Standard Mail copalletization the mailer must have an approved service agreement 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 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.

In Mail.dat version 09-1, the creator of the Standard Mail tray will place an “O” in the Other Mail.dat Indicator field in CSM to indicate the original documentation. This will indicate which trays will be processed for copalletization. In Mail.XML 5.0, this is accomplished by placing an “O” in the copalletization indicator in the ContainerData message. The electronic documentation must include the correct rate type and service level indicator in the CQT for Mail.dat and in the ContainerData for Mail.XML. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the entire mailing at the origin site (including trays indicated for copalletization) and all trays are included in the origin site postage statement. The copalletized trays are then sent to the consolidation site for copalletization.

Consolidators at the consolidation site 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 mailing with Standard Mail trays, the consolidator will use the electronic data received from the origin to create a new set of electronic data. Mail.dat version 09-1 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		
File	Field	Appropriate Values
CSM	Other Mail.dat Indicator	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 existed)
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

Figure 12: Mail.dat for Standard Mail Tray 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 Copalletization Container Linkage Create Request message created by the consolidator.

Mail.XML		
File	Field	Appropriate Values
Container Data	Copalletization Indicator	L = Linked Information
Copalletization Container Linkage Create	Submitting Party Identifier	The Mailer ID, Customer Registration ID, User License Code or Scheduler ID of the party who submitted the original Mail.XML
Copalletization Container Linkage Create	Original Container ID	Container ID from original Mail.XML
Copalletization Container Linkage Create	Original Job ID	Job ID from original Mail.XML
Copalletization Container Linkage Create	Original Customer Container ID	Customer Container ID from the original Mail.XML
Copalletization Container Linkage Create	Original Mailing Group ID	Mailing Group ID from the original Mail.XML
Copalletization Container Linkage Create	Original Customer Group ID	Customer Group ID from the original Mail.XML

Copalletization Container Linkage Create	Linked Container ID	The Container ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Job ID	The new Job ID assigned to this job by the consolidator
Copalletization Container Linkage Create	Linked Customer Container ID	The Customer Container ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Mailing Group ID	The Mailing Group ID assigned by the consolidator
Copalletization Container Linkage Create	Linked Customer Group ID	The Customer Group ID assigned by the consolidator
Copalletization Container Linkage Create	Optional Container Barcode	Optional Container Barcode assigned by the consolidator (if used)

Figure 13: Mail.XML for Standard Mail Tray Copalletization

This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator.

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 documentation to support mailings. When using the sequential manifesting options listed below, both the unique identification number on the mailpiece and the unique Intelligent Mail barcode must be sequential and contiguous.

Mailers participating in the manifest mailing program can use either the sequential or non-sequential piece electronic documentation options described in this document for Mail.dat or Mail.XML. Mailers will place the unique identification number (human readable) as well as the Intelligent Mail barcode 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 Intelligent Mail barcode is placed in the IM Barcode field of the Piece Detail Record (PDR) file. Mailpieces that are planned but are not created would be identified by placing a “W” or an “S” in the Wasted Or Shortage Piece Indicator field (in Mail.dat 09-1 -W for Wasted, S for Shortage). If the manifest mailer is using the unique Intelligent Mail barcode as the unique identification number on the mailpiece, they may populate the IM Barcode Range File (IMR record) – with job id, containerid, IMR ID, class, lowerrange, upperrange, 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 (6/9 digit Mailer ID, 9/6 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 ManifestPieceID field and the Intelligent Mail barcode is placed in the IMBarcode field of the IndividualPieceData message. Mailpieces that are planned but are not created would be identified by placing a “W” for wasted or an “S” for shortage in the Wasted Or Shortage Piece Indicator field (available in Mail.XML version 5.0). When using Mail.XML for the sequential piece electronic documentation, the first unique identification number used is placed in the ManifestPieceIDLower field and the last unique identification number used is placed in the ManifestPieceIDUpper field (available in Mail.XML version 5.0) while the first Intelligent Mail barcode used is placed in the IMBarcodeLower and the last Intelligent Mail barcode used is placed in the IMBarcodeLower field of the BatchPieceData message. Mailpieces that are planned but are not created would be

identified by creating a record in the IndividualPieceData message for each mailpiece and placing a “W” or an “S” in the WastedOrShortagePieceIndicator field (available in Mail.XML version 5.0).

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 the production of the pieces get spoiled for any number of reasons. Shortages can occur in mailing environments where 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 where the entire container will not be included in the mailing, the mailer will be required to cancel or delete the whole container at the Mail.dat CSM (Container Summary) file level. In the case where only part of a container will be excluded from the mailing, the mailer must send a Mail.dat PDR or Mail.XML PDR.XML update which sets the Wasted or Shortage Piece Indicator field to ‘S’ for the mailpieces that will not be included in the mailing. In version 09-2 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. In version 5.0 of Mail.XML, an “S” will be placed in the Wasted or Shortage Piece Indicator field for shortage mailpieces and a “W” for spoiled mailpieces.

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 the provision of 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 to providing piece specific spoilage information. Regardless of the method used, the spoiled pieces must be made available for verification prior to adjusted postage statement(s) finalization.

Manifest 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 *PostalOne!* to identify the specific mailpieces that were spoiled. The original electronic documentation would indicate the handling unit to which this mailpiece was associated. *PostalOne!*, as part of the postage adjustment process, will then verify if the spoiled mailpieces affect the presort level of the handling unit and adjust postage for the handling unit to the appropriate sort level. These electronic updates can be sent via Mail.dat using the PDR or Mail.XML using the PDR.XML files or by sending a PieceDetailUpdate message. For either option, the mailer will indicate the wasted piece by placing a 'W' in the Wasted or Shortage Piece Indicator field for the mailpieces that were spoiled.

In other environments today, two options exist for spoilage related postage adjustment.

- Option 1: Mailers may identify the rate levels and specific postage statements of spoiled pieces and request the USPS to adjust postage for the spoiled pieces at the appropriate level from the specific postage statement(s) (i.e. 5 digit rate had 10 spoiled pieces, 3 digit rate had 18 spoiled pieces).
- Option 2: Mailers that cannot specify the rate level or the specific postage statements of the spoiled mailpieces request the postage adjustment at the lowest rate level for the whole job or mailing (e.g. 40 spoiled mailpieces applied to the lowest rate in the mailing).

Regardless of the option selected above, the USPS will support the two following solutions for providing spoilage information in Mail.dat 09-1 and Mail.XML v5.0 versions.

Solution 1: 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 (e.g., take away postage for 10 spoiled pieces 5 digit rate from user postage statement sequence number 9010). This will be accomplished in Mail.XML using the new PostageAdjustment Message which will refer to an existing postage statement by providing the USPSPostageStatement ID and/or UserPostageStatementID.

Solution 2: In the absence of the Mail.dat Postage Statement Header file (this does not apply to Mail.XML since all postage statement documents in Mail.XML can be uniquely identified), which is optional, the mailer will submit postage adjustment information. 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 most recently created postage statement 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 possible rate levels provided by the mailer. If the most recent postage statement generated does not have enough pieces or copies to fulfill the spoilage adjustment, then the next most recently generated postage statement will be adjusted. This process will be repeated until the correct number of mailpieces has been deducted from postage statements to accommodate the spoilage adjustment. In Mail.XML, a PostageAdjustmentmessage is used to adjust postage. If postage was filed through Mail.XML then the postage statement can be uniquely identified. However if the postage statement was created based upon Mail.dat data sent to the USPS and the Mail.XML message is used to adjust postage then the unique postage statement identifier may not be available. In that case, the USPS will follow exact same rules identified above for a Mail.dat PAR adjustment without unique postage identification. The USPS will find the most recent and eligible postage statement for adjustment. If no finalized postage statements are available for the mailing, then the USPS identified refund process will need to be initiated by the customer.

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 Intelligent Mail barcode 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 Mailer ID in the Intelligent Mail barcode on the mailpiece. There are three options the MLOCR Mailer can employ for applying the Intelligent Mail barcode 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 Intelligent Mail barcode to the mailpiece when the name and address is applied. If the mailpieces already have a unique Intelligent Mail barcode applied, the MLOCR Mailer may capture the Mailer ID and/or Serial Number of the original Intelligent Mail barcode 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 Mailer ID and/or Serial Number to populate the Mailer ID and Serial Number field in the new Intelligent Mail barcode if the MLOCR Mailer applies a new Intelligent Mail barcode on the mailpiece. By applying a new Intelligent Mail barcode, the MLOCR Mailer can alter the delivery point portion of the Intelligent Mail barcode 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 Mailer ID in the Intelligent Mail barcode sprayed by the MLOCR Mailer on the mailpieces. In this option, the MLOCR Mailer would generate a unique

Serial Number to use with the Mail Owner's Mailer ID in the Intelligent Mail barcode. 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 Mailer ID. The MLOCR Mailer may also use other proprietary methods of generating a serial number providing that the Intelligent Mail barcode remains unique for the required time period.

Option 3: Use the MLOCR Mailer MID

The MLOCR Mailer can use his/her own Mailer ID to apply an Intelligent Mail barcode on the mailpiece. In this option, the MLOCR Mailer would generate a unique Serial Number to use with the MLOCR Mailer's Mailer ID in the Intelligent Mail barcode. 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 Mailer ID. The MLOCR Mailer may also use other proprietary methods of generating a serial number providing that the Intelligent Mail barcode 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 jackpot mail from customers who 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 MLCOR Mailer chooses to jackpot 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 Mailer ID 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 Intelligent Mail barcode 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 PostageStatementData 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.

3.7 Continuous Mailers

A continuous Mailer is defined as one that regularly:

1. Dispatches portions of the mailing to the USPS at multiple times throughout the production period of the total mailing.
2. Provides a USPS Qualification Report for the multiple dispatches.

3. 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:

1. 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 *Posta/One!*. 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 *Posta/One!* 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 *Posta/One!* 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.

2. 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 *Posta/One!* 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 *Posta/One!* in a transportation update.

3.8 Customer Supplier Agreements (CSA)

A Customer Supplier Agreement (CSA) is a written agreement that confirms for a commercial mailer the origin-entry preparation requirements, acceptance window, and schedule of transportation times. For complete details on how to use a CSA reference the Guide to Customer Supplier Agreements which can be found at <http://ribbs.usps.gov/>.

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 mailer that 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:

- For any mailer entering mail that is origin entered and verified at the mailer's facility (for example, a DMU)
- For any mailer entering mail after critical acceptance time at an origin Bulk Mail Entry Unit (BMEU)

- For any mailer entering mail after critical entry time for plant-verified drop ship Periodicals

The CSA is a standardized format based on a template that will establish an agreement between the USPS and mailer, and includes an agreed upon effective date. The CSA confirms for a business mailer the origin-entry preparation requirements, and the acceptance window and schedule of transportation times for all origin entered mail classes with a CSA. The CSA file or web service message will have one line for each trip by class of mail and processing category. The fields that will be available are described below.

Field Name	Length	Data Type	Description
CSA ID	10	Numeric	The number assigned to the CSA by the <i>PostalOne!</i> system
CRID	10	Numeric	The Customer Registration ID number that is assigned
CSA Effective Date	8	Numeric	The date a CSA becomes effective. Format will be MMDDYYYY (08072008)
Dispatch Time	4	Time	The time the truck (postal transportation) is scheduled to depart the mailer's facility. This field will only be populated for DMU mailers with the USPS transportation. It is established by local postal transportation managers to ensure that the dispatch will arrive at the facility to meet the processing facility operating time.
Arrival Time	5	Time	The time the truck is scheduled to arrive at the USPS facility. This field will only be populated for mailer transported trips. This time will be established by local postal transportation managers to ensure that the truck will arrive at the facility to meet the Critical Entry Times.
Day of Week	3	Text	The day or days to which the separation applies. If the separations do not vary and dispatches are made every day, the field will be populated with "All". Separations that are applicable to all week days will contain "MF". Separations that are specific to certain days may contain the first three letters of the day (Mon, Tue, Wed, Thu, Fri, Sat, Sun). Holiday rules for accepting mail override all day of the week separations and will be marked with "Hol".
Trip Number	5	Numeric	A trip number is for a USPS supplied trailer. This is used for origin entered, USPS transported mail. Each scheduled trailer will have an associated trip number defined in the CSA, and this should be five digits and will be determined locally.
Recurring Appointment Sequence ID	6	Numeric	This will populate when a FAST appointment number is present. This is used for origin entered, DMU verified, mailer transported mail. If a FAST appointment is not present, this field will display "N/A".
Publication Number	9	Numeric	This is the publication number associated to a Periodicals mailing. This field will only apply to the Periodicals scenario.
Trip Volume	3	Numeric	A number will be entered indicating the percentage of the total mail volume by processing code for the day. This field should be populated for both mailer and USPS transported mail and is to be used as a guideline. This field is to be used as a guideline. For example, 40% S (Surface) on Dispatch 1, 30% S on Dispatch 2, and 30% S on Dispatch 3. If there is only one dispatch, the percentage entered would be 100% for each processing code.

Container Destination ZIP Code	11	Text	The range of destination ZIP Codes associated with the containers in the separation. This can include 3-digit ZIP Code ranges or 5-digit ZIP Code ranges. This will also be used for the Container Label. All ZIP Codes must be represented in this field for a CSA to be valid.
Facility Locale Key	9	Text	Standardized facility code which is populated by the system based on the facility selected in the Facility Name block.
Mail Class	3	Text	The class of mail to which the line item separation applies. This will also be used for the Container Label. The applicable values include "FCM" (First-Class Mail), "STD" (Standard Mail), "PER" (Periodicals), "BPM" (Bound Printed Matter)
Processing Category	4	Text	This field will be used to distinguish the shape of the mail in a container. The applicable values include "LTRS" (letters), "FLTS" (flats), and "PARC" (parcels). This will also be used for the Container Label.
Processing Code	4	Text	A general description of the contents of the containers on a trailer. It is possible to use all or only some of the values. Values will be available from a dropdown list. This will also be used for the Container Label. The applicable values are identified as: S (Surface) – Separation for a single surface route dispatched from the origin USPS facility. Typically this is a 5D, 3D, ADC, or AADC container separation. MXDS (Mixed Surface) – Separations redirected at the origin USPS facility to multiple surface routes. L (Local) – Mail worked for delivery at the origin USPS facility. WKG (Working Mail) – Mixed ADC or Mixed AADC mail. A - Separations directed to an air carrier. MXDA (Mixed Air) – Separations for multiple air carriers. SP (Single-piece) – Pieces paid at single-piece prices.
Processing Code Label	20	Text	Additional processing code information to include in the container label. For example, an air separation can be made to a particular carrier (e.g. FedEx) and would be labeled as such. This field would contain the value to include on the container label.
Minimum load for containers	2	Numeric	This is the minimum load allowed for a container. This is measured in linear feet. Use the lesser of this value or ½ the maximum for the container used.
Container Ready Time	4	Time	This is the time that a container must be ready to load onto a truck to provide adequate time for the USPS clerk to validate the pallets. This will only be applicable for mail that is verified at a DMU on USPS transportation and will be established locally.
Separation Number	3	Numeric	For each new separation created, the PostalOne! system will assign a sequential number for that separation. For example, the first separation made would be assigned "Separation #1", the second separation made would be assigned "Separation #2" and so on.
Label To	25	Text	The facility to which the mail is going. This will appear on the top line of the Container Label.
Label ZIP Code	5	Numeric	The ZIP Code of the Label To Facility. This can be either a ZIP-3 or a ZIP-5.

CAT	5	Time	The Critical Acceptance Time (CAT) is the latest time mail can be presented for verification to have that day as Day-0. If a "P" is displayed next to the CAT, this indicates that the Day-0 will be the previous day (i.e. CAT is 0050P on June 14, but the Day-0 would be June 13 if the CAT is met. Similarly, if "N" is displayed next to the CAT, this indicates that the Day-0 will be the next day.
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Figure 14: CSA File Layout

The CSA will be entered into the *PostalOne!* system by the USPS personnel after working with the mailer to identify the separations that will be made. Separation sorts to containers are based on the Label ZIP Code. Separations will be determined on the basis of local USPS processing requirements, average historical daily volume at the mailer facility, and available mailer space to create separations. Standard Mail separation label instructions are in the Domestic Mail Manual. For First-Class Mail, the information required on the container label will be found in the CSA file or the First-Class Mail optional container preparation section in the DMM.

The *PostalOne!* system will make this data available as an electronic file that can be downloaded from the *PostalOne!* website. Mailer software will then use the CSA to determine which separations to make and what information to include in the container label applied to that separation.

3.8.1 Using the *PostalOne!* Transportation Management System

Mailers that have a *PostalOne!* Transportation Management System (TMS) have the capability to dynamically assign handling units (i.e. trays) to transportation routes. The CSA for those mailers will accommodate those dynamic route assignments and identify the appropriate dispatch to which those assignments will be associated. The CSA will follow the scenario outlined above but mailers will primarily use the CSA for dispatch assignment purposes.

3.8.2 Applying the Customer Supplier Agreement

3.8.2.1 Associating Containers to Trips

Physical or logical containers are associated to trips by including the trip number in the Truck or Dispatch Number field of the .CSM file in Mail.dat or the ContainerData message in Mail.XML and completing the Dispatch Date/Time fields. Often, because of the volume produced at the facility, the Postal Service will provide multiple trailers to a single entry point. For example, if the facility produces enough volume that will be transported on air transportation to fill three trailers, the Postal Service would provide three separate trips (i.e., trailers). These trips would each have a different trip number and might leave at different times throughout the day. The association of all of the trips going to a single entry point is called a logical dispatch.

When mailers can identify the specific trip on which a container (logical or physical) will be transported, that trip number should be used to associate containers to the trip in their electronic documentation. When mailers do not know on which specific trip a container will be transported, then they would associate those containers to the logical dispatch. This is accomplished by associating the containers to the trip number of the last physical dispatch of the logical dispatch in the electronic documentation. If any information is logical, then the whole dispatch will be a logical dispatch.

When the physical dispatches in the CSA will not accommodate the mail volume for that day, mailers will request additional USPS transportation according to their plant load agreement. When this situation occurs, mailers will associate containers assigned to those trips to the logical dispatch to which the new physical dispatches are assigned.

3.8.2.2 Start-the-Clock Using Customer Supplier Agreements

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.

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 on USPS transportation.

The Start-the-Clock date will be advanced one day for Continuous Mailers creating logical containers with dispatches both before and after the CAT. Although mail received by the USPS before the CAT will be processed on the date of presentation to the 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.

3.9 Mail.dat

Mail.dat is an industry-defined database structure consisting of files linked by key fields. A Mail.dat submission to the *PostalOne!* system consists of 20 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 which includes postage statement information to the Postal Service. Currently, the *PostalOne!* system supports Mail.dat versions 07-1, 08-1, and Mail.dat version 08-2.. Those interested in using Mail.dat for comprehensive business function full-service support should use version Mail.dat 09-1.

For information about Mail.dat and how you can use Mail.dat to submit electronic information refer to <http://www.maildat.org/> and <http://ribbs.usps.gov/> where you will find the *PostalOne!* System Mail.dat Technical Guide for Full-Service. Note: all references to specifications in this document are subject to update as operational or pricing initiative details are finalized.

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

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

1. 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;
2. Supports piece level electronic documentation requirements for basic and full-service options;
3. Allows for linkage of original containers and handling units with new containers and handling units in the copalletization mailings along with a new copalletization original and Linked indicator;
4. Allows the ability to identify move update method at a higher level for faster and convenient postage processing;
5. Allows identification of specific postage statements for spoilage related adjustments.
6. Creates the rate cells necessary to identify and distinguish between basic and full-service pieces. Mail.dat 09-1 also improves identification of spoilage at a rate level.
7. 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 found at <http://pmstage.freecom.at/pmstage/index.php>.

3.9.2 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 Intelligent Mail barcodes 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 Mailer IDs are mixed in a bundle/handling unit (e.g. trays, tubs, sacks).

Individual Piece Records are identified in Mail.dat in the Piece Detail Record (.PDR) or PDR.XML file. The Intelligent Mail barcode must be provided in the Piece IM Barcode field of the .PDR or PDR.XML file. Mailpieces submitted at an Enhanced Carrier Route price must complete either the:

- 1) Line-of-Travel Sequence Number and Line of Travel Seq. Direction Code or,
- 2) Walk Sequence Number fields in the .PDR or PDR.XML file.

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 PDR.XML 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, or non-automation 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 Mailer ID of the Mail Owner,
- 2) The Customer Registration ID (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 PDR.XML file, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

3.9.3 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

Mailers who use sequential serial numbers in the Intelligent Mail barcodes they apply to mailpieces should use this option to identify mailpiece data in their electronic documentation. This option cannot be used when either of the following conditions exist:

- Multiple Mailer IDs in the Intelligent Mail barcode are mixed in a bundle/handling unit.
- Serial numbers in the Intelligent Mail barcode are non-sequential for mailpieces in a bundle/handling unit.

The Intelligent Mail barcode sequences are included in the IM barcode Upper and Lower Serialization fields of the Container Summary Record (.CSM) file (Mail.dat 08-2). These fields are populated with 18 digits (3 digit Service Type ID, 6/9 digit Mailer ID, 9/6 digit Serial Number). In Mail.dat 09-1, the Intelligent Mail barcode sequences will be populated in the Intelligent Mail Range (.IMR) file. This new file will allow the association of multiple ranges to a single container. Sequences must be contiguous and may not overlap among containers in a mailing or between mailings during the 45-day period for barcode uniqueness.

Sequential Intelligent Mail barcode mailpieces that are not included in a mailing should be indicated as described in the Spoilage and Shortage section of this document.

Mailpieces that are submitted at an Enhanced Carrier Route discount cannot use the sequential Intelligent Mail barcode options.

The mechanism for compliance with move update requirements should be provided in the Move Update Method field in the Container Quantity Record (.CQT) file (proposed for Mail.dat 09-1). The Rate Category field in the .CQT file should be populated to indicate full-service, basic, or non-automation 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.

For detailed specifications on how to populate Mail.dat files, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

3.9.4 Handling Unit Information

Handling Unit is the term used to describe the mail containers (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 Intelligent Mail barcode of the top mailpiece of the bundle is used to identify the handling unit 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 days from the date the mail in those handling units is inducted.

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.

3.9.4.1 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.

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

3.9.4.2 Logical Handling Units (Trays only)

For MLOCR origin mailings, the situation often arises where 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 15: 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.

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.

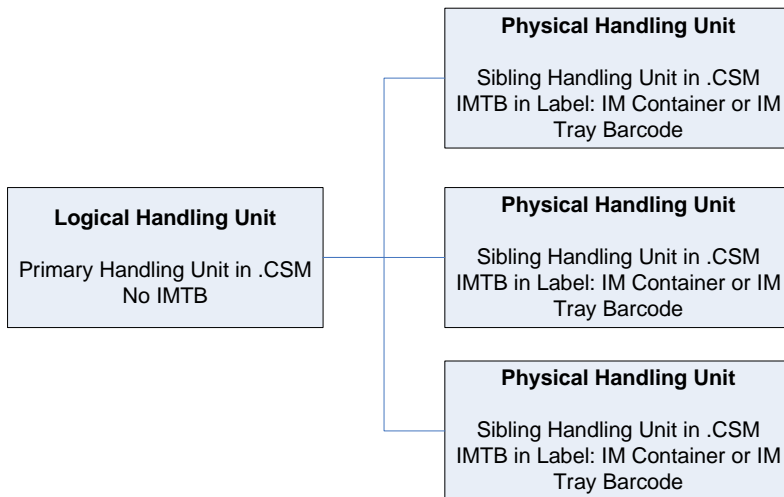


Figure 16: Association of Logical Handling Units to Physical Handling Units

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

3.9.5 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 days from the date the mail in those containers is inducted.

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

3.9.5.1 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.

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

3.9.5.2 Logical Containers (Pallets or APCs)

For MLOCR origin mailings, the situation often arises where 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.

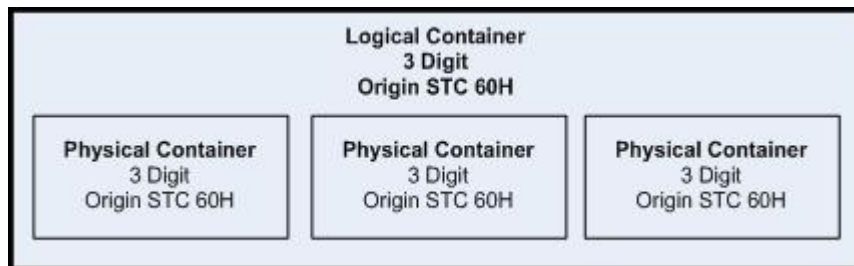


Figure 17: Logical Containers

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.

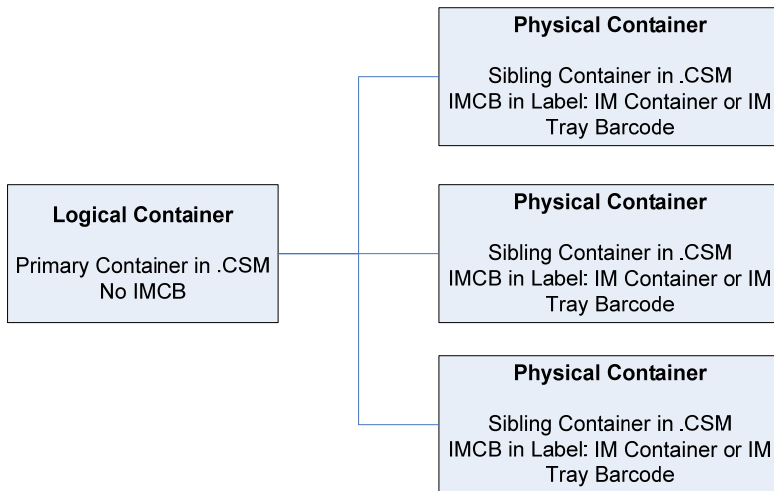


Figure 18: Association of Physical Containers to Logical Containers

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

3.9.5.3 Associating Handling Units to Containers

Physical handling units are associated to the appropriate logical 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, physical handling unit. Multiple physical handling units can be associated with a single logical container.

3.9.6 Appointment Information

The USPS requires appointment scheduling for drop ship mail and for expedited plant loads at USPS facilities to enable more efficient resource planning and service performance. Expedited plant loads are those shipments where the mailer is transporting the mail to the USPS facilities. The USPS FAST (Facility Access and Shipment Tracking) system is the business processing engine that provides customers with appointment scheduling capabilities for DBMC, DADC, and DSCF drop shipments.

A Mail Owner or mailing agent must request a user account within the *PostalOne!* system, which performs authentication and authorization services for the FAST system.

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

1. By utilizing IDEAlliance Mail.XML (previously known as TM Specification) Specification and *PostalOne!*FAST Web services to provide appointment logistics and content information. Information may be provided using pure Web services (pure Web Services is defined as a transaction where all logistics and all container detail information is provided in the XML transaction by the customer), or Web Services in conjunction with Mail.dat (Web Services with Mail.dat is defined as a transaction where 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 *PostalOne!* Mail.dat database. All or partial container detail already exists in the *PostalOne!* system and is

appended to customer's XML transaction and sent to FAST).

2. By accessing the FAST website at <https://fast.usps.com>, to request an appointment. This online FAST process does not allow the customer to provide content (container) detail information, such as IM Container barcode, weight, pieces, and many other characteristics. One time appointments created online must be updated via Mail.XML to provide container information via pure Web services or via Web services with Mail.dat for full-service option.

The customer can send a content update with a "T" transportation update data transaction using Mail.dat for recurring appointments only. A 'T' transportation update to provide content details to *PostalOne!* and FAST for Full-service option is a valid content update method but this Mail.dat 'T' update method does not apply to one time appointments. One time appointments created online or through Web Services must be updated via Mail.XML to provide container information.

For details on how to create appointments using Web Services, refer to the *PostalOne!* - FAST Web Services Technical Guide found at <http://www.usps.com/postalone/pdf/FASTWebServicesTechnicalGuide.pdf> or <http://www.usps.com/postalone/autodropshipschedule.htm> and the Mail.XML Specifications found at the IDEAlliance website www.maildat.org.

For details on how to create appointments via the FAST online system, refer to the FAST Customer User guide found at <https://fast.usps.com/userguide/CustomerUserGuide.pdf>.

3.9.7 Postage Information

Physical bundles and handling units (trays or sacks) must be used for Periodicals where 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 mailing. 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), 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 users in Mail.dat 09-1 can now use a Postage statement Record file to manage and specify the final postage statement(s) created per CSM. User Ready to Pay Sequence Number container. The *PostalOne!* User Guide for Mail.dat lists all the postage statement generation variables in table 3.1 Key Postage Statement Generation Fields. 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 New York office 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 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 fourteen (14) 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 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 up until the time of payment. Before the fourteen (14) 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 14 day period expires, the payment debit will automatically occur.

3.9.8 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. This functionality will be supported in the full-service release of *PostalOne!*.

3.10 Mail.XML (formerly Wizard Web Services)

Mail.XML version 5.0 will enable the secure electronic submission of mailing information to the USPS. Mail.XML will also allow mailers to submit and retrieve data electronically.

Wizard Web Services currently accommodates all domestic postage statements and includes the other postal documents, including Qualification Reports, involved in the mailing process. These will all be supported in the new Mail.XML services. In addition, Mail.XML will provide the ability to electronically access USPS data and 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 *PostalOne!* System Mail.XML Technical Guide for Full-Service service on <http://ribbs.usps.gov/>.

3.10.1 Mail.XML™ Version 5.0 Changes - *PostalOne!* System Implementation

Mail.XML's next version will create one industry Web services specification combining the existing Web services defined by the USPS (i.e. Mail.XML) and the Web Services defined under the current Mail.XML TM umbrella. Mail.XML 5.0 also allows create, update, and cancel transactions for the Cast of Characters (brokering of information) messages. Mail.XML will also allow the support of electronic documentation and end-to-end mailing supply chain business process management for a multitude of business processes. Mail.XML will include spoilage, eDropShip, containerization nesting, postage statements and many other business process related communication. The Mail.XML's next version will support copalletization, mixed mailing, manifest mailing, and business processes specific to MLOCR and continuous mailing environments.

3.10.2 Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes

As a part of full-service, mailers must 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 price or if all pieces are of identical weight, the pieces are separated by price). When the Intelligent Mail barcodes 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 Mailer IDs are mixed in a bundle/handling unit (e.g. trays, tubs, sacks).

Individual Piece Records are identified in Mail.XML messages in the individual data type of Mail Piece Data. The Intelligent Mail Barcode must be provided in the pieceIntelligentMailBarcode field. Mailpieces submitted at an Enhanced Carrier Route price must complete either the lineOfTravelSequenceNumber and lineOfTravelSeqDirectionCode or walkSequenceNumber fields. The mechanism for compliance with move update requirements should be provided in the moveUpdateMethod field. The Rate Indicator field in the Individual data type of the Mail Piece Data message should be populated with "F" for full-service mailpieces, "B" for basic mailpieces, "P" for POSTNET mailpieces, and "N" for non-automation mailpieces (available in version 5.0).

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 Mailer ID of the Mail Owner,
- 2) Providing the Customer Registration ID (CRID) of the Mail Owner, or
- 3) Providing the Permit Number/Permit ZIP+4/Permit Type of the Mail Owner.

For detailed specification on how to populate the individual data type or the Mail Piece Data message, refer to the Mail.XML Software Development Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

3.10.3 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

Mailers who use sequential serial numbers in the Intelligent Mail barcodes they apply to mailpieces should use this option to identify mailpiece data in their electronic documentation. This option may not be provided for any full-service mailing when either of the following conditions exists:

- Multiple Mailer IDs in the Intelligent Mail barcode are mixed in a bundle/handling unit
- Serial numbers in the Intelligent Mail barcode are non-sequential for mailpieces in a bundle/handling unit.

The Intelligent Mail barcode sequences must be provided in the pieceIntelligentMailBarcodeUpperRange and pieceIntelligentMailBarcodeLowerRange fields in the batch data type of Mail Piece Data. These fields are to be populated with 18 digits (3 digit Service Type ID, 6/9 digit Mailer ID, 9/6 digit Serial Number) of the Intelligent Mail barcode. Sequences may not overlap among containers in a mailing or between mailings during the 45-day period for barcode uniqueness. The Rate Category field in the ContainerData message should be populated to indicate full-service, basic, POSTNET, or non-automation rate at which the mailpieces associated to that handling unit record are being mailed (available in version 5.0).

Sequential Intelligent Mail barcode mailpieces that are not included in a mailing should be indicated as described in the Spoilage and Shortage section of this document.

Compliance with move update requirements should be provided in the moveUpdateMethod field.

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. In the PDR.XML, three means of identifying the Mail Owner include providing the Mailer ID of the Mail Owner, the CRID of the Mail Owner, or the Permit Number/Permit ZIP+4/Permit Type of the Mail Owner. For Periodicals mailings, the Mail Owner must be identified through a USPS Publication Number/Permit ZIP+4/Permit Type. If the PDR.XML is not used, then the By/For relationships must be expressed in the publisherData or permitHolderData data type.

For detailed specification on how to populate the batch data type or the Mail Piece Data message, refer to the Mail.XML Software Development Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

3.10.3.1 Handling Unit Information

Handling Unit is the term used to describe the mail containers (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 Intelligent Mail barcode of the top mailpiece of the bundle is used to identify the handling unit 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 days from the date the mail in those handling units is inducted.

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.

3.10.3.2 Physical Handling Units

Most mailers will identify the specific handling unit into which a mailpiece was sorted, typical of a list mailing environment, as a physical handling unit used in electronic documentation. A physical handling unit is created in Mail.XML in the ContainerData data type of the Qualification Report message. Mailers will create a ContainerData record for each handling unit they produce and will place the Intelligent Mail tray barcode for that handling unit in the ContainerBarcode field of the ContainerData record for the handling unit.

For detailed specification on how to populate the ContainerData data type or the Qualification Report message, refer to the Mail.XML Software Development Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

3.10.3.3 Logical Handling Units (Trays)

In MLOCR origin mailings, the situation often arises where 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 19: Logical Handling Units

Both physical and logical handling units are identified in Mail.XML in the ContainerData data type of the Qualification Report message. Logical handling units are created as records in the ContainerData message. Logical handling units will not have an Intelligent Mail Tray barcode in the ContainerBarcode field.

Physical handling units are also created as records in the ContainerData message and are identified as physical handling units by including the Intelligent Mail Tray barcode from the physical handling unit in the ContainerBarcode field

Physical handling units are then associated with logical handling units by placing the CustomerContainerID of the logical handling unit in the ParentContainerID field of the physical handling unit.

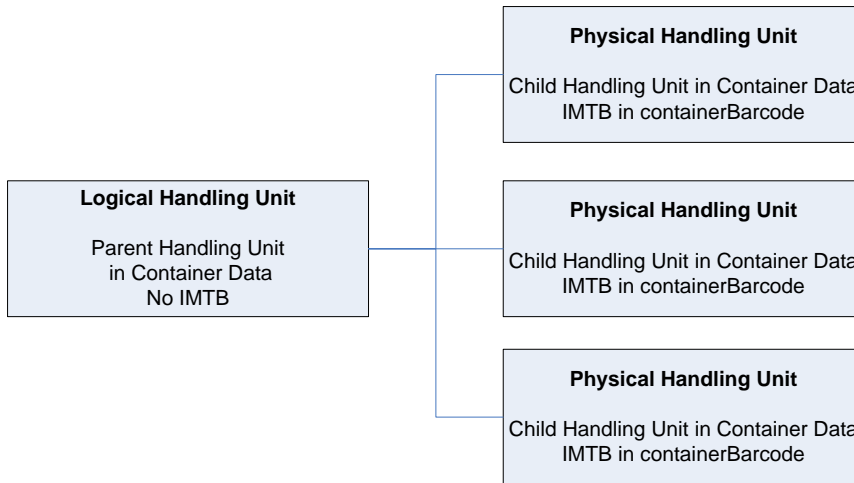


Figure 20: Association of Physical Handling Units to Logical Handling Units

For detailed specification on how to populate the ContainerData data type or the Qualification Report message, refer to the Mail.XML Software Development Guide which can be found at <http://ribbs.usps.gov/>.

3.10.4 Container Information (Pallets or APCs)

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 must apply container labels that include a unique Intelligent Mail container barcode when the mail is containerized. Mailers will populate the serial number field of the Intelligent Mail container Barcode with a unique number for each container. These Intelligent Mail container barcodes must remain unique for 45 days from the date the mail in those containers is inducted.

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

3.10.4.1 Physical Containers

Most mailers will identify the specific container in which a physical or logical handling unit was placed. A physical container is created in Mail.XML in the ContainerData data type of the Qualification Report message. Mailers will create a ContainerData record for each container they produce and will place the Intelligent Mail Container barcode for that container in the ContainerBarcode field.

For detailed specification on how to populate the ContainerData data type or the Qualification Report message, refer to the Mail.XML Software Development Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

3.10.4.2 Logical Containers (Pallets or APCs)

In MLOCR origin mailings, the situation often arises where 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.

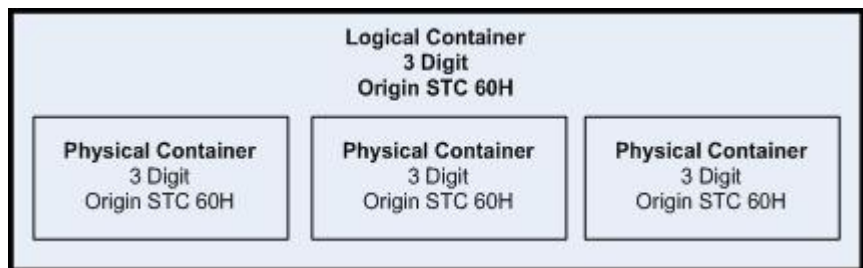


Figure 21: Logical Containers

Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail container barcode; however, when 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 ContainerData data type of the Qualification Report message. Logical containers are created as records in ContainerData but have no Intelligent Mail container barcode in the ContainerBarcode field.

Physical containers are also created as records in ContainerData and are identified as physical containers by including the Intelligent Mail container barcode on the physical container in the ContainerBarcode field.

Physical containers are associated to logical containers by placing the customerContainerID of the logical container in the parentContainerID field of the physical container.

For detailed Mail.XML Software Development Guide for Full-Service which can be found at <http://ribbs.usps.gov/>.

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

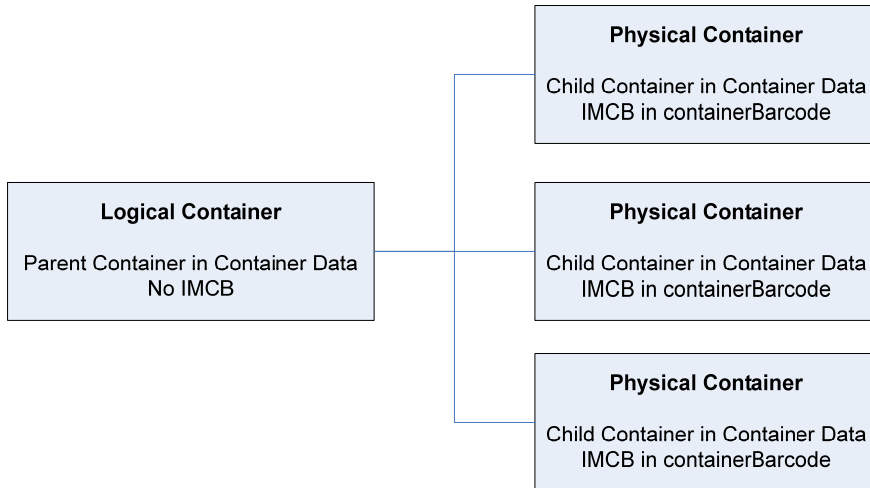


Figure 22: Association of Physical Containers to Logical Containers

3.10.4.3 Associating Handling Units to Containers

Handling units are associated to containers by associating the physical handling units to the appropriate logical container. This association is made by including the CustomerContainerID (from the CustomerContainerID field of the ContainerData data type) of the logical container record in the ParentContainerID field of the ContainerData record of the physical handling unit. Multiple physical handling units can be associated to a single logical container.

3.10.5 Appointment Information

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

3.10.6 Postage Information

The Mail.XML messages may be used to enter the electronic postage statements for either full-service or basic mailing. The acceptance personnel finalize each of these postage statements to debit the account for the amount of each postage statement.

3.11 Postal Wizard (PW)

The *PostalOne!* system provides 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. (Qualification reports for mailings of less than 10,000 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).

The PW 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 acceptance unit once the form is completed. For more information on how to use the PW refer to the Getting Started Guide found at <http://www.usps.com/postalone/guides.htm>.

3.11.1 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

When unique sequential sequence numbers are used on mailpieces documented in PW, mailers may provide the

range of sequence numbers used by entering the Lowest Sequence Number and Highest Sequence Number in the PW. Unique sequential sequence numbers cannot be reused within 45-days from the date of mailing.

3.11.2 Piece Electronic Documentation Using Mailing ID

When a customer is not required to submit a qualification report, the serial number field of each Intelligent Mail barcode 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. Unique mailing serial numbers must be populated in the PW entry screen field.

3.11.3 Postage Information

The PW submissions may be used to enter the electronic postage statements for either full-service or basic mailing. The acceptance personnel finalize each of these postage statements to debit the account for the amount of each postage statement.

3.12 Mail Owner and Mail Preparer Identification in Electronic Documentation

Often, Mail Owners will 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 with the USPS (the mail is prepared By the mail service provider, For the Mail Owner). For 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 provisioning which requires a profile, they must be identified by their Mailer ID in the By/For of the electronic documentation.

3.12.1 Non-Sequential Piece Identifiers

When the serial numbers applied in the Intelligent Mail barcodes of a mailing are not sequential, the creator of the electronic documentation may use one of the single piece options in the .PDR or PDR.XML to identify the Mail Owner of the mailing.

3.12.1.1 Option 1: Mailer Owner MID

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

Mail.dat

- Mailer ID of Mail Owner in MPA: Mailer ID of the company which owns the mailpieces indicated in the MPA record.
- Mailer ID of Mail Owner in CPT AND Host Statement Component ID in MCR (to identify appropriate component to use from CPT): Mailer ID of the company which owns the mailpieces indicated in the PDR records (all of which associate to a single CQT record).

Mail.XML

- Mail Owner in the Piece messages and PDR.XML: Mailer ID of the company which owns the mailpiece indicated in the PDR.XML record.

3.12.1.2 Option 2: Mail Owner Permit Number

Mail service providers can 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 with Mailer Facility ID in SEG: Permit Number/Permit ZIP+4/Permit Type of the company which owns the mailpieces indicated in the CSM record.

Mail.XML

- Permit Number and Permit Type in MailerData: the Permit Number of the company which owns the mailpiece indicated in the Mail.XML message (available in version 5.0).

3.12.1.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail service providers can 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 Identifier in CPT AND Host Statement Component ID in MCR (to identify appropriate component to use from CPT): CRID of the company which owns the mailpieces indicated in the PDR records (all of which associate to a single CQT record).

Mail.XML

- Mail Owner in the piece messages and PDR.XML: CRID of the company which owns the mailpieces indicated in the Mail.XML message.
- Customer Registration ID in MailerData: CRID of the company which owns the mailpieces indicated in the Mail.XML message.

3.12.2 Sequential Piece Identifiers

When the serial numbers applied in the Intelligent Mail barcodes 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, when there are multiple Mail Owner MID's in the same container, the ranging option cannot be used.

3.12.2.1 Option 1: Mailer Owner MID

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

Mail.dat

- Mail Owner Identifier in CPT AND Host Statement Component ID in MCR (to identify appropriate component to use in CPT): Mailer ID of the company which owns the mailpieces indicated in the CSM record
- Mail Owner MID in Intelligent Mail Range (IMR): Mailer ID of the company which owns the mailpieces indicated in the IMR record.

Mail.XML

- Mail Owner MID in the piece messages IntelligentMailRange block: Mailer ID of the company which owns the mailpiece indicated in the Mail.XML message.

3.12.2.2 Option 2: Mail Owner Permit Number

Mail service providers can 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 with Mailer Facility ID in SEG: Permit Number/Permit ZIP+4/Permit Type of the company which owns the mailpieces indicated in the CSM record.

Mail.XML

- Permit Number and Permit Type in MailerData: the Permit Number of the company which owns the mailpiece indicated in the Mail.XML message (available in version 5.0)

PW

- Permit Number, Permit Type, and Zip Code of the Post Office of mailing

3.12.2.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail service providers can 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 Identifier in CPT AND Host Statement Component ID in MCR (to identify appropriate component to use from CPT): CRID of the company which owns the mailpieces indicated in the CSM record.

Mail.XML

- Mail Owner CRID in piece message's IntelligentMailRange block: the CRID of the Mail Owner of the mailpieces associated to the Mail.XML message.

3.12.3 Order of Preference

If two or more of the options above are populated, the following order of preference will be used to determine which fields should be used. A submission of the PDR.XML file will always overwrite a submission of the PDR when both are submitted for the same Mail.dat job. 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 preference 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.

1. Mail Owner's Mailer ID in the Intelligent Mail barcode (as indicated by a 'Y' in the MID on IMB Indicator in the Component File (CPT) in Mail.dat or the ContainerData message in Mail.XML)
2. Mail Owner's Mailer ID in PDR.XML /piece messages
3. Mail Owner's Customer Registration ID (CRID) in PDR.XML /piece messages
4. Mail Owner's Permit Number in MailerData
5. Mail Owner's Mailer ID in CPT
6. Mail Owner's Mailer ID in MPA
7. Mail Owner Identifier in CPT (Mailer ID or CRID)
8. Mail Owner Lcl Permit Ref Num in MPA (Permit Number)

3.12.4 Obtaining a Mail Owner CRID

The Customer Registration ID is a 10-digit identifier created by the Customer Registration system to uniquely identify the USPS Customers at a physical address. For each unique combination of Company Name and physical address, the USPS will create a new CRID. The CRID is made available to all USPS systems and applications to identify customers and associate customer data across those systems. The CRID is the single unique ID that connects a company's information at a specific geographic location (physical street address) across all USPS applications and a CRID will be associated to every Permit Number and Mailer ID that is issued (there may be multiple Permit Numbers or MIDs associated to a single CRID). Any USPS Customer who wants to do business electronically with the USPS can obtain a CRID. The CRID should be treated as an account number and treated with the appropriate confidentiality. Two options will exist to obtain a CRID. Option 1 will be implemented first and will be the primary mechanism for distributing CRIDs in the initial full-service deployment.

Option 1: A company shall be able to request Customer Registration IDs (CRID) by uploading a pipe delimited file to *PostalOne!* with the following message format:

CRID Request File
Company Name
Company Address Line 1
Company Address Line 2
City
State
ZIP Code (5 or 9 digit)

Figure 23: CRID Request File Layout (Pipe Delimited)

After receiving the file, the *PostalOne!* system shall respond with the CRID of the company (or companies) identified in the file. If a CRID did not previously exist, the Customer Registration ID system will create a new

CRID to provide in the response file.

When automated, the *PostalOne!* system shall generate an automatic letter which will be printed and mailed via USPS mail to the company name and address for which the CRID was requested. The contents of the letter shall read:

USPS has created a CRID (Customer Registration ID) for you for the following company name at the following address with the following CRID:

- Mail Owner's company name
- Mail Owner's company address line 1
- Mail Owner's company address line 2
- Mail Owner's city
- Mail Owner's state
- Mail Owner's ZIP Code (5 or 9 digit)
- Mail Owner's CRID

The CRID was created on your behalf on the request of the following Mailing agent:

- Mailing agent's company name
- Mailing agent's company address line 1
- Mailing agent's company address line 2
- Mailing agent's city
- Mailing agent's state
- Mailing agent's ZIP Code (5 or 9 digit)
- Mailing agent's CRID
- Mailing agent's email address
- Mailing agent's phone number

Please make a note of your CRID and understand that the above mentioned mailing agent will be using your ID to identify your mailings for the USPS.

Option 2: A company shall be able to request Customer Registration IDs (CRID) by sending a Mail.XML request with the message format below. The Request CRIDOrMIS and ResponseCRIDOrMID messages in the Mail.XML specification support this data exchange.

Mail Preparer Mail.XML Request	<i>PostalOne!</i> Response
Transaction ID	Transaction ID
Tracking ID	Tracking ID
Mail Owner's Company Name	Mail Owner's Company Name
Mail Owner's Company Address Line 1	Mail Owner's Company Address Line 1
Mail Owner's Company Address Line 2	Mail Owner's Company Address Line 2
Mail Owner's City	Mail Owner's City
Mail Owner's State	Mail Owner's State
Mail Owner's ZIP Code (5 or 9 digit)	Mail Owner's ZIP Code (5 or 9 digit)
Mail Owner's CRID	Mail Owner's CRID
Mail Owner's Email Address	Mail Owner's Email Address
Mail Owner's Phone Number	Mail Owner's Phone Number

Figure 24: CRID Request Message

After receiving the request from the customer through web services, the *PostalOne!* system shall respond with the CRID of the company identified in the message. If the CRID did not previously exist, the Customer Registration ID system will create a new CRID to provide in the message response.

When a CRID is requested using this option, the *PostalOne!* system shall generate an automatic email if an email address is available and the contents of the email shall also be printed and mailed via USPS mail to the company name and address provided in the message. The contents of the email/printed letter shall be:

USPS has created a CRID (Customer Registration ID) for you for the following company name at the following address with the following CRID:

- Mail Owner's company name
- Mail Owner's company address line 1
- Mail Owner's company address line 2
- Mail Owner's city
- Mail Owner's state
- Mail Owner's ZIP Code (5 or 9 digit)
- Mail Owner's CRID

The CRID was created on your behalf on the request of the following Mailing agent:

- Mailing agent's company name
- Mailing agent's company address line 1
- Mailing agent's company address line 2
- Mailing agent's city
- Mailing agent's state
- Mailing agent's ZIP Code (5 or 9 digit)
- Mailing agent's CRID
- Mailing agent's email address
- Mailing agent's phone number

Please make a note of your CRID and understand that the above mentioned mailing agent will be using your ID to identify your mailings for the USPS.

4 Mailer Feedback

4.1 Overview

Mailings that comply with full-service requirements will be provided start-the-clock and address correction information through online reports and an automated data exchange for mailings/mailpieces that comply with full-service requirements. When container scans related to those mailings are available, (USPS will not scan all containers) those will also be available in online reports and through an automated data exchange.

4.2 Available 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:

FTP – File Transfer Protocol method. Support for this is being phased out to meet the USPS Security standards for secured, guaranteed solutions.

Browser based HTTPS Download (Compressed Files) – Online web page allowing customers to download data over HTTPS.

Browser based Report (using HTTPS) – Online web page allowing customers to view reports over HTTPS.

Electronic File Exchange (AS2 and Connect Direct) – Industry standard mechanisms for the secured, guaranteed delivery of data files.

Web Services Pull (Customer Invokes USPS Web Service) – Web Services Pull model where a customer sends a Web Services based XML Request message invoking the USPS Web Services to pull data in XML format from a USPS Web Service.

Web Services Push (USPS Invokes Customer Web Service) - Web Services Push model where the USPS invokes a customer’s Web Services and pushes XML data to the customer Web Service when the data is available or a notification to the customer that customer’s data is available for download.

Options for Data Exchange						
No	Data/ Service	Browser based HTTPS Download (Compressed Files)	Browser based Report (over HTTPS)	Electronic File Exchange (AS2 and Connect Direct)	Web Services Pull (Customer Invokes USPS Web Service)	Web Services Push (USPS Invokes Customer Web Service)
1	Start-the-Clock		Yes		Yes	Yes
2	Container Scans		Yes		Yes	Yes
3	ACS	Yes		Yes		Yes – A notification to the customer is sent to indicate data is ready to be pulled.
4	Confirm	Supported Today				

Figure 25: Data Exchange Methods

4.2.1 Start-the-Clock for BMEU 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 StartTheClockBMEUMailingResponse message in the Mail.XML specification supports this data exchange.

Start-the-Clock – BMEU Mailings					
Job ID/ Transaction ID	Class of Mail	Origin Facility	Origin Facility Locale Key	Arrival Date/Time	Start-the-Clock Date (Day 0)
9878988880	Standard Mail	Baltimore P&DC	V22931	03/01/2008 15:25	03/01/2008

				EDT	
6668765468	Standard Mail	Baltimore P&DC	V22931	03/02/2008 8 11:00 EDT	03/02/2008
ACI88867	First-Class Mail	Dulles P&DC	X29745	03/02/2008 8 20:00 EDT	03/03/2008

Figure 26: Start-the-Clock for BMEU Entered Mail Report

4.2.2 Start-the-Clock for Drop Ship and Origin Entered Mail Transported by Mailer

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. The StartTheClockDropShipMailingResponse message in the Mail.XML specification supports this data exchange.

Start-the-Clock - Drop Ship Mailings									
Appt Num	Class of Mail	USPS Induction Facility	USPS Induction Locale Key	Appt Date and Time	Arrival	Unload Start	Unload End	Appt Status	Start-the-Clock Date (Day 0)
623456789	Standard Mail	Atlanta SCF	X10054	02/18/2008 14:00 EDT	02/18/2008 14:25 EDT	02/18/2008 14:25 EDT	02/18/2008 14:55 EDT	CLOSED	02/18/2008
723456789	Standard Mail	Dulles P&DC	X29745	02/15/2008 8 12:00 EDT	02/15/2008 12:00 EDT	02/15/2008 12:20 EDT	02/15/2008 12:50 EDT	CLOSED	02/15/2008
92345R0215	Periodicals	New York SCF	V19160	02/15/2008 8 09:00 EDT	02/02/2008 09:00 EDT	02/02/2008 09:00 EDT	02/02/2008 09:15 EDT	CLOSED	02/02/2008

Figure 27: Start-the-Clock for Drop Ship Mailings Report

4.2.3 Start-the-Clock 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 that 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. The StartTheClockPlantLoadMailingResponse message in the Mail.XML specification supports this data exchange.

The following table shows the start-the-clock report for an environment where the entire mailing is associated to a single dispatch that is released when the mailing is complete.

Start-the-Clock – Single Group Plant Load Mailings						
Job ID/ Transaction ID	Dispatch Number	Class of Mail	Origin Facility	Origin Facility Locale Key	Mail Released Date/Time	Start-the-Clock Date (Day 0)
723456789	123456-0219	Standard Mail	Baltimore P&DC	V22931	02/19/2008 14:00 EDT	02/19/2008
987657666	123456-0301	First-Class Mail	Dulles P&DC	X29745	03/01/2008 14:25 EDT	03/01/2008
ACI15678	123456-0302	First-Class Mail	Dulles P&DC	X29745	03/02/2008 11:00 EDT	03/02/2008

Figure 28: Start-the-Clock for Single Group Plant Load Report

Mailers that can 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.

Start-the-Clock – Multiple Group Plant Load Mailings						
Job ID/ Transaction ID	Dispatch Number	Class of Mail	Origin Facility	Origin Facility Locale Key	Mail Released Date/Time	Start-the-Clock Date (Day 0)
723456789	123456-0219	First-Class Mail	Dulles P&DC	X29745	02/19/2008 11:00 EDT	02/19/2008
723456789	234567-0219	First-Class Mail	Baltimore P&DC	V22931	02/19/2008 13:25 EDT	02/19/2008
723456789	345678-0219	Standard Mail	Baltimore P&DC	V22931	02/19/2008 18:15 EDT	02/20/2008

Figure 29: Start-the-Clock for Multiple Group Plant Load Report

4.2.4 Full-Service Container Visibility

Mailers presenting full-service mailings will be provided a report showing induction scans of full-service containers. This report of container visibility information is only available from the USPS processing facilities where 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 ContainerVisibilityResponse message in the Mail.XML specification supports this data exchange.

Containers Visibility – Container Scans/Status									
Appt Num	Job ID/	Mailing	USPS	USPS	IM Container	Container	Induction	Induction	Induc-

	Transaction ID	Group ID	Induction Facility	Induction Facility Locale Key	Barcode	Scan Date/time	Status	Issue Desc	tion Issue Resoluti on
623456789	A6189999	555678	Atlanta SCF	X10054	99M4239054 69898432348	2/19/2008 14:25 EDT	Accepted	None	
623456789	A6189999	555678	Atlanta SCF	X10054	99M4239054 69898432349	2/19/2008 14:27 EDT	Accepted	None	
623456789	A6189999	555678	Atlanta SCF	X10054	99M4239054 69898432350	2/19/2008 14:31 EDT	Accepted	None	

Figure 30: Container Visibility Report

4.2.5 Full-Service Change of Address Detail Report

Mailers presenting full-service mailings will be provided a Change of Address detail online report and automated data exchange. The report will provide information including the original Intelligent Mail barcode 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 when the electronic documentation specification support the ability to provide that information. The FullServiceAddressCorrectionResponse message in the Mail.XML specification supports this data exchange.

Mailer ID	Job ID	Original IMB	Record Creation Date	Move Effective Date	Move Type	Deliverability Code	COA Name	Keyline from eDoc	Old Address Type		
432214	99946678	999434221452252324289402769102	2/19/2007	2/12/2007	F	(space)	John Smith	1234 5678 9012 3456	G		
Old Urbanization Name	Parsed Old Address		Old City-State-ZIP	New Address Type	New Urbanization Name	Parsec New Address		New City-State-ZIP	PMB (Private Mail Box)	Class/Notification Type	Fee Notification
null	123 Main Street Apt 2B		Center LA 710666 07	G	null	1122 Center Lane		Saint Rose LA 710777 9	null	B	N

Figure 31: Change of Address Detail Report

4.2.6 Full-Service Nixie Detail Report

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 Intelligent Mail barcode 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 when the electronic documentation specification support the ability to provide that information. The FullServiceNixieResponse message in the Mail.XML specification supports this data exchange.

Mailer ID	Job ID	Original IMB	Record Creation Date	Action Code	Parsed Address on Piece
432214	99948678	999434221462262324289402769102	2/19/2007	R	123 Main Street Apt 2B

On Piece City-State-ZIP	Returned To Address	Returned To City-State-ZIP	Reason Code	Keyline from eDoc	Fee Notification
Kenner LA 7008686 07	1122 Center Lane	Saint Rose LA 70087323 9	A	1234 6678 9012 3456	N

Figure 32: Nixie Detail Report

4.3 Full-Service Data Provisioning 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.

1. Businesses or organizations that have users with accounts in the USPS systems may view data online.
2. Businesses or organizations may receive their data through an automated data exchange process.

To view data online or to obtain data through an automated data exchange process, a login ID and a password to the USPS *PostalOne!* system is required. To use Intelligent Mail barcodes, mailers will need a Mailer ID (MID). To obtain a Mailer ID, complete and submit an Application for Mailer ID to the local MDA or BMEU Manager. The USPS will also be providing an online Mailer ID application and provisioning process. When issued, Mailer IDs will be recorded in *PostalOne!* as having been issued to a Mail Owner or a Mail Preparer/Agent.

4.4 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 provisioning to third-parties, they must be identified by their Mailer ID in the By/For of the electronic documentation.

The Mail Owner may allow other parties access to data or information about their mailings. For example, parties interested in OneCode ACS data from a mailing for which they were not the Mail Owner may receive the OneCode ACS data when authorized by the Mail Owner. OneCode ACS information for a specific mailpiece may only be distributed to one party. Start-the-Clock 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. Access to 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. Confirm data may be distributed to multiple parties if each is identified in a Cast of Characters message. No data may be distributed to a third-party unless the electronic documentation and Cast of Characters messages are received by the USPS at least three hours prior to the induction of the mail.

There are two types of authorization Mail Owners/Preparers can grant: static and dynamic. Profiles may be set up for a specific Mailer ID with effective start and end dates.

When a Mail Owner/Preparer desires to engage a third-party to manage their data for a specific Mailer ID and service they will create a static relationship. For example, a Mail Owner who holds a Mailer ID may hire a service provider to receive all ACS data associated to their Mailer ID and obtain that information on their behalf. A Mail Owner who holds a Mailer ID may also authorize their Mail Preparer to receive all data associated with mailings that specific Mail Preparer created. The CastOfCharactersCreate messages supports this capability.

There are other cases when the Mail Owner/Preparer engages a third-party to manage only a portion of the data for a specific Mailer ID and service. For example, a Mail Owner who holds a Mailer ID may decide to use a third-party service provider to receive and report on OneCode Confirm data from a single mailing. In this example, the relationship cannot be a Static Relationship because the third-party is only providing services for a single mailing.

4.5 Profile Set-up

4.5.1 Static Relationships

To create a Static Relationship profile, the Owner of the Mailer ID first must have a user account in the *PostalOne!* system and then they must establish a relationship profile in the *PostalOne!* system that identifies the access permissions others can have relative to the Owner's mailings of a specified Mailer ID. A different profile can be created for each service (i.e. different third-parties can be authorized to receive OneCode Confirm and OneCode ACS data for the same Mailer ID). To create a Mail Owner/Mailing Agent Agreement, a user associated to the Mail Owner will login to the *PostalOne!* system and grant access to the third-party identified using a Mailer ID, Customer Registration ID, or Permit Number/Type/ZIP+4 of the third-party. Three levels of access may be provided: Complete, Partial Access, Partial Preparer, or Partial MID on Piece), and Delegated.

Upon creation of a Static Relationship profile with an access level of "Complete", all data for the service type defined and associated to the Mailer ID in the profile would be provided only to the third-party identified in the profile. This relationship applies whether the Mailer ID is on the mailpiece or identified in the electronic documentation as either the Mail Owner or the Mail Preparer.

Upon creation of a "Partial – Mail Preparer" relationship, all data for the service in the profile associated to the Mailer ID in the profile would be provided to the third-party identified in the profile when the third-party is the Mail Preparer for those mailpieces. This relationship applies whether the Mailer ID is on the mailpiece or identified in the electronic documentation as either the Mail Owner or the Mail Preparer.

Upon creation of a "Partial – MID on Piece" relationship, all data for the ACS service associated to the Mailer ID in the profile would be provided to the owner of the Mailer ID on the mailpiece.

If Mail Owners do not want to actively manage their 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 will determine to whom data collected should be provided. This access would be marked as "Delegated" in the profile. To create "Delegated" access, a Mail Owner may either alter their profile directly in *PostalOne!* or complete a paper form authorizing the change. Mail Owners may delegate control for one or all services when setting up their profiles. The delegated agent may then set-up one of the other profile options: Complete, Partial, or Dynamic for the data

4.5.2 Dynamic Relationships

To enable a Dynamic Relationship, a user associated to the Mail Owner/Preparer that holds the Mailer ID would update the profile for that Mailer ID to allow access to the users associated with the third-party provider. This access would be marked as "Partial Access" in the profile and would enable to the third-party to receive only the portion of the data associated to that Mailer ID identified in a Cast of Characters file. The Mail Owner/Preparer would then submit a Cast of Characters message to identify a mailing (or portion of a mailing) and the service for which data should be provided to the third-party. This relationship applies whether the Mailer ID is on the mailpiece or identified in the electronic documentation as either the Mail Owner or the Mail Preparer.

A Cast of Characters message may be submitted by a Mail Owner for all mailpieces prepared on their behalf. A Mail Preparer may submit a Cast of Characters message for mailpieces they have prepared when a dynamic profile exists.

Appendix A: Service Type Identifier Matrix

The description that follows describes Service Type Identifiers that apply to the May 2009 implementation of basic and full-service options for Intelligent Mail. If you need to identify Service Type Identifiers to use in your current Intelligent Mail barcodes, refer to the Intelligent Mail Barcode Technical Resource Guide, which can be found at <http://ribbs.usps.gov/onecodesolution/>.

Appendix A provides a detailed description of the various address correction options available within basic and full-service mailings and the Service Type IDs that provide the different UAA handling treatments.

Appendix A is divided into

- No address correction or ancillary services desired for handling of UAA mailpieces
- Using Traditional ACS in conjunction with the Intelligent Mail barcode
- 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 or full-service.
- 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 undeliverable-as-addressed 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 ancillary service endorsement. If not, skip to Step 8.
- Step 7 Determine whether to use a "Recommended Ancillary Service Endorsement" or an "Allowable Ancillary Service Endorsement" 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 Service Type ID and/or the ancillary service endorsement.
- 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 Service Type ID specific to that line item during creation of the Intelligent Mail barcode.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
040	First-Class Mail	Basic Option	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.
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 Mailer ID established as Address Service Requested Option 1, the same Mailer ID 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 hard copy notice provided. Forwardable Mail Forwarded, all other UAA mail returned (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces only.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailable Disposition	Requires an On-Piece, Text-Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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 2 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 2, the same Mailer ID 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 hard copy notice provided. Forwardable Mail Forwarded, all other UAA mail returned (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces only. All other UAA returned with on-piece
082	First-Class Mail	Basic Option (OneCode ACS purchased separately)	Y	None	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Change Service Requested Option 1, the same Mailer ID 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, No separate ACS or hard copy notice provided, mail will be forwarded or returned as eligible.
082	First-Class Mail	Basic Option (OneCode ACS purchased separately)	Y	None	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 Mailer ID established as Change Service Requested Option 2, the same Mailer ID cannot be used for CSR Option 1 or ASR Option 2		(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 hard copy notice provided, mail will be forwarded or returned as eligible.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text-Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
080	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	Address Service Requested	Electronic Service Requested	Option 1 or Option 2	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 ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific 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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	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 Mailer ID established as Address Service Requested Option 1, the same Mailer ID cannot be used for ASR Option 2 or CSR Option 2	Electronic address correction notices provided on forwarded mail only.	Forwardable mail forwarded, all other UAA returned w/reason affixed
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 Mailer ID established as Address Service Requested Option 2, the same Mailer ID cannot be used for ASR Option 1 or CSR Option 2	Electronic address correction notices provided for all forwarded and returned mailpieces.	Forwardable mail forwarded, all other UAA returned w/reason affixed

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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 Mailer ID established as Change Service Requested Option 1, the same Mailer ID 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, No separate ACS or hard copy 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	Electronic Service Requested (A)	Change Service Requested (B)	Option 2 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Change Service Requested Option 2, the same Mailer ID cannot be used for CSR Option 1 or ASR Option 2	Forwardable mail forwarded, all other undeliverable -as-address mail disposed. OneCode ACS notices provided for all transactions.	(A) If ESR, No separate ACS or hard copy 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 Service or Change Service available	Y	Address Service Requested	Electronic Service Requested	Option 1 or Option 2	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 ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailable Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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.
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.

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Multipiece Disposition	Requires an On-Piece, Text-Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 1, the same Mailer ID 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 hard copy notice provided, mail forwarded and returned as appropriate.(B) If ASR, Hard copy, 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)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 2, the same Mailer ID 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 hard copy notice provided, mail forwarded and returned as appropriate. (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded 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)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 2, the same Mailer ID cannot be used for ASR Option 1 or CSR Option 2	All undeliverable -as-address mail disposed of and OneCode ACS notice provided for all transactions.	(A) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hard copy notice provided. (B) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
083	First-Class Mail	Full Service	Y	None	All UAA mail disposed	N	Change Service Requested(A)	Electronic Service Requested(B)	Option 2 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Change Service Requested Option 2, the same Mailer ID cannot be used for CSR Option 1 or ASR Option 2	Forwardable mail forwarded, all other undeliverable -as-address mail disposed. OneCode ACS notices provided for all transactions.	(A) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hard copy 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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	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 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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as 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

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 1, the same Mailer ID cannot be used for ASR Option 2 or CSR Option2	Electronic address correction notices provided for all forwarded mailpieces.	(A) If ESR, No separate ACS or hard copy notice provided, mail forwarded and returned as appropriate. (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
														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)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 2, the same Mailer ID 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 hard copy notice provided, mail forwarded and returned as appropriate. (B) If ASR, Hard copy, 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)	OneCode ACS pricing	Y	Once Mailer ID established as Change Service Requested Option 1, the same Mailer ID 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 hard copy notice provided.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
241	First-Class Mail	Full Service	Y	Destination	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 2 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Change Service Requested Option 2, the same Mailer ID cannot be used for CSR Option 1 or ASR Option 2	Forwardable mail forwarded, all other undeliverable -as-addressed mail disposed. OneCode ACS notices 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 hard copy 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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
036	First-Class Reply Mail	Full Service	N	None	N/A	N	N/A	N/A			N	N/A		N/A

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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	Business Reply Mail	Full Service	N	Origin	N/A	N	N/A	N/A			N	N/A		N/A
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		Fees charged at current pricing schedule				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	Y	Address Service Requested	Address Service Requested		PS Form 3579 manual correction provided on first forwarded mailpiece after 60 days. Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece		Forwardable mail forwarded first 60 days after customer move, all other UAA returned

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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		Fees charged at current pricing schedule				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	Y	Address Service Requested	Address Service Requested		PS Form 3579 manual correction provided on first forwarded mailpiece after 60 days. Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece		Forwardable mail forwarded first 60 days after customer move, all other UAA returned
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.

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
782	Periodicals Class	Basic Option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	OneCode ACS pricing Returned pieces at single piece rate	Y		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	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	OneCode ACS pricing Returned pieces at single piece rate	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.
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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Unreadable Intelligent Mail barcode not applicable. Mailpiece will forward or waste as appropriate.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee Single piece rate if ASR used	Y	MID is not linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Not applicable
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		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	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	OneCode ACS pricing Returned pieces at single piece rate	Y		Provides an ACS record at first occurrence	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
144	Periodicals Class	Basic Option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	OneCode ACS pricing returned pieces at single piece rate	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.
244	Periodicals Class	Basic Option (OneCode 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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	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 (OneCode 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	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee Single piece rate if ASR used	Y	MID is not linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Forwardable mail forwarded first 60 days after customer move, all other UAA returned

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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		Fees charged at current pricing schedule				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.	Y	Address Service Requested	Address Service Requested		PS Form 3579 manual correction provided on first forwarded mailpiece after 60 days. Returned pieces at single piece rate	Y		Allows use of barcode for automation rates and the use of hard copy address corrections.	If no endorsement, mailpiece will forward, waste, or return p/d as appropriate. Any address corrections will be hard copy PS Form 3579.
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	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.

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	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	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	OneCode ACS pricing Returned pieces at single piece rate	Y		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	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	OneCode ACS pricing Returned pieces at single piece rate	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.
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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Unreadable Intelligent Mail barcode not applicable. Mailpiece will forward or waste as appropriate.

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
783	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 returned	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee Single piece rate if ASR used	Y	MID is not linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Not applicable
274	Periodicals Class	Full Service	N	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned.	Y	Address Service Requested	Address Service Requested	N/A	PS Form 3579 manual correction provided on first forwarded mailpiece after 60 days. Returned pieces at single piece rate	Y		Allows use of barcode for automation rates and the use of hard copy address corrections.	If no endorsement, mailpiece will forward, waste, or return p/d as appropriate. Any address corrections will be hard copy PS Form 3579.
045	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		Fees charged at current pricing schedule				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 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.

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
145	Periodicals Class	Full Service	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	OneCode ACS pricing Returned pieces at single piece rate	Y		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	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	OneCode ACS pricing Returned pieces at single piece rate	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.
045	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 disposed	N	Must not be endorsed	Must not be endorsed	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee	Y	MID is not linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Unreadable Intelligent Mail barcode not applicable. Mailpiece will forward or waste as appropriate.

Service Type ID	Class of Mail	MIB Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee Single piece rate if ASR used	Y	MID is not linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Not applicable
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 for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fees (hard copy) and postage due 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.
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.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
702	Stand ar 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	Stand ar Mail	Basic Option	N	Destin ation	All UAA mail disposed	N	N/A	N/A			N			All UAA mail Disposed
042	Stand ar Mail	Basic Option	N	Destin ation	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fees (hard copy) and postage due 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.
042	Stand ar Mail	Basic Option	N	Destin ation	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.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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 (for 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 hard copy 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.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	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 separately)	Y (for 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 Form 3547) provided at fee. All

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
)	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 hard copy corrections they should use ESR.	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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	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 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 ancillary service endorsement.	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.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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 (hard copy) and postage due 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.

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text-Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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.
091	Standard Mail	Full Service	Y (for 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 hard copy 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.

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text-Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	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.
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 linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	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 (hard copy) and postage due 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.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text-Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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 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.
143	Standard Mail	Full Service	Y (for 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	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 hard copy corrections they should	(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.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
													use ESR.	
243	Standard Mail	Full Service	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.
143	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	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 single class and ancillary service endorsement.	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.
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 ancillary service endorsement.	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	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

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
706	BPM	Basic Option	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 ancillary service endorsement
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 ancillary service endorsement
706	BPM	Basic Option	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 ancillary service endorsement
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 ancillary service endorsement

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
424	BPM	Basic Option (OneCode ACS purchased separately)	Y (for war ded mai lpie ces onl y)	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 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.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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 hard copy 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 linked to the requested service, but the Traditional ACS participant ID is limited to both a single class and ancillary option.	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 linked to the requested service, but the Traditional ACS participant ID is limited to both a single class and ancillary option.	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.

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
265	BPM	Full Service	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
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 ancillary service endorsement
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 ancillary service endorsement
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 ancillary service endorsement
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 ancillary service endorsement

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
423	BPM	Full Service	Y (for forwarded mail 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.
423	BPM	Full Service	Y (for wards 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	Address correction OneCode ACS pricing. Forwardable pieces shipper paid at single piece letter or flat 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)		OneCode ACS pricing	Y		Must be endorsed Change Service Requested or Electronic Service Requested	(A) If CSR, mailpiece disposed and hard copy address correction provided at manual address correction fee.(B) If ESR, all UAA disposed as UBBM and no manual address correction provided.

Service Type ID	Class of Mail	IMS Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
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 linked to the requested service, but the Traditional ACS participant ID is limited to both a single class and ancillary option.	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 linked to the requested service, but the Traditional ACS participant ID is limited to both a single class and ancillary option.	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 123456789)
Company B: Mail Preparer (MID 987654321)
Company C: Service Provider (MID 111111111)
Company D: Mail Owner (MID 000123456)
Company E: Mail Preparer (MID 000987654321)

OneCode ACS Scenarios

Scenario 1:

Company A prepares their own mailings using their Mailer ID, 123456789. Company A wants to receive OneCode ACS data.

- Company A would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Preparer and indicate the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive OneCode ACS data through the Mailer ID 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) Mailer ID 123456789 on the mailpieces. Company A wishes to receive OneCode ACS data.

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company B as the Mail Preparer and indicate the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive OneCode ACS data through the Mailer ID 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 Mailer ID 987654321 on the mailpieces. Company A wishes to receive OneCode ACS data.

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company A would receive OneCode 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 Mailer ID 987654321 on the mailpieces. Company A wishes to send their OneCode ACS data to Company B whenever Company B is their Mail Preparer.

- Company A has set up a static partial profile in *PostalOne!* authorizing Company B to receive the OneCode ACS data for Company A when Company B prepares the mail.

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- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company B would receive OneCode ACS data through the static profile in *PostalOne!*.
- 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) Mailer ID 123456789 on the mailpieces. Company A wishes to send all of their OneCode ACS data to Company C.

- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the OneCode ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company C would receive OneCode ACS data through the static profile in *PostalOne!*.
- 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 Mailer ID 987654321 on the mailpieces. Company A wishes to send all of their OneCode ACS data to Company C.

- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the OneCode ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company C would receive OneCode ACS data through a combination of the By/For information and the static profile in *PostalOne!*.
- 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) Mailer ID 123456789 on the mailpieces. Company A wishes to send all of their OneCode ACS data to Company B for this mailing.

- Company A has set up a dynamic profile in *PostalOne!* authorizing Company B to receive the OneCode ACS data when a Cast of Characters file has been submitted.
- Company B would submit electronic documentation to *PostalOne!* 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 *PostalOne!* identifying the mailpieces included in the mailing and directing OneCode ACS data for those mailpieces to Company B.
- Company B would receive OneCode ACS data for the mailing through the dynamic profile in *PostalOne!* 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) Mailer ID 123456789 on the mailpieces. Company A wishes to send all of their OneCode ACS data to Company B for this mailing.

- Company A has NOT set up a dynamic profile in *PostalOne!* authorizing Company B to receive the OneCode ACS data when a Cast of Characters has been submitted.
- Company B would submit electronic documentation to *PostalOne!* 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 *PostalOne!* identifying the mailpieces included in the mailing and directing OneCode ACS data for those mailpieces to Company B.
- Company B would NOT receive OneCode ACS data for the mailing.

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- Company A would receive their OneCode 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) Mailer ID 123456789 on the mailpieces. Company A has delegated all data access to Company B.

- Company A has transferred control of their Mailer ID to Company B in their static Delegated profile in *PostalOne!*. Company B has set up the profile to receive the OneCode ACS data.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company B would receive the OneCode 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) Mailer ID 123456789 on the mailpieces. Company A wishes to receive OneCode ACS data.

- Company B would submit electronic documentation to *PostalOne!* to indicate the Mailer ID on the mailpiece is that of the Mail Owner.
- Company E would submit electronic documentation to *PostalOne!* to indicate the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive OneCode ACS data through the Mailer ID 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 Mailer ID (Company B, Mailer ID 987654321 and Company E, Mailer ID 000987654321) on the mailpieces. Company A wishes to receive OneCode ACS data.

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company E would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company A would receive OneCode 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) Mailer ID 123456789 on the mailpieces. Company A wishes to send their OneCode 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 *PostalOne!* authorizing both Company B and Company E to receive the OneCode ACS data for Company A when they prepare the mail.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company E would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company B would receive OneCode ACS data through the static profile in *PostalOne!* for the mailpieces they prepared

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- Company E would receive OneCode ACS data through the static profile in *PostalOne!* 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 Mailer ID (Company B, Mailer ID 987654321 and Company E, Mailer ID 000987654321) on the mailpieces. Company A wishes to send their OneCode 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 *PostalOne!* authorizing Company B to receive the OneCode ACS data for Company A when they prepare the mail.
- Company A has NOT set up a static Partial profile in *PostalOne!* authorizing Company E to receive the OneCode ACS data for Company A when they prepare the mail.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company E would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company B would receive OneCode ACS data through the static profile in *PostalOne!* for the mailpieces they prepared
- Company E would NOT receive OneCode ACS data for the mailpieces they prepared. Company A would receive their OneCode 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 Mailer ID (Company B, Mailer ID 987654321 and Company E, Mailer ID 000987654321) on the mailpieces. Company A wishes to send their OneCode ACS data to Company C.

- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the OneCode ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company E would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company C would receive OneCode ACS data through a combination of the By/For information and the static profile in *PostalOne!*.
- 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 Mailer ID, 987654321, on the mailpieces. Company A wishes to send their OneCode ACS data to Company C for this mailing only. Company D wishes to receive OneCode ACS data.

- Company A has set up a dynamic profile in *PostalOne!* authorizing Company C to receive the OneCode ACS data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to *PostalOne!* 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 *PostalOne!* identifying the mailpieces included in the mailing and directing One Code ACS data for those mailpieces to Company C.
- Company C would receive OneCode ACS data through the Cast of Characters file. .
- Company D would receive OneCode ACS data through the By/For in the electronic

documentation.

Confirm Scenarios

Scenario 16:

Company A prepares their own mailings using their Mailer ID, 123456789. Company A wants to receive OneCode Confirm data. Company A is a Confirm subscriber and their Mailer ID, 123456789, is also their Subscriber ID.

- Company A would submit electronic documentation to *PostalOne!* which will indicate that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive OneCode Confirm data through the Mailer ID 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) Mailer ID 123456789 on the mailpieces. Company B wants to receive OneCode Confirm data. Company B is a Confirm subscriber.

- Company A has set up a dynamic profile in *PostalOne!* authorizing Company B to receive the OneCode Confirm data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A or B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company B's Confirm Subscriber ID to direct One Code Confirm data for those mailpieces to Company B.
- Company B would receive OneCode 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) Mailer ID 123456789 on the mailpieces. Company A and Company B want to receive OneCode Confirm data. Company A and Company B are Confirm subscribers.

- Company A has set up a dynamic profile in *PostalOne!* authorizing Company B to receive the OneCode Confirm data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A or B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company A's Confirm Subscriber ID to direct One Code Confirm data for those mailpieces to Company A.
- Company A or B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company B's Confirm Subscriber ID to direct One Code Confirm data for those mailpieces to Company B.
- Company A would receive OneCode Confirm data through the Cast of Characters.
- Company B would receive OneCode Confirm data through the Cast of Characters.

Scenario 19:

Company A hires Company B to prepare their mailing and Company B uses their own Mailer ID, 987654321, on the mailpieces. Company A wants to receive OneCode Confirm data. Company B does NOT want to receive OneCode Confirm data. Company A and Company B are Confirm subscribers. Company B's their Mailer ID, 987654321, is also their Subscriber ID.

- Company B has set up a dynamic profile in *PostalOne!* authorizing Company A to receive the OneCode Confirm data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to *PostalOne!* 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

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- PostalOne!* identifying the mailpieces included in the mailing and Company A's Confirm Subscriber ID to direct One Code Confirm data for those mailpieces to Company A.
- Company B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company B's Confirm Subscriber ID to stop One Code Confirm data for those mailpieces going to Company B.
 - Company B would NOT receive OneCode Confirm data.
 - Company A would receive OneCode 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) Mailer ID 123456789 on the mailpieces. Company A wants Company C to receive OneCode Confirm data. Company C is a Confirm subscriber.

- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the OneCode Confirm data for Company A including Company C's Confirm Subscriber ID.
- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company C would receive OneCode 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) Mailer ID 111111111 on the mailpieces. Company A wants Company C to receive OneCode Confirm data. Company C is a Confirm subscriber and their Mailer ID, 111111111, is also their Subscriber ID.

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company C would receive OneCode Confirm data through the Mailer ID 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) Mailer ID 123456789 on the mailpieces. Company A wants Company C to receive OneCode Confirm data. Company A is a Confirm subscriber and their Mailer ID, 123456789, is also their Subscriber ID.

- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the OneCode Confirm data for Company A.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company C would receive OneCode Confirm data through the Mailer ID 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) Mailer ID 123456789 on the mailpieces. Company B uses a OneCode Confirm Service Type Code on the mailpieces. Company A is not a Confirm subscriber.

- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A will not receive the OneCode Confirm data.

Start-the-Clock Scenarios

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Scenario 24:

Company A hires Company B to prepare their mailing and Company B uses their own Mailer ID, 987654321, on the mailpieces. Company A and Company B both want to receive Start-the-Clock data.

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company B would receive Start-the-Clock data through the Mailer ID 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) Mailer ID 123456789 on the mailpieces. Company A and Company B both want to receive Start-the-Clock data.

- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive Start-the-Clock data through the Mailer ID 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) Mailer ID 123456789 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 *PostalOne!* authorizing Company C to receive the Start-the-Clock data for Company A.
- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID 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

Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 123456789 on the mailpieces.

Company A wants to receive OneCode ACS information. Company A wants OneCode 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 *PostalOne!* authorizing Company C to receive the Start-the-Clock data for Company A.
- Company A has set up a dynamic profile in *PostalOne!* authorizing Company C to receive the Confirm data for Company A.
- Company A would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company C's Confirm Subscriber ID to direct One Code Confirm data for those mailpieces to Company C.

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- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company B as the Mail Preparer and indicate the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive OneCode ACS data through the Mailer ID on the mailpieces.
- Company C would receive Start-the-Clock data through the static profile.
- Company C would receive OneCode 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.

If there is a need to change data in the Cast of Characters message after it has been sent to *PostalOne!*, 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 v5.0 specification which can be found at 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		
12	Multiple Preparers, One Owner		X	X				X						X	
13	Two preparers, one static profile		X	X				One					One	One	

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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
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	
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

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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
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