Introduction

The U.S. Postal Service® is committed to remaining a premier provider of products and services in the communications marketplace. One of the key strategies of the Postal Service's *Transformation Plan* is to achieve growth by adding value for its customers. Confirm® service using PLANET® (Postal Alpha Numeric Encoding Technique) Code barcodes is one way to add value by making it easier to track mailpieces.

You are an important component of this commitment. As you develop and expand your business strategies, you probably ask, "How can we maintain a competitive edge and offer competitive service?" The Postal Service™ has harnessed current technology to give you options that can improve your bottom line.

Confirm service can help you track your mail electronically. Confirm service is geared towards giving you information in advance about the delivery of:

- Outbound mail going to your customers.
- Incoming reply mail.

To learn more about how this new product can benefit you and how to get started, read this guide. If you have any questions — or you just want to talk about new ways to make your mailing smarter — please contact your account manager or:

NATIONAL CUSTOMER SUPPORT CENTER
CONFIRM SERVICE USING PLANET CODE BARCODES
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Telephone: 800-238-3150

E-mail: *Confirm@email.usps.gov*
Web site: *mailtracking.usps.com*

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1 Confirm Service: An Overview

What It Is

Confirm service is a service from the U.S. Postal Service that allows mailers to uniquely identify and track both outgoing and incoming mailpieces. It provides mailers with near real-time tracking information about First-Class Mail®, Standard Mail®, and Periodicals Mail automation-compatible letters and flats for:

- Mail sent to customers.
- Reply mail sent back from customers.

Confirm service can provide the following valuable information about mail:

- When a mailing or shipment was inducted at USPS®.
- When the mailpiece was processed (date and time).
- Where the mailpiece was processed (the processing facility).
- How the mailpiece was processed (the sort operation).
- Barcode data (PLANET Code and POSTNET Code).

Confirm service offers two forms of service: *Destination* Confirm and *Origin* Confirm.

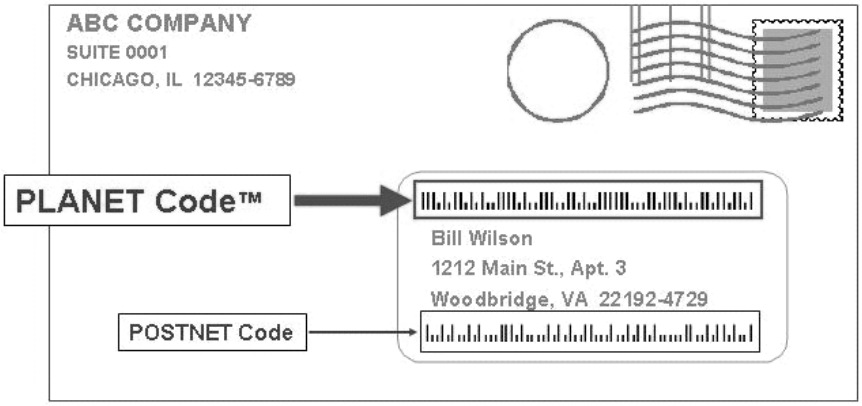
- Destination (outgoing) Confirm identifies when outgoing mail is about to be delivered.
- Origin (incoming) Confirm identifies when a customer has mailed a reply mailpiece — an electronic version of “the check’s in the mail.”

With Confirm service, mailers can more precisely align their business processes and resources with the actual processing and delivery status of the mail. This integration of Confirm service into mailers’ marketing and mail operations functions has great potential for improving their “bottom line” and relationships with their customers.

How It Works

Confirm service uses barcoding technology — PLANET Code barcodes — to help mailers track their mail. To use Confirm service, mailers place a 12- or 14-digit PLANET Code on the front of their mailpieces (in addition to the POSTNET Code used to sort mail). The mailer uses both codes in combination to identify mailpieces uniquely. Within the PLANET Code, mailers embed their own information that helps them track the mailpieces throughout the nationwide mailstream. Upon automated processing of these mailpieces, Confirm data is provided to the mailer electronically.

Exhibit 1
PLANET Code and POSTNET Code Example



The PLANET Code digits are the inverse of the POSTNET Code digits (see Exhibit 1), reversing long bars for short bars and short for long. (Refer to Chapter 5 for more information on printing and generating PLANET Codes.) PLANET Codes can be applied using current barcoding technologies. Postal Service high-speed mail processing equipment scans the mailpiece barcodes during automated sort operations. The system generates and distributes Confirm data in near real-time for automation-compatible mail. Mail that avoids or bypasses mail processing equipment (e.g., Enhanced Carrier Route sorted flat mail) is not suitable for the service because little or no data will be generated from the mail.

The PLANET Code processing data is supplemented by an entry scan which takes place when outgoing Confirm mail shipments are inducted at Postal Service facilities. In advance of the mailing taking place, the mailer provides a preshipment notification which is an electronic manifest used as a Confirm mail profile. The preshipment notification serves to link entry scan data with PLANET Code mailpiece processing in order to “start the clock” on the mailing and help measure processing and delivery performance. For outgoing mail, mailers receive entry scan notification (i.e., where and when the mail was inducted), as well as their PLANET Code scan data.

In addition to providing raw data, the Confirm service also offers customizable Web-based reporting tools for mailers to view performance, quality, and diagnostics information.

Refer to subsequent chapters for more details on Confirm service.

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2 The Value of Confirm Service

Confirm service helps mailers better achieve their objectives by providing valuable mail intelligence data that allows them to make appropriate and timely business decisions. Customers are using Confirm service to anticipate when their message will reach their customers with Destination Confirm service and when to expect a response with Origin Confirm service. Since Confirm service tracks important and time-sensitive mail, such as direct mail pieces, catalogs, checks, and statements, the data provided by this service translates into real business benefits.

Who Benefits From Confirm

The Postal Service designed Confirm service to meet the needs of a wide array of customers, particularly mailers who want to improve their business processes or refine their customer data. Customers benefit from knowing where and when their mail is about to be delivered and what mail is coming back to them, particularly for processing payments and mail orders. Through innovative applications, companies from a breadth of industries are leveraging Confirm service to promote their business objectives in the marketing, fulfillment, and financial functions of their organizations.

Industries that benefit from Confirm service include:

- Advertising agencies.
- Audio and book clubs.
- Banks.
- Catalog and mail order.
- Collection agencies.
- Credit card.
- Direct mail advertisers.
- Entertainment.
- Financial.
- Fulfillment houses.
- Government agencies.
- Insurance.
- Mailing service providers.
- National processing centers.

- Printing and publishing.
- Restaurant/hospitality.
- Retailers.
- Telecommunications.
- Utility.

Applications of Confirm

Using Confirm service to track mailpieces *improves messaging:*

- *Heighten awareness.* Identify mail delivery trends that will help set mailing schedules using in-home delivery dates from Destination Confirm service on outgoing mailings.
- *Integrate direct marketing programs.* Boost response rates by timing follow-up e-mail or telemarketing calls to coincide with in-home direct mail delivery by taking advantage of the delivery predictability that comes with using Confirm service to track outgoing mailings.
- *Sharpen follow-up communications.* Use the mail intelligence gathered from Confirm service to track incoming and outgoing mailings to improve effectiveness of telemarketing followup.
- *Ensure timely delivery of marketing messages.* Ensure that marketing messages reach target audiences in time to support promotions and boost traffic by using Confirm service for near real-time tracking of outgoing solicitations.
- *Test different offers.* Test different creative images and offers against others to evaluate the success of ad campaigns and determine which bring higher response rates by using Confirm service on both incoming and outgoing mailpieces.
- *Evaluate mail effectiveness.* Plan future campaigns by using Confirm service on incoming reply mail to measure how effective direct mail is at generating responses or sales and identify the day of the week customers are putting reply mail into the mailstream. Confirm data can be used to identify and analyze response rate curves.

Using Confirm service to track mailpieces *improves operations* and *reduces costs:*

- *Improve and determine cash flow.* Track accounts receivable incoming mailpieces to estimate daily cash flow by knowing in advance who is returning payments.
- *Improve lockbox operations.* Ensure the optimal resources for processing checks based on the incoming check volume identified by Origin Confirm service on incoming mailpieces.
- *Encourage timely responses.* Monitor delivery patterns from outgoing Confirm mailings to ensure that time-sensitive offers are delivered to customers before respond-by dates. Know when customers are about to receive bills, credit cards, insurance cancellations, notices, direct mail solicitations, and other important mail.

- *Reduce collection cost and customer frustration associated with dunning notices.* Save money and customer frustration by using Confirm service on incoming payments to determine the appropriate followup. Know that the check really is in the mail!
- *Grant or deny customer reprieves.* Use Confirm scan data on outgoing and incoming mailpieces to know whether customers are receiving their bills in time to submit payments by designated due dates. This is valuable information to have when considering the issuance of reprieves on late payments.
- *Mail intelligently.* Determine mailing priority on outgoing mailpieces by using Confirm data to identify customer payment and response patterns.
- *Improve management of call centers.* Optimally staff call centers by using Confirm service on outgoing mailpieces to anticipate call volumes.
- *Improve management of inventory.* Stock inventory based on Confirm scan data reported on outgoing mail and/or incoming reply mail.
- *Monitor and manage supply chain vendors.* Use entry scan (i.e., start-the-clock) Confirm data to know when vendors induct mail using Destination Confirm service on outgoing mailings.
- *Reduce credit card and check fraud.* Track where new credit cards and checks are in the mailstream and predict delivery using Confirm service on outgoing mailings.
- *Process orders efficiently.* Respond to orders immediately by using Confirm service on incoming mailpieces that indicate an order by mail. Also use Confirm service on outgoing mailpieces to know when customers receive fulfillments of mail orders.
- *Document mailings.* Have documentation that mail was sent and that the Postal Service has begun processing mailpieces with Destination Confirm (outgoing) service and/or Origin Confirm (incoming) service.

Using Confirm service to track mailpieces *improves customer relationship management:*

- *Promote customer satisfaction.* Enable call centers to better manage customer relationships by using Confirm data on incoming and outgoing mail to lead appropriate communication.
- *Identify target customers.* Cross reference response rate patterns and demographic data to target potential customers and develop customer acquisition strategies using Origin Confirm service on incoming mailings.
- *Customer acquisition.* Improve response rates of new customers by using Confirm service on outgoing solicitations and messages to synchronize timely message delivery to marketing e-mails and/or telemarketing messages.
- *Strengthen customer loyalty.* Use PLANET Codes on your outgoing mailpieces to bring delivery predictability that customers can trust. Customers grow loyal to companies that are dependable.

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3 How to Participate in Confirm Service

Confirm Subscribers

Confirm service is a subscription-based service. Before mailing Confirm mail with PLANET Codes, the mailer must become a Confirm subscriber. The Confirm subscription process requires the completion of an application form, subscription fee payment, and verification of the mailer and/or printing vendor's ability to generate accurate and scan-ready barcodes prior to mailing.

Choosing Subscription Levels

Confirm offers three subscription levels — Silver, Gold, and Platinum — to meet mailers' needs. All subscription levels apply to both Destination Confirm and Origin Confirm.

Subscription levels are based upon the subscription period and mailpiece scan volume. On average, a mailpiece receives three to four scans as it flows through the mailstream. A Silver subscription level allows subscribers to track about 3–5 million pieces over a 3-month period. A Gold subscription allows subscribers to capture 50 million scans which equates to approximately 12–16 million mailpieces over a 1-year period. A Platinum subscription allows subscribers to track an unlimited number of mailpieces over a 1-year period.

Mailers who:

- Forecast high mail tracking volume should consider Gold or Platinum subscription levels.
- Expect to send mail seasonally, or who wish to try Confirm for a limited time period or a limited number of mailpieces, should consider the Silver subscription level.
- Want to upgrade Gold subscriptions to Platinum subscriptions should contact the National Customer Support Center at 800-238-3150 for more information.

CONFIRM SUBSCRIPTION FEE STRUCTURE					
Level	**Price**	**Period**	**# of IDs**	**Scans with Subscriptions**	**Upgradeable?**
Silver	$2,000	3 months	1	15 million	No
Gold	$4,500	1 year	1	50 million	Yes
Platinum	$10,000	1 year	3	Unlimited	N/A

Additional Scans (good through the life of subscription):

- $500 for 2 million scans for Silver Only
- $750 for 6 million scans for Gold Only

Additional Subscriber IDs:

- $2,000 per ID (for 1-year period); $500 per ID (for 3 months or until end of subscription period)

Steps to Apply for Confirm Service

From receipt of an application form, it can take as little as 2 weeks to process and verify businesses for Confirm mailings and activate a Confirm subscription. To apply for Confirm service, follow these steps:

1. Complete and submit the Confirm Service Application form, which can be obtained by visiting the Confirm resources section of the USPS Mail Tracking & Reporting Web site at *mailtracking.usps.com* or by calling Confirm Customer Support at 800-238-3150.
2. Receive verification from the Postal Service that your application was received and completed properly, then complete PS Form 1357-C, *Customer Request for Web Access,* which generates a username and password for the subscriber log-in section of the Confirm Web site. PS Form 1357-C can be obtained from the Confirm resources section of the Postal Service Mail Tracking & Reporting Web site at *mailtracking.usps.com* or by calling Confirm Customer Support at 800-238-3150.
3. Receive Confirm Subscriber ID(s) from the Postal Service.
4. Submit 20 sample mailpieces barcoded with PLANET Codes and 20 sample Shipment ID barcodes. Refer to Chapter 5 for guidelines on preparing Confirm mail.
5. Receive verification from the Postal Service that your sample mailpieces and Shipment ID barcodes are compliant with Postal Service specifications.
6. Receive Confirm subscription invoice from the Postal Service and submit payment to:

   USPS DISBURSING OFFICER
   ACCOUNTING SERVICE CENTER
   2825 LONE OAK PKWY
   EAGAN MN 55121-9640

7. Receive final approval from the Postal Service.
8. Receive username/password and confirmation of Confirm subscription activation.
9. Call Confirm Customer Support at 800-238-3150 if you have any questions or concerns regarding the application/certification process or preparing Confirm mailings.

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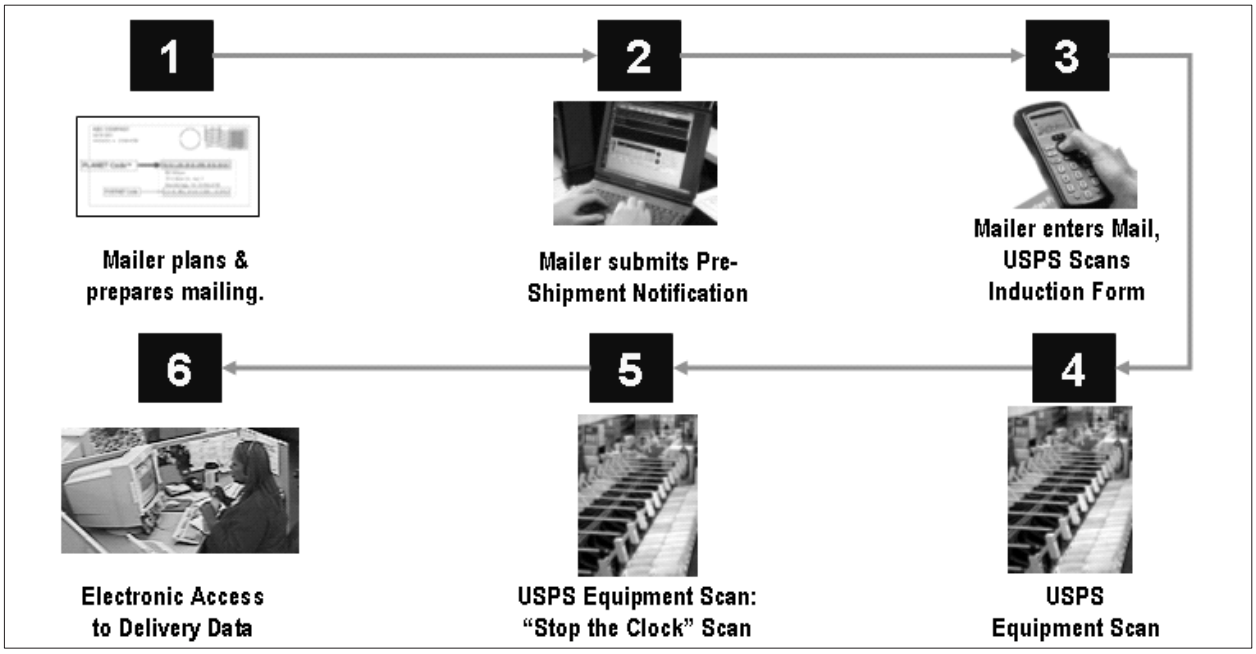
4 How Confirm Works

Confirm service allows mailers to uniquely identify and track mail by placing an additional barcode, known as a PLANET Code, on the front of letter and flat mailpieces. As mailpieces with PLANET Codes are processed on Postal Service mail processing equipment, records are created containing the PLANET Code, POSTNET barcode, processing facility, sort operation code, and processing date and time. These records are distributed electronically and give an indication of when mail is nearing delivery or when reply mail is in the mailstream.

The Six Steps of the Confirm Process



1. **Mailer plans and prepares mailing.**

   a. **Step A — Determine service type.**

   Confirm service offers two types of service — *Destination* Confirm service for outgoing mail and *Origin* Confirm service for incoming mail. Confirm mailers must determine which type of service is suitable for their mailing before any mailpieces can be tracked.

   - *Destination* Confirm service tracks outgoing mailpieces, such as solicitations, credit cards, statements, and other important communications. Mailers receive information that can indicate when their mail will be delivered.
   - *Origin* Confirm service tracks incoming reply mailpieces such as payments, orders, and other responses. Mailers receive advance notification that reply pieces are in the mailstream.

   b. **Step B — Prepare mailpiece with additional PLANET Code barcode.**

   To use either Confirm service, two barcodes must be printed on mailpieces:

   - The regular POSTNET Code barcode.
   - A PLANET Code barcode.

   As these mailpieces are processed, electronic records are generated and sent to mailers electronically. Used in combination with the delivery point POSTNET Code barcode, the PLANET Code helps the mailer uniquely identify individual mailpieces.

   PLANET Codes have 12 or 14 digits and consist of a combination of tall and short bars. PLANET Code symbology is the inverse of POSTNET Code symbology; each POSTNET Code digit uses a combination of two tall and three short bars; each PLANET Code digit uses three tall and two short bars. (See Chapter 5, Exhibit 2 for details.)

2. **Mailer prepares and submits preshipment notification.**

   A preshipment notification is an electronic manifest that the Confirm customer sends to the Postal Service prior to the induction of Destination (outgoing) Confirm mailings. Preshipment notification tells the Postal Service when and where the mailing will be entered into the mailstream and what PLANET Codes will be used. This process provides a profile of the Confirm mailing — such as drop location, number of pieces with PLANET Code barcodes, etc. In the overall Confirm process, preshipment notification serves to link induction entry scans with mailpiece processing scans. (See Chapter 6 for details.)

3. **Mailer enters mail and USPS scans induction form.**

   Before submitting Destination Confirm mail for acceptance, the mailer must generate a Shipment ID barcode on the appropriate induction forms. The Shipment ID barcode is the element that “starts-the-clock” for tracking a mailing and should be printed on the induction forms (PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and*

Clearance, or PS Form 3152-A, *Confirm Advanced Shipping Notice (ASN) Shipment ID*) that accompany a mailing. The appropriate form accompanies the shipment to its drop site, where Postal Service personnel scan the barcode on the form. For Destination Confirm shipments, the Postal Service's scanning of the Shipment ID barcode on the induction form "starts the clock" and generates entry scan data. This process indicates that mail has entered the mailstream (see Chapter 7 for details).

4. **USPS equipment scan.**

   As the Postal Service processes mailpieces from the inducted mailing, scan data records are generated each time the outgoing and incoming reply mail is processed on mail processing equipment barcode sorters (see Chapter 8 for details).

5. **USPS equipment scan: "stop-the-clock" scan.**

   A stop-the-clock scan occurs for a mailpiece when it goes through any one of the sort operations that predict same-day delivery. The criteria for a stop-the-clock scan is that if the mailpiece passes through one of these sort operations before 10:00 a.m., it is nearly certain that it will be delivered by the carrier that same day.

   For example, sort operation numbers 918 and 919 are delivery barcode sorter operations codes that delivery point sequences the mail for the carrier. If a letter receives sort operation 918 or 919 as its final scan, the "clock" on that letter is stopped, and the mailpiece is delivered the same day with a high level of certainty (see Appendix A for a list of stop-the-clock codes).

6. **Electronic access to delivery data.**

   Data can be received electronically in a scheduled file transfer or downloaded from the Confirm service Web site. These files contain records that indicate the PLANET Code barcode, POSTNET Code barcode, processing facility, operation number, and processing date and time. Data is made available in near real-time (see Chapter 8 for details).

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5 How to Prepare Confirm Mail

To use the Confirm service effectively, mailers must prepare mailings to meet some key Confirm requirements and design mailpieces to accommodate the PLANET Codes in the address block. When mailers prepare their mailings, they must apply the PLANET Code barcode to the front of the mailpiece and adhere to specifications. Along with PLANET Codes, a Shipment ID barcode must be created prior to induction and printed on the appropriate forms for the Confirm mail shipment. The generation of PLANET Codes and Shipment ID barcodes are key parts of the mail preparation phase. These items are also essential elements to include in the preshipment notification.

This chapter contains information regarding:

- Steps to prepare Confirm mail.
- PLANET Code format requirements.
- PLANET Code location requirements.
- PLANET Code print requirements.
- Shipment ID number/barcode format.
- Rules for reusing PLANET Codes and Shipment ID numbers.
- Confirm Smart Seed.

Steps to Prepare Confirm Mail

1. **Determine a PLANET Coding Approach — All Mailpieces or "Seeds".**

   Mailer should decide whether to place PLANET Codes on every mailpiece within their mailing or "seed" their mailing with selected PLANET Code mailpieces.

   Using PLANET Codes on all mailpieces will allow for tracking individual mailpieces and will generate a larger, richer data stream.

   Using PLANET Codes on seed mailpieces only (e.g., one to three mailpieces per tray) will generate data for seed mailpieces that "represent" entire portions of the mailing that do not use PLANET Codes. Mailers make assumptions about the mailing based on data generated by seed mailpieces. The specific seeding coverage scheme

and volume is determined by the mailer. Mailers have two seeding options:

- Place PLANET Codes on a portion of “live” seed mailpieces within a mailing.
- Place PLANET Codes on a portion of Confirm “Smart Seed” mailpieces within a mailing.

Refer to the Confirm Smart Seed section (p. 26) later in this chapter for more detailed information on Smart Seeds.

For all Confirm mail, mailers must adhere to the Rules for Reusing PLANET Codes section (p. 25) later in this chapter.

2. Determine Information to Include in the PLANET Code.

The mailer must determine Service Type IDs and additional information to include within sections of the PLANET Code available for the mailer’s use. Service Type IDs indicate the class and shape of the mail. Additional PLANET Code digits available for mailer use will differ depending on use of the 12- or 14-digit PLANET Code and the type of service used (i.e., Destination or Origin Confirm). Refer to the Destination and Origin Confirm PLANET Code Format Requirements section later in this chapter for detailed information on format requirements and structure.

3. Design and Produce Mailpieces Containing PLANET Codes.

The mailer must design mailpieces that accommodate the PLANET Code according to Postal Service specifications. The PLANET Code must be visible on the front of the mailpieces and located within the address block barcode read area. The PLANET Code must be (and remain) unobstructed in its entirety. Refer to PLANET Code location and print requirements sections later in this chapter for details.

4. Assign Digits to Complete the Shipment ID Number/Barcode.

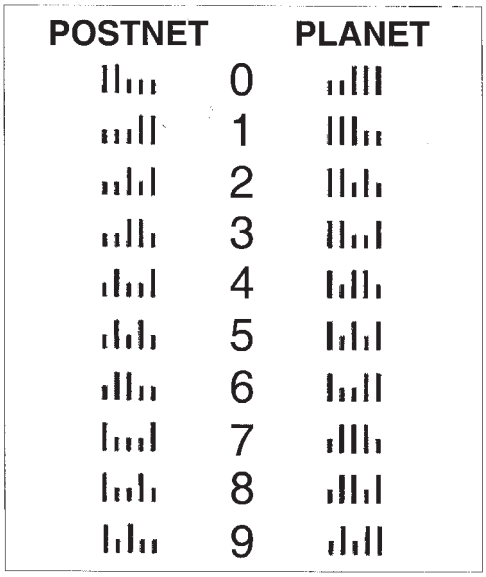
For Destination Confirm mailings, mailers must assign eight digits called the Sequential Shipment ID number to identify each Confirm mail shipment. The Shipment ID number is one of four sets of numbers that make up the Shipment ID barcode. Refer to the Shipment ID Number/Barcode Format section later in this chapter for details. When the Postal Service scans the Shipment ID barcode, an entry scan record is created that indicates mail from a certain shipment has entered the mailstream (see Chapter 7 for details on Confirm Mail Induction).

PLANET Code Format Requirements

The PLANET Code is a 12- or 14-digit barcode — a "two-state" barcode similar in structure to the POSTNET Code address barcode used by mail processing equipment to sort the mail.

PLANET Codes consist of a series of tall and short bars. PLANET Code digit symbology is the inverse of POSTNET Code digit symbology; each POSTNET Code digit uses a combination of two tall and three short bars; each PLANET Code digit uses three tall and two short bars. (See Exhibit 2 below.) PLANET Codes must begin and end with one long "framing bar".

Exhibit 2
POSTNET Code and PLANET Code Digits



All PLANET Codes include a check-sum digit or correction character. This digit must always be the single-digit number (i.e., 0–9) which, when added to the sum of the other digits in the barcode, results in a whole number that is a multiple of 10.

Depending on the type of Confirm mail, mailers must choose the appropriate PLANET Code format:

- *Destination Confirm to track outgoing mailings.* PLANET Codes can be used to identify mail sent to customers.
- *Origin Confirm to track incoming mail.* PLANET Codes can be used to identify reply mail that customers send back.

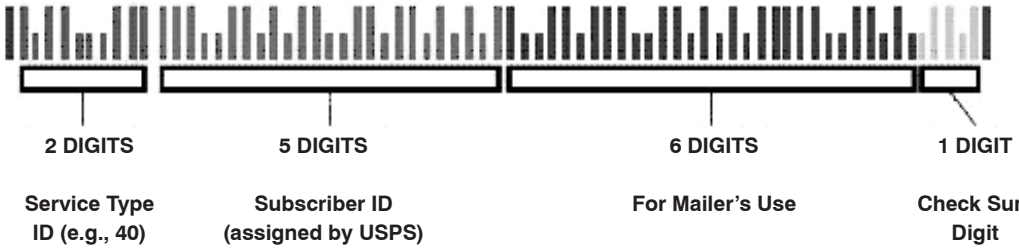
Destination Confirm PLANET Code Format

The Destination Confirm PLANET Code (see Exhibit 3 below) consists of the following elements:

- *Service Type ID:* The first 2 digits represent the service (i.e., Destination Confirm) and the class/shape of the mail. Destination Confirm Service Type IDs are listed below.
- *Subscriber ID:* The next 5 digits identify the subscriber (assigned by the Postal Service).
- *Mailing ID:* The next 4 or 6 digits are available to the mailer to use for their own identification purposes (e.g., mailings, clients, etc.).
- *Check-Sum Digit:* The 12th or 14th digit is a check-sum digit that helps the Postal Service detect errors.

Mailers should use the PLANET Code in combination with the delivery point POSTNET Code to identify mailpieces uniquely.

Exhibit 3
Sample of 14-Digit Destination Confirm PLANET Code Barcode Format (a 12-digit version may also be used)

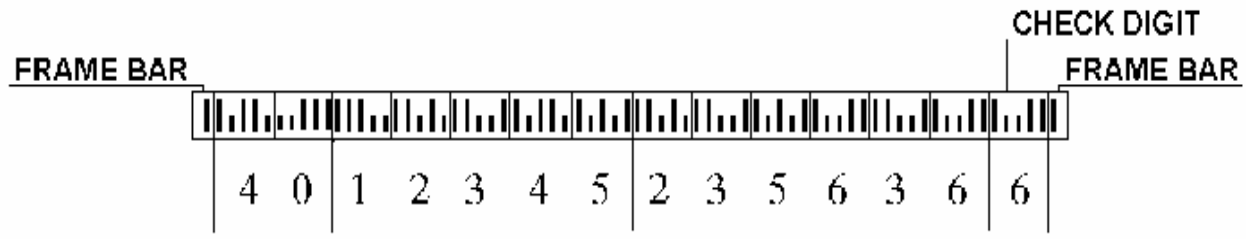


Service Type IDs for Destination Confirm service:

- 40 — First-Class Mail letters.
- 41 — First-Class Mail flats.
- 42 — Standard Mail letters.
- 43 — Standard Mail flats.
- 44 — Periodicals letters.
- 45 — Periodicals flats.
- 46 — First-Class Mail cards.
- 47 — Standard Mail cards.
- 22 — Residual Mail items.

Destination Confirm PLANET Code Example: Below is an example of a PLANET Code for a First-Class Mail letter containing a Subscriber ID of 12345 and utilizing numbers 235636 to identify the mailing. (See Exhibit 4 below.)

Exhibit 4
Destination Confirm Barcode Example (14-digit version of PLANET Code)



Origin Confirm PLANET Code Format

The Origin Confirm PLANET Code (see Exhibit 5) consists of the following elements:

- *Service Type ID:* The first 2 digits represent the service (i.e., Origin Confirm) and the class/shape of the mail. Origin Confirm Service Type IDs are listed below.
- *Customer ID:* The next 9 or 11 digits are available to the subscriber to help identify the customer (i.e., mailer of reply mailpiece) or the reply mailpiece itself.
- *Check-Sum Digit:* The 12th or 14th digit is a check-sum digit that helps the Postal Service detect errors.

For Origin Confirm service, the Postal Service identifies the Confirm subscriber by the POSTNET Code preprinted on the reply mailpiece.

Exhibit 5
Sample of 14-Digit Origin Confirm PLANET Code Barcode Format (a 12-digit version may also be used)

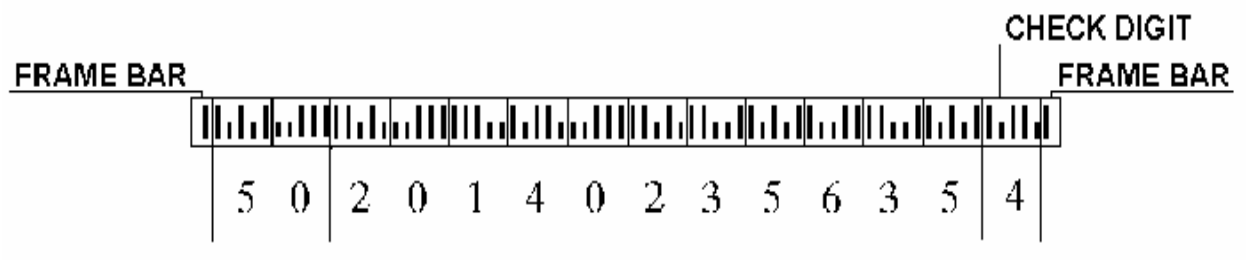
Service Type IDs for Origin Confirm service:

- 50 — Courtesy reply letters.
- 51 — Courtesy reply flats.
- 52 — Business reply letters.
- 53 — Business reply flats.
- 54 — Business reply cards.
- 56 — QBRM letters.

- 57 — QBRM cards.
- 58 — Courtesy reply cards.
- 21 — Miscellaneous items.

Origin Confirm PLANET Code Example: Below is an example of a PLANET Code for a First-Class Mail letter which identifies a customer with number 201-4023-5635. (See Exhibit 6 below.)

Exhibit 6
Origin Confirm Barcode Example (14-digit version of PLANET Code)



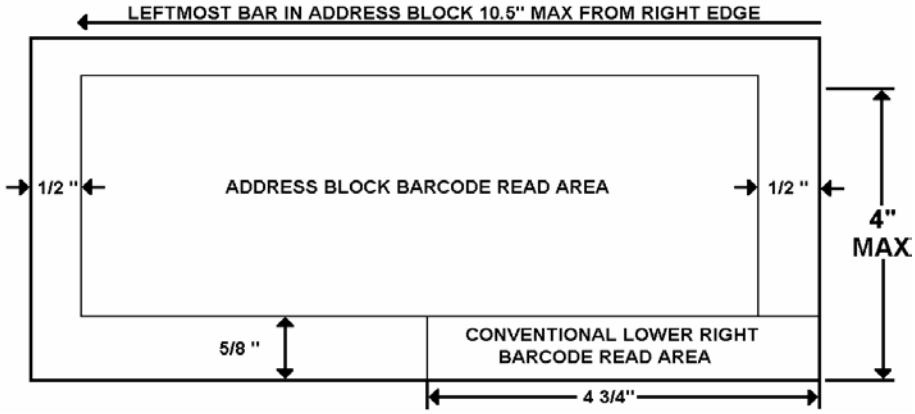
Calculating the Check-Sum Digit

The check-sum digit is required as the 12th or 14th character in the PLANET Code, depending on use of a 12- or 14-digit version of the PLANET Code. This digit is always the single-digit number (i.e., 0–9) which, when added to the sum of the other digits in the barcode, results in a total whole number that is a multiple of 10. For example, if the first 11 digits of a 12-digit PLANET Code are 40123456789, then these digits are summed 4+0+1+2+3+4+5+6+7+8+9=49. So, 49+X=50, and X=1. Thus, the check-sum digit (X) equals 1 and should be included in the barcode. This calculation procedure is same for 12- or 14-digit PLANET Codes.

PLANET Code Location Requirements

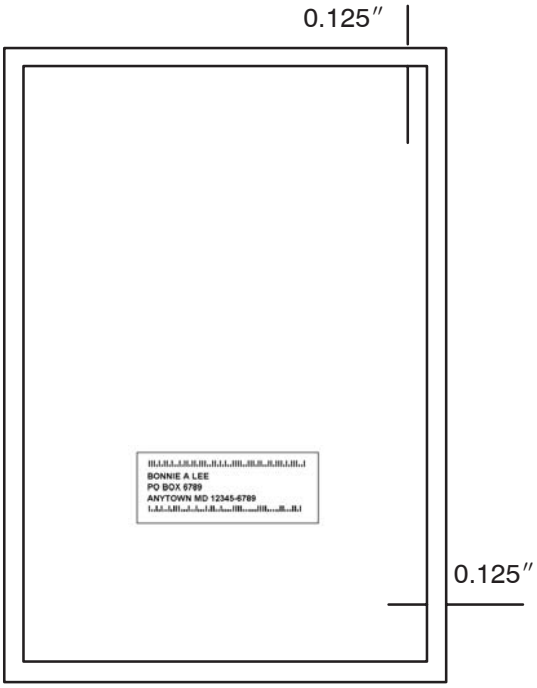
For letters, the PLANET Code can be affixed anywhere in the address block portion except the lower right corner. (See Exhibit 7 below.) The Postal Service has developed a PLANET Code font, which we can provide electronically to our customers.

Exhibit 7
Barcode Placement Locations — Letters



For flats, the PLANET Code barcode must be positioned no closer than 0.125 inch from any edge (see Exhibit 8). To maximize readability on flats, the Postal Service recommends that the POSTNET Code be placed below the address block and the PLANET Code be placed above the address block (or, if applicable, above the optional endorsement line). When printing on labels, please adhere to the clear zones identified in the specifications.

Exhibit 8
Barcode Placement Locations — Flats



Barcode locations should be in accordance with DMM C840, Barcoding Standards for Letters and Flats.

PLANET Code Print Requirements

PLANET Codes have the same dimensional and print quality requirements as POSTNET Code barcodes. Barcode specifications should be in accordance with DMM C840. Please refer to Appendix B for more detailed information on the following PLANET Code print requirements:

- Address block.
- Barcode pitch.
- Bar dimensions.
- Barcode tilt.
- Baseline shift.
- Reflectance.
- Ink issues: Overinking and voids.

Shipment ID Number/Barcode Format

The Shipment ID is comprised of the following components (see Exhibit 9):

- *Service Type Code:* Identifies the type of service the Postal Service is providing by scanning the barcode. A Service Type Code of "UT" must be used in order to identify shipments and receive the entry and acceptance scans.
- *Creator D-U-N-S® Number:* The D-U-N-S Number of the party creating the Electronic Mailing Data (EMD) preshipment notification.
- *Sequential Shipment ID:* Allows the customer to create unique 20 character Shipment IDs. This value should be padded with leading 0s to 8 digits.
- *Check Digit:* Required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. See Appendix C for details on calculating the check digit and creating Shipment ID barcodes. Refer to Chapter 7 for details on Confirm mail induction.

For detailed specifications for Shipment ID barcodes, refer to Appendix C.

Exhibit 9
Shipment ID Barcode

Rules for Reusing PLANET Codes and Shipment ID Numbers

Confirm mailers should follow these rules for reusing PLANET Codes and Shipment IDs:

- PLANET Codes can be reused on different mailings and shipments after 30 days.
- Shipment IDs can be reused after 1 year.

Confirm Smart Seed Option (for Destination Confirm Service)

Confirm service gives mailers an option of “seeding” their mailings with PLANET Code mailpieces rather than printing PLANET Codes on every piece. By seeding mail with a small number of mailpieces with PLANET Codes (e.g., one piece with a PLANET Code per mail tray), mailers receive information from those pieces that represent that portion of the mailing (e.g., that particular tray). To further enhance Confirm customers’ seeding options, the Postal Service offers Confirm Smart Seed, a seeding alternative that allows mailers to receive Confirm information without pieces with PLANET Codes being delivered to their customers. The processing of the PLANET Code for Smart Seeds works the same way as basic Destination Confirm. However, the Smart Seed mailpiece is addressed to POSTMASTER/MGR at a local Postal Service facility instead of to a customer. Confirm information is collected from the piece as it is processed on mail processing equipment with the rest of the mail, but the piece will not leave the destinating Post Office™. The Smart Seed piece is sorted to the postmaster or station manager and then discarded by that person.

Smart Seed Address Table

The Smart Seed Address Table contains addresses for over 31,000 Postal Service facilities. Confirm subscribers’ Smart Seed mail should be addressed to these Postal Service facility destinations. The Smart Seed Address Table is updated by Address Management Services (AMS). The Postal Service posts an updated version of this table monthly on the Confirm Web site.

The Smart Seed address file contains seven data fields:

- ZIP = USPS 5-digit ZIP Code.
- Facility = Addressee line in address block for USPS facility; always reads POSTMASTER/MGR CONFIRM SEED.
- Address = USPS facility street address.
- City = USPS facility city location.
- State = USPS facility state location.
- ZIP = USPS 5-digit ZIP Code (repeat of first data field).
- +4 = USPS +4 add-on to ZIP Code.

Exhibit 10
Smart Seed Address Table Layout

ZIP	Facility	Address	City	State	ZIP	+4
00601	POSTMASTER/MGR CONFIRM SEED	37 CALLE MUNOZ RIVERA	ADJUNTAS	PR	00601	9998
00602	POSTMASTER/MGR CONFIRM SEED	5 AVE NATIVO ALERS	AGUADA	PR	00602	9998
00606	POSTMASTER/MGR CONFIRM SEED	9 CALLE ZUZUARREGUI	MARICAO	PR	00606	9998
00610	POSTMASTER/MGR CONFIRM SEED	93 CALLE 65 INFANTERIA STE 1	ANASCO	PR	00610	9998
00611	POSTMASTER/MGR CONFIRM SEED	100 CARR 111	ANGELES	PR	00611	9998
00616	POSTMASTER/MGR CONFIRM SEED	PO BOX 9998	BAJADERO	PR	00616	9998
00617	POSTMASTER/MGR CONFIRM SEED	H1 CALLE 5	BARCELONETA	PR	00617	9998
00622	POSTMASTER/MGR CONFIRM SEED	PO BOX 9998	BOQUERON	PR	00622	9998
00623	POSTMASTER/MGR CONFIRM SEED	64 CALLE CARBONELL	CABO ROJO	PR	00623	9998

Smart Seed Address Format

To use the Confirm Smart Seed option mailers need to address each Smart Seed piece to the postmaster or manager of the destination facility followed by the address of the Postal Service facility provided in the Smart Seed Address Table (see Exhibit 10 for details).

POSTMASTER/MGR CONFIRM SEED
123 FRANKLIN AVE
ANYTOWN VA ZIP+4

For example, to track a tray of mail to ZIP Code 22209 in Arlington, Virginia, a mailer would place the following address (with corresponding delivery point POSTNET Code) on the Smart Seed mailpieces:

POSTMASTER/MGR CONFIRM SEED
1101 WILSON BLVD STE 1
ARLINGTON VA 22209-9998

In terms of mail processing, Smart Seed pieces:

- Are run on mail processing equipment like other automated mail.
- Are sorted to the postmaster or station manager.
- Are discarded by the postmaster or station manager.

The information generated by the Smart Seeds will still flow to mailers electronically. Mailers *must pay postage* for Smart Seed pieces.

For presorted mailings, mailers should presort Smart Seed pieces with the rest of the mail and pay the appropriate rate based on the presort level of the package or tray in which the Smart Seed piece is placed. The mailer must also list the Smart Seed pieces in the same manner as the non-Smart Seed pieces on any accompanying documentation and report the Smart Seed pieces at the applicable rates on the related postage statement.

6 Preshipment Notification

What is preshipment notification and what is its purpose?

Preshipment notification is the means for Confirm customers to submit mailing and shipment information to the Postal Service prior to the mail being processed. A customer's preshipment notification provides the Postal Service with an upfront profile of outgoing Confirm mail so that subsequent mail entry and processing data can be linked to the customer's specific shipments and mailings. Preshipment notification is required so that the Postal Service can determine when, where, and how much Confirm mail is inducted, and then make the necessary linkages to the mail processing data (i.e., PLANET Code scans). The information contained in preshipment notification includes shipment identifiers, mailing and mailer identifiers, drop locations, expected drop dates, mailpiece counts, and specific PLANET Codes used for mailings. Preshipment notification enables the Postal Service to use Confirm information to measure, diagnose, monitor, and improve mail processing and delivery service performance. Preshipment notification should be supplied for every outgoing Confirm mailing. The preshipment notification process should be incorporated as part of the mail preparation process of the Confirm mailer.

When is preshipment notification prepared and submitted?

Preshipment notification is prepared and submitted in advance of the mailing being inducted and processed at the Postal Service, thus allowing the Confirm system adequate time to process information. In the event that the preshipment information (e.g., drop locations, expected induction date, volume) changes after initial submission, mailers must update their preshipment information to reflect changes in shipment or mailing characteristics. Preshipment notification preparation/submission options and update capabilities are discussed below.

What are options for preparing and submitting preshipment notification?

The Postal Service offers four means for mailers to prepare and submit Confirm preshipment notification:

1. EMD file submitted via file transfer protocol (FTP).
2. EMD file submitted via Mail Tracking & Reporting (MT&R) Web site upload.
3. Mail.dat file submitted via USPS *PostalOne!®* (for *PostalOne!* customers only).
4. Preshipment information entered manually via MT&R Web site Create/Edit page tools.

Items 1, 2, and 3 above are the recommended options for Confirm mailers with large mail volumes and automated data systems. These options require that mailers prepare data files using their own internal data systems prior to submitting files to the Postal Service. The EMD is described in brief below. Detailed specifications, instructions, and examples are provided in Appendix D, *Electronic Mailing Data Specification*.

Note: The initial preshipment notification instructions at the time of the Confirm Service's launch in September 2002 required Confirm mailers to submit preshipment notification using the Advance Shipping Notice (ASN) file structure. ASN has limitations, including its capability in accommodating multiple parties in the mail supply chain. As a result, the Postal Service implemented the EMD — an expanded and more effective preshipment notification file structure for meeting the needs of the mailing industry. The Postal Service requires all new Confirm subscribers to prepare preshipment notification using the EMD format. We strongly encourage current Confirm subscribers to convert from ASN to EMD if they have not already done so. The Postal Service plans to completely "phase out" ASN by the end of calendar year 2004. USPS *PostalOne!* customers continue to have the ability to submit preshipment notification using Mail.dat. For Confirm subscribers that still need to obtain detailed information and specifications for ASN, please contact the Confirm Help Desk at 800-238-3150.

What is EMD?

Electronic Mailing Data (EMD) is a comma-delimited flat file format that Confirm customers use to provide preshipment notification to the Postal Service. Customers populate and submit the EMD in order to communicate the make-up of shipments and mailings to the Postal Service. This information enables the Confirm system to link entry scans (i.e., induction data) with PLANET Code scans (i.e., mail processing data).

This information is necessary so that the Postal Service can notify mailers through scan data when their shipments are inducted and where their

mailings are within the mail processing stream. The EMD also provides the Postal Service with valuable and necessary information for conducting diagnostics on service-related issues.

The EMD is designed to accommodate information needs of multiple parties that are involved in the mailing supply chain (i.e., mail owners, mailers, consolidators, mail transporters, etc.). By using EMD, multiple parties can submit information about shipments and each receive induction (i.e., entry scan) notification for the mailing(s) to which they are associated.

The ability to update mailing and shipment information is limited to the customer that created the EMD. This person is called the creator. The creator can be the mail owner, mailer, consolidator, or transporter depending on who is ultimately responsible for submitting the EMD. All customers associated with the mailing or shipment can have view mailing data access to the mailing and shipment information to which they are associated and will receive notification of the scans in their preferred method.

The EMD structure accommodates 55 specific data elements provided by the mailer to describe the shipments and mailings. Eleven of those elements are required for Confirm preshipment notification using EMD. (Refer to appendix D for detailed preparation, file structure, and submission requirements and guidelines). The *required* elements for Confirm shipments and mailings are the following:

- Shipment ID (EMD Element #1).
- Mailer's D-U-N-S Number (EMD Element #2).
- Drop location facility ZIP Code (EMD Element #3).
- Drop date (EMD Element #7).
- Mail owner's job number (EMD Element #9).
- Mailing name (EMD Element #10).
- Piece count of the mailing (EMD Element #20).
- Piece count of the mailing on the shipment (EMD Element #21).
- PLANET Code (EMD Element #22) — required element for Confirm mailers *only.*
- Number of mailpieces with PLANET Codes (EMD Element #23) — required element for Confirm mailers *only.*
- EMD version (EMD Element #24).

After preparing the EMD file(s), the Confirm mailer can submit the file(s) via FTP or upload the file(s) via the MT&R Web site. FTP upload Internet Protocol (IP) addresses and other pertinent information will be provided by the Confirm Help Desk at 800-238-3150.

There is no system limit on how far in advance EMD can be submitted. However, mailers should aim toward submitting the information close to the time that a mailing takes place in order to reduce the likelihood that changes in the mailing will occur. The EMD should be submitted prior to any entry scans associated with that EMD taking place.

EMD preshipment notification via Mail.dat

Confirm subscribers who are certified USPS *PostalOne!* mailers that submit Mail.dat files can meet their Confirm preshipment notification requirements without having to submit any additional files (i.e., separate EMD files). By accurately populating the Mail.dat file according to specifications, Confirm customer's data will automatically be loaded into the appropriate system(s) and replicate the same EMD information required from non-*PostalOne!* customers. Mailers must correctly populate their Mail.dat files in order to meet the Confirm requirements for preshipment notification. The Mail.dat option contains all the features of the EMD. For detailed information on how *PostalOne!* customers provide Confirm preshipment notification via Mail.dat, mailers should refer to Mail.dat Specifications available at the MT&R Web site or contact the Confirm Help Desk at 800-238-3150 or *confirm@email.usps.gov.*

How do mailers modify the EMD Confirm information after it has been submitted?

The Postal Service stresses the importance of providing accurate preshipment notification. To help ensure accuracy, Confirm customers can update previously submitted shipment and mailing information up until the time mail is inducted — regardless of how EMD is generated and submitted. For example, if a customer has already submitted their EMD file via FTP and they wish to change a drop location for the shipment prior to induction, they may resubmit the FTP containing the updated drop location data.

As with initial preshipment notification submission, the Confirm system provides four ways to update previously submitted preshipment information:

1. EMD file submitted via FTP.
2. EMD file submitted via Mail Tracking & Reporting (MT&R) Web site upload.
3. Mail.dat file submitted via USPS *PostalOne!* (for *PostalOne!* customers only).
4. Preshipment information edited manually via MT&R Web site Create/Edit page tools.

Using the file upload procedures (methods 1 through 3 above), customers simply resubmit their preshipment file containing updated information. The preshipment information will be updated in the system provided that both of the following apply:

- An entry scan has not yet taken place for the shipment(s).
- Certain key element data fields remain the same in the file.

Shipment data elements (e.g., drop locations, drop dates) can be changed provided that the two key elements listed below remain the same for the file:

- Shipment ID (EMD Element #1).
- Customer D-U-N-S Number/creator number (contained within EMD file name).

Mailing data elements (e.g., mailing name, piece count of the mailing) can be changed provided that four key elements listed below remain the same for the file:

- Mailer's D-U-N-S Number (EMD Element #2).
- Mail owner's job number (EMD Element #9).
- Mail owner's D-U-N-S Number (EMD Element #11).
- Mailer's job number (EMD Element #12).

The key shipment and mailing elements identified above cannot be modified using an EMD file upload — only data element attributes associated with these key identifiers can be modified using the file upload processes. These key elements can be modified, however, by using the Create/Edit pages through the Mail Tracking & Reporting Web site.

Specific PLANET Codes can be modified only by using the Create/Edit pages through the MT&R Web site. Note that PLANET Codes cannot be modified using the file upload processes — only the number of pieces associated with the PLANET Code(s) can be modified using these processes.

Shipments, mailings, and PLANET Codes cannot be deleted using the file upload processes. They can only be deleted by going online and deleting the records using the MT&R Web site. A shipment, mailings, or PLANET Codes cannot be deleted once the shipment has received an entry scan.

The update capability in Mail.dat for Confirm preshipment mirrors that of EMD FTP file upload process. In other words, guidelines stated above for EMD also apply for Mail.dat updates.

The EMD and Mail.dat Confirm preshipment notification specifications to provide more detailed information on Confirm preshipment notification update capabilities. Please refer to Appendix D, *Electronic Mailing Data Version 4.0 Specifications,* and Appendix E, *Mail.dat 02-2 Specifications for Confirm and Entry Information,* for detailed guidelines, business rules, and examples for updating preshipment notification.

How can EMD preshipment notification accommodate multiple parties?

EMD represents a next generation ASN file that is optimized to collect all the current information contained in the ASN plus additional information. A major advantage of the EMD is that it allows for multiple parties involved in the business mailing supply chain to provide preshipment information in a way that matches mailings with shipments. Multiple parties may include mail owners, mail preparers (e.g., lettershops), consolidators, and transporters.

The key EMD feature that allows for multiple parties to submit preshipment notification is the ability to uniquely identify different mailings within the same shipment. In other words, one Shipment ID barcode on a single PS Form 8125 or PS Form 3152-A can be scanned to "start the clock" on multiple mailings from different mailers within a single shipment. Mailers uniquely identify each mailing by properly populating the EMD, including the four major EMD mailing fields:

- Mailer's D-U-N-S Number.
- Mailer's job number.
- Mail owner's D-U-N-S Number.
- Mail owner's job number.

Each separate EMD mailing record would contain the same Shipment ID — tying all mailings into one shipment. Preparation and submission does require coordination between the Confirm mail preparer and the consolidator or transporter inducting the mail. The parties must coordinate amongst themselves to determine who submits final EMD to the Postal Service. Each subscriber involved in the shipment will be provided entry scan notification and have access to his or her own mailing data.

When multiple parties are involved in the mailing process, there are two general approaches for proper EMD submission. In both cases, accurate data communication between supply chain vendors is imperative and required to help ensure that accurate information is provided in the final preshipment documentation. The two approaches are the following:

- *Approach 1: Mail Preparer Submits EMD.* Confirm mailings are often prepared by one party (i.e., the mail preparer) and inducted at the Postal Service by another party (i.e., consolidator/transporter). The mail preparer knows which mailpieces have PLANET Codes and the values assigned to each PLANET Code. The consolidator/transporter knows the shipment on which those mailpieces are included. In Approach 1, the consolidator/transporter should communicate the shipment details (e.g., Shipment ID, date, locations) back to the mail preparer so that the mail preparer can prepare and submit accurate preshipment information using EMD.

  Example: Two catalog companies (i.e., mail owners) are clients of one direct mail company (i.e., mailer). The direct mail company produces mailings with PLANET Codes for the two companies and uses a consolidator to package and move the mail in the most efficient way

possible. For preshipment preparation, the consolidator controls and prepares shipment-level information, while the mailer provides mailing-level information for both mail owners' mailings. For Approach 1, the consolidator communicates the Shipment ID(s) back to the mailer so that the mailer can populate and submit the EMD files to the Postal Service in a proper fashion. If mail is contained in more than one shipment, the consolidator must also make sure the mailer knows what mail with PLANET Codes is contained in each separate shipment. Upon induction of the mail, only one mail induction entry scan is required on a single shipment containing multiple Confirm mailings from multiple Confirm subscribers. Multiple types of customers may receive notification for entry scans: mail owner, mailer, consolidator, and transporter.

- *Approach 2: Consolidator/Transporter Submits EMD.* As in Approach 1, Confirm mailings can be prepared by a mail preparer and inducted by a consolidator/transporter. The mail preparer knows which mailpieces have PLANET Codes and the values assigned to each PLANET Code. The consolidator/transporter knows the shipment on which those mailpieces are included. In Approach 2, the mail preparer passes along a partially populated EMD to the consolidator/transporter containing information about the mailing (e.g., PLANET Codes, volume, etc.). The consolidator/transporter takes the information and completes populating the EMD file with the shipment details (e.g., Shipment ID, date, locations) and makes final submission to the Postal Service.

  Example: A mail consolidation company has clients for which they prepare and arrange shipments to maximize speed and efficiency. Two of the clients (i.e., mailers) are Confirm subscribers who PLANET Code their mailings. Consolidators are also Confirm subscribers and have their own mailings (prepared directly for mail owners) to be inducted with the Postal Service. All three parties (i.e., the consolidator and the two mailers) have mail that will be combined into one shipment prepared by the consolidator. For preshipment preparation, the consolidator controls and prepares shipment-level information and their own mailing-level information, while the two client mailers provide the consolidator with mailing-level information for each of their mailings. Using one common Shipment ID, the consolidator prepares and submits an EMD that aggregates the Confirm mailings under "one umbrella" — a combined EMD submission. Again, only one mail induction entry scan is required on a shipment containing multiple Confirm mailings from multiple Confirm subscribers — the consolidator and the two mailers. As in Approach 1, this process does require coordination between the consolidator and its two mailer clients.

Note the following with regard to preshipment notification: 1) All parties involved in the process can receive induction notifications (i.e., when the mail was dropped at the Postal Service) provided they are registered in the EMD system; 2) Confirm scan records from mail processing equipment are only forwarded to those customers who are Confirm subscribers.

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7 Induction of Confirm Mail

Barcoded documentation must accompany each outgoing Confirm mail shipment at the point of induction at the Postal Service (i.e., when the Postal Service takes possession of the Confirm mail). The appropriate form must include one Shipment ID barcode that represents all Confirm mail contained within that shipment.

Induction Forms

For plant-verified drop shipments, PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance,* is required (typically used by Standard Mail customers).

For non-plant-verified drop shipments, PS Form 3152-A, *Confirm Advanced Shipping Notice (ASN) Shipment ID,* is required (typically used by First-Class Mail customers). (See Exhibit 11.)

Exhibit 11
PS Form 8125 and PS Form 3152-A

Form 8125

Form 3152-A

For larger samples of PS Form 8125 or PS Form 3152-A, please refer to Appendix F.

The Induction Process

A Postal Service representative scans the Shipment ID barcode with a hand-held scanner at the point when the Postal Service takes final possession of the Confirm mail shipment — prior to inducting the shipment into the mail processing stream. This entry scan serves to "start the clock" on Confirm mail and generates entry scan data (see Chapter 9, Exhibit 12). Entry scans are only applicable for Destination Confirm mail.

Critical Entry Time

Mailers must consider critical entry time when planning mail induction. Critical entry time is the latest time a particular class of transported mail can arrive at the Post Office where a mailing is inducted to meet the service standard for mail processing, dispatch, and final delivery.

Electronic Start-the-Clock Induction Method for Continuous Mailers

An enhanced capability has been created to enable First-Class Mail continuous mailers (i.e., mailers who process mail in 24 hours/7 days a week operations), to provide better data to the Confirm and Entry Information programs. Currently, First-Class Mail continuous mailers are unable to create preshipment notification files that properly reflect the actual shipments that are presented to the Postal Service for induction. They are therefore unable to provide meaningful PS Forms 3152-A for each shipment.

A simple solution composed of two parts has been devised:

1. Continuous mailers submit a single Electronic Mailing Data (EMD) file once a day. The file will contain information on all mail submitted to the Postal Service in the last 24-hour period. This EMD file will be formatted as if all mail was submitted on a single truck (i.e., a single Shipment ID will be associated to all mailings inducted that day).
2. Continuous mailers will submit an entry scan file via FTP, in lieu of an actual entry scan. The file will contain a single record that mirrors the format of the Product Tracking System 'UT' entry scan record that is created when a Shipment ID barcode is scanned by a handheld scanner. This file will serve as the entry scan for the Shipment ID provided in the associated EMD file. The system will send notification to the mailer as if the entry scan originated at a Postal Service facility. This file will provide the start-the-clock date/time for the PLANET Codes on mailings for that day, without adversely affecting the Postal Service scan rates and performance measurement calculations.

   Note: To provide accurate performance measurement data, it is imperative that continuous mailers do not use the same PLANET

Code on more than one day during a 30-day period, even when part of the same mailing is inducted over a period of several days.

For details on Confirm mail induction for continuous mailers, see Appendix G, *Confirm and Entry Information Continuous Mailer Capability Overview*.

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8 How to Receive Confirm Scan Data

There are two categories of scan data that Confirm customers can receive: entry scan data and mailpiece scan data.

Entry Scan Data

Entry scan data is generated when shipments containing Destination (outgoing) Confirm mailings with PLANET Codes are inducted into the mailstream. For a mailing to be verified, accepted, and inducted, the mailer must print a Shipment ID barcode on PS Form 8125 or PS Form 3152-A, which identifies and accompanies the mail to the Postal Service. When Postal Service personnel scan the barcode on the induction form, mail is entered into the mailstream and entry scans are generated. Entry scans "start the clock" on Confirm shipments and identify the Shipment ID, facility name, and ID (i.e., ZIP Code) where the mailing is inducted and the entry scan of date and time is performed (see Chapter 9 for examples).

Mailers can receive entry scan data by the following means:

1. E-mailed notice.
2. File transfer protocol (FTP) format.
3. Confirm Web site *(mailtracking.usps.com)* download.

(Subscriber contacts can receive entry scans in both e-mail and FTP formats.)

Mailpiece Scan Data

Mailpiece scan data is created each time mailpieces are sorted on mail processing equipment barcode sorters. The records generated from these mailpiece scans contain the facility ID (i.e., ZIP Code), Scan Date & Time, Operation Code, POSTNET Code digits, and PLANET Code digits (see Chapter 9 for examples).

Mailers can receive mailpiece scan data by:

1. File transfer protocol (FTP) format.
2. Confirm Web site *(mailtracking.usps.com)* download.

To receive entry scan or mailpiece scan data, customers must access the Confirm Web site to setup and update notification methods and schedules. Subscribers can access the Web site with a username and password, issued by the Confirm customer support staff after submitting PS Form 1357-S, *Customer Request for Web Access.*

Methods for Receiving Scan Data

FTP (File Transfer Protocol)

Customers will provide their Internet protocol (IP) and host information to be entered into their account by the Confirm customer support staff. This will allow scan data to be sent to the customer on a set download schedule and time of their preference. A summary file including all entry scans received since the last schedule run will be sent up to four times daily to the host created in Host Setup. All data will be included in a package file with a *.pkg* file extension.

Confirm Web site (*mailtracking.usps.com*)

Subscribers can download their raw scan data from the Web site. Also, all subscribers can view the Confirm Shared Reports, which display information in a Web-based summary format. The purpose of these reports is to enable the Postal Service and subscribers to view the same performance information to resolve service-related issues.

E-mail (for entry scan notification only)

An e-mail notification for each entry scan can be sent to each of the subscriber contacts created in Contact Setup. The e-mail message confirms that a specific shipment has been received by detailing the Shipment ID, facility where shipment was inducted, mailing name, ID, and induction date and time.

Scan Data Notification Contacts & Schedules

Subscribers can enter and maintain the information necessary to manage scan notifications in the Customer Setup section of the Confirm Web site:

- In the Contact Setup section, subscribers can enter and maintain contact information for e-mail and file transfer notification.
- In the Host Setup section, subscribers can enter and maintain host information for FTP notification.
- In the Entry Scan Notification Schedule section, subscribers can select how and when they wish to receive entry scan notification and view notification history.

- In the Mailpiece Scan Schedule section, subscribers can select how and when to receive PLANET Code scan notifications and view notification history.

For assistance, contact Confirm Customer Support at 800-238-3150.

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9 Data Interpretation

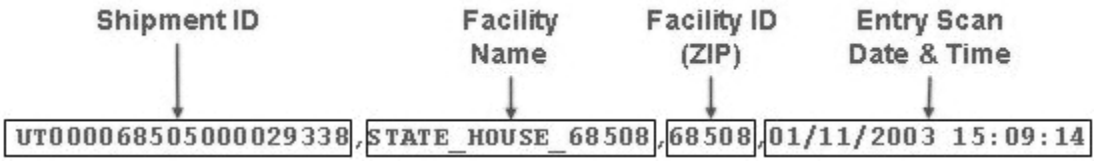
Confirm generates data that reflect the induction and automated processing of mail that has PLANET Codes. When mail that has PLANET Codes is scanned by the Postal Service's high-speed mail processing equipment, comma-delimited raw scan data records are created. The scan records that are produced during sort operations allow customers to interpret the data and estimate when mailpieces are near delivery. To get information about how to receive scan data, refer to chapter 8.

Types of Confirm Scan Data Records

Entry Scan Record

The entry scan record represents where and when a shipment is inducted into the mailstream. This is known as the start-the-clock scan that indicates the beginning of the Confirm service tracking process for outgoing mail. The entry scan record is only applicable to outgoing mail using Destination Confirm service. Exhibit 12 below provides a diagram of an entry scan. See Chapter 7 for more information on the induction process.

Exhibit 12
Entry Scan Sample



Key (columns separated by commas):

Shipment ID: The 20-digit number that uniquely identifies each shipment.

Facility Name: The Postal Service facility name where the shipment was inducted.

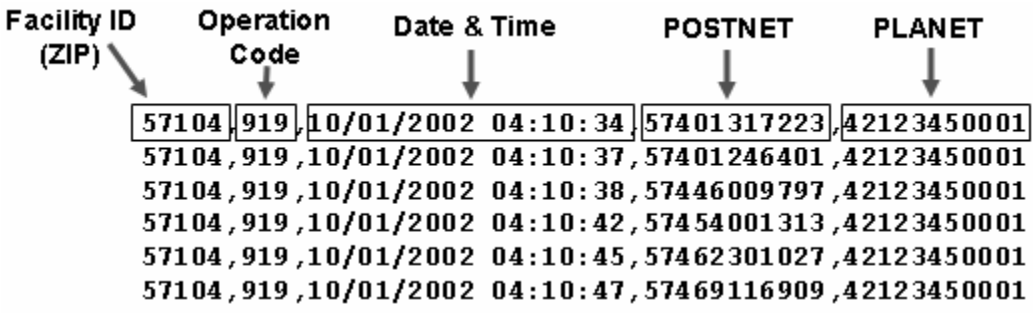
Facility ID: The 5-digit ZIP Code of the facility where the shipment was inducted.

Entry scan Date & Time: The date (mm/dd/yyyy) and time (hh:mm:ss) of induction.

Mailpiece Scan Record

The mailpiece scan record represents where, when, and at which operation level an individual mailpiece from a shipment is processed. This type of scan record is generated when a mailpiece is processed on mail processing equipment barcode sorters. A mailpiece is likely to generate multiple mailpiece scan records as it is processed on automated equipment prior to delivery. However, the Postal Service cannot guarantee that every Confirm mailpiece with a PLANET Code will receive a scan. Exhibit 13 below provides a diagram of raw mailpiece scan records.

Exhibit 13
Mailpiece Scan Record



Key (columns separated by commas):

Facility ID:	The 5-digit ZIP Code of the facility where mail was processed.
Operation Code:	The code that indicates the level of sort operation mail was processed.
Entry Scan Date & Time:	The date (mm/dd/yyyy) and time (hh:mm:ss) the mail was processed.
POSTNET:	Barcode system for encoding delivery point and ZIP+4 information.
PLANET:	Barcode system that Confirm service is built on (12- or 14-digit code).

Note: A list of facility IDs can be obtained by contacting Confirm Customer Support at 800-238-3150. The list of 3-digit operation codes are listed in Appendix H and available in electronic format on the Confirm Web site at *mailtracking.usps.com.*

Confirm Mail Processing

When interpreting scan data, it is important to remember that a mailpiece will most likely receive more than one scan. Multiple scans of a mailpiece make it possible to determine processing time and location of each mailpiece. By evaluating entry scans and mailpiece (mail processing) scans, mailers get an indication of when their mailpieces are near delivery. The scan history for Destination (outgoing) Confirm mail typically starts with an entry scan for the Confirm mail shipment and then ends with a series of mailpiece scans. The scan history for Origin (incoming) Confirm mail consists of only mailpiece scans.

Mailpiece Scan History

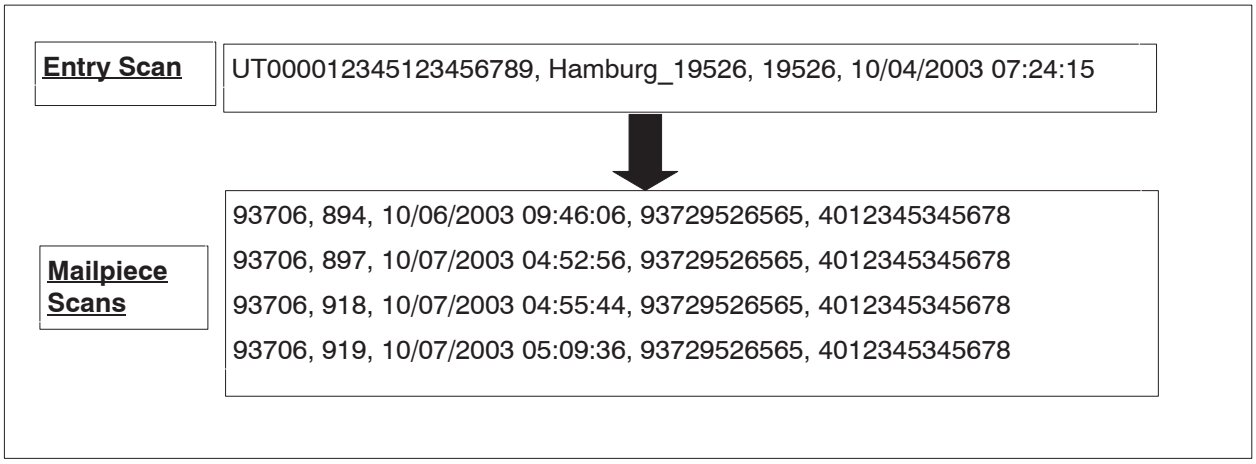
Entry Scan

The first scan record listed in Exhibit 14 below represents the entry scan. Because entry scans occur for a shipment, this entry scan below serves as the start-the-clock for all the pieces barcoded with PLANET Codes associated with this shipment. As a result, a shipment can be one or more mailings and a mailing can consist of one or more PLANET Codes. Confirm mailers should refer to the appropriate preshipment notification that associates Shipment IDs with PLANET Codes in order to link entry scan to mailpiece scans.

Mailpiece Scans

The four subsequent scans listed Exhibit 14 below represent mailpiece scans. Mailpieces are uniquely identified by using the PLANET Code/POSTNET Code combination. When these codes are simultaneously scanned by mail processing equipment, mailpiece scan data is generated. A mailpiece scan history can be used to interpret scan data once raw scan data is collected.

Exhibit 14
Mailpiece Scan History



USPS Sort Operation Codes

Each Confirm scan data record includes a 3-digit sort operation code. Mailers use operation codes to determine the processing status of mailpieces. Understanding these Postal Service operation numbers is critical to the interpretation of Confirm data. Operation codes indicate what type of sort processing operation took place on the mailpiece during a particular scan event. Mailpieces are typically processed on mail processing equipment more than once at different points in the mailstream.

Each Confirm mailpiece will likely generate multiple mailpiece scan records, each of which will contain a different sort operation code representing a type of sort operation. The number and type of sort operations that take place will depend on numerous factors, including mail class, shape, presort level, and originating and destinating locations.

Each sort operation code generated by Confirm mail represents a type of sortation and the type of equipment on which the mail was processed. Each type of sortation process may be represented by multiple sort operation codes, depending on the type of system on which processing took place.

A complete list of operation codes is available in the Operation Code Table located in Appendix H and on the Confirm Web site. This table is updated as changes occur to the Postal Service Operations' master file.

Below are definitions of some of the major process types. Refer to Appendix I for a list of the different operation codes associated with each of these processing categories:

- *Outgoing (O/G) Primary.* Originating mail separated by automated area distribution center (AADC), 3- and 5-digit ZIP Code separations (for Overnight, 2-day and 3-day Delivery Standard); requires additional processing on automated equipment. The last digit of this 3-digit operation code generally ends with 1.
- *Outgoing (O/G) Secondary.* Originating mail not finalized on outgoing primary separated by AADC, 3- and 5-digit ZIP Code separations (for 2-day and 3-day Delivery Standard); requires additional processing on automated equipment. The last digit of this 3-digit operation code generally ends with 2.
- *Managed Mail.* 3- and 5-digit outgoing primary mail normally sorted from an AADC level down to 3-digit ZIP Code level, with high-volume 5-digit zones and firms also held out; additional processing required on automated equipment for the 3-digit sorted volume and the 5-digit sorted volume for which the plant has incoming secondary, delivery point sequence (DPS), sector/segment, or box section sorting responsibility. The last digit of this 3-digit operation code generally ends with 3.
- *Incoming (I/C) SCF.* Local destinating mail normally separated by the host SCF by 5-digit ZIP Code; additional processing on automated equipment is required for the 5-digit ZIP Codes for which the plant has incoming secondary, DPS, sector/segment, or box section sorting

responsibility; automated zone indicator (AZI) table provides more detailed information about processing for each ZIP Code. The last digit of this 3-digit operation code generally ends with 4.

- *Incoming (I/C) Primary.* Local mail normally separated by the host SCF by 5-digit ZIP Code for which it has delivery responsibility; additional processing on automated equipment is normally required for which the plant has incoming secondary, DPS, sector/segment, or box section sorting responsibility; AZI table provides more detailed information about processing for each ZIP Code. The last digit of this 3-digit operation code generally ends with 5.
- *Incoming (I/C) Secondary.* Local mail normally separated by carrier route; it may be finalized or additional processing may be required for letter mail on automated equipment (e.g., carrier sequence barcode sorters); final processing for flats. The last digit of this 3-digit operation code generally ends with 6.
- *Box Section.* Local mail normally separated by P.O. box section; in most instances, this is the final automated processing for this mail (manual sorting required to separate mail by individual P.O. box); in some instances, mail is separated into individual P.O. boxes by repeating this operation on automated equipment (this is the reason why mailers may receive multiple scans with the same operation code for a given piece). The last digit of this 3-digit operation code generally ends with 7.
- *Sector/Segment (SEC/SEG, S/S).* These sorts typically require two passes to complete:
  - *1st Pass.* Mail normally separated by ZIP+4 *sectors*; requires additional processing on automated equipment. The last digit of this 3-digit operation code generally ends with 8.
  - *2nd Pass.* Mail normally separated by ZIP+4 *segments*; final processing of mail. The last digit of this 3-digit Operation Code generally ends with 9.
- *Delivery Point Sequence (DPS).* Mail that is sorted into carriers' walk sequence. These sorts typically require two passes to complete:
  - *1st Pass.* Requires additional processing on automated equipment in most cases; last processing for some mailpieces (e.g., firm holdouts, box sections, and Postal Service facilities). The last digit of this 3-digit operation code generally ends with 8.
  - *2nd Pass.* Final processing of mail. The last digit of this 3-digit operation code generally ends with 9.
- *Return to Sender.* Return to sender sort operation (047).

Evaluating Delivery

To evaluate the delivery date and performance of Confirm mailpieces, there are several factors to consider. Mailers evaluate delivery by:

- Identifying stop-the-clock operation codes that are the final mailpiece scans on individual mailpieces.
- Considering critical entry times and the Postal Service's standards.
- Becoming familiar with and utilizing the "days in system" calculation.

Stop-the-Clock Operation Codes

Sort operation codes can be useful in determining delivery dates of mailpieces. The Postal Service has identified 30 sort operation codes that qualify as stop-the-clock operations. These codes represent operations officially recognized by the Postal Service to help indicate same-day delivery. As a guideline, when mailpieces generate Confirm mailpiece scan records containing one of these codes prior to 10 a.m. on a given day and this is the last scan that occurs on the mailpiece, there is a very strong likelihood that the mailpiece will be delivered that same day. Refer to Appendix A for a list of stop-the-clock operation codes. Refer to the Scan Performance Expectations section later in this chapter for additional guidelines on scan expectancy.

Service Standards and Critical Entry Time

The Postal Service has delivery goals for service achievement for each mail class to measure service performance. These service standards can be used by mailers to anticipate the delivery of a mailing and determine if mail is delivered on time. However, critical entry time on induction must be met by mailers for the Postal Service to meet the service standard for final delivery. Critical entry time is the latest time mail can arrive at the Postal Service for service standards to be achieved.

The Postal Service offers service standard information to Confirm mailers free-of-charge. Service standards are available on Interactive CD-ROM and via raw data file. The interactive CD-ROM provides a U.S. map graphic to display standards for First-Class Mail, Standard Mail, Periodicals Mail, Package Services, and Priority Mail items. (***Note:*** Confirm can be used for First-Class Mail, Standard Mail, and Periodicals Mail items, and letters and flats.) The Service Standards Raw Data File is the source data for the interactive program which is available on a separate CD-ROM. Either format can be obtained by contacting the Confirm Help Desk at 800-238-3150.

Critical entry time information can be obtained from the facility file, which can also be obtained by contacting the Confirm Help Desk at (800) 238-3150.

Days in System Calculation

Days in System is a calculation for the number of days it takes for the Postal Service to deliver the mail from induction to delivery. This calculation considers that no deliveries are made on Sundays or holidays.

Days in System = (Last Scan Date – First Scan Date) – (Adjustment for Sunday/Holiday)

The adjustment for Sunday/Holiday is determined using the following logic:

1. If the Last Scan Date falls on a day immediately following a Sunday or holiday, then subtract 1 from the Days in System value.
2. If the Last Scan Date falls on a day immediately following a Sunday, and that Sunday is immediately preceded by a holiday, then subtract 2 from the Days in System value.
3. If the Last Scan Date falls on a day immediately following a holiday and that holiday is immediately preceded by a Sunday, then subtract 2 from the Days in System value.
4. If the Last Scan Date falls on a day immediately following a Sunday, and that Sunday is immediately preceded by two consecutive holidays, then subtract 3 from the Days in System value.
5. If the Last Scan Date falls on a day immediately following a holiday, and that holiday is immediately preceded by two consecutive holidays (or a holiday and a Sunday), then subtract 3 from the Days in System value.

Note: If the Days in System calculation shown above returns a value greater than the Service Standard, then the adjustment for Sunday/Holiday portion of the calculation is removed and the final Days in System value becomes simply the Last Scan Date minus the First Scan Date.

See diagram of Days in System calculation in Appendix J.

Scan Performance Expectations

Confirm data reflects the automated processing of mailpieces; however, due to the nature of mail processing there is no guarantee that a mailpiece will receive a scan. When a mailpiece does receive a scan, there are several factors such as shape, presort level, and destinating zone that impact overall scan performance. These factors should be considered when interpreting scan data.

Letter Mail Processing

Letter-shaped mail barcoded with PLANET Codes is more likely than flat mail to generate Confirm mailpiece scan data. To be eligible for scanning, letter mail must first adhere to basic mailpiece design specifications for automation-compatible mail. Proper PLANET Code and POSTNET Code barcodes must be present on the front of the mailpieces.

Automated Zone Indicator (AZI) Table

The automated zone indicator (AZI) table (see Exhibit 15) is available to help Confirm customers predict the type of processing that typically takes place on their letter mail with PLANET Codes for each ZIP Code. The AZI table lists all 5-digit ZIP Codes and an indicator of the type of processing that typically takes place on Confirm letter mail destined for those ZIP Codes. The AZI is formatted in an excel spreadsheet and contains all Postal Service 5-digit ZIP Codes, each assigned one numeric zone indicator. The five numeric indicators are:

1. *Two Pass Zones.* Automated two-step sector segment at mail processing facilities.
2. *876 Carrier Route Sort Zones.* Automated Incoming Secondary carrier route sorting at plants.
3. *Carrier Route Barcode Sorter (CSBCS) Zones.* Automated walk sequence sorting on CSBCS machines at delivery units.
4. *Delivery Barcode Sorters (DBCS) Zones.* Automated walk sequence sorting on DBCS machines at plants (i.e., SCFs) or at delivery units.
5. *Manual/Mechanized Zones.* No automated sorting — no PLANET Code scans should be generated from facilities matched to these ZIP Codes.

Exhibit 15
Sample Table Layout

ZIP Code	Zone Indicator
00501	1
00544	1
00601	2
00602	2
00603	2
00604	3
00605	3
00606	2
00610	2

Note: The AZI table is maintained and updated by USPS Address Management Services (AMS). The Postal Service posts an updated version of this table monthly on the Confirm Web site at *mailtracking.usps.com.*

Subscribers' scan expectancy on letter mail depends on the type of zone for which the mailpiece is destined, along with the presort level in which the mail was prepared. Letter mail presorted at a higher level (e.g., 3-digit presort) is more likely to receive mailpiece scans than mail presorted at a finer level (e.g., 5-digit presort) because the mail requires more automated sorting to prepare it for delivery.

Some general guidelines regarding scan expectancy using AZI are the following:

- Letter mailpieces presorted at 5-digit level and destined to AZI 5 zones should not receive mailpiece scans.
- Letter mailpieces destined to AZI zones 1 and 5 should not receive stop-the-clock scans. There is also a low likelihood that letter mailpieces destined to AZI zone 2 will receive stop-the-clock scans.
- Letter mailpieces destined to AZI zone 3 may receive a stop-the-clock scan if they are processed on delivery point sequence (Operation Number 905) at the Postal Service delivery unit.
- Letter mailpieces destined to AZI zone 4 are most likely to receive mailpiece scans. These pieces should receive a stop-the-clock scan.

Flat Mail Processing

Customers report that they typically receive lower mailpiece PLANET Code scan rates on flats than on letter mail. This is largely attributed this to the following reasons:

1. A notable amount of flat mail bypasses processing equipment and does not get scanned. We do not process flat size mail on automated equipment for 5-digit ZIP Codes that have less than ten carrier routes, that do not have sufficient densities to meet automation processing thresholds, or that cannot be processed on automation to meet delivery schedule windows. In these situations, the standard operating procedure in the field is to send 5-digit bundles directly to delivery units. It should be noted that all carrier route bundles always bypass automation and therefore would not receive scans.
2. A number of smaller plants do not have automated flats equipment. Three-digit and 5-digit presorted mail for their service areas will not be scanned. Most basic presorted mail for these areas will receive an upstream scan.

The Confirm service is only relevant for automation-rate mailings.

For individual mailings, however, the expected scan rate will depend on destination area and on the portion of the mailing that is 5-digit presorted. For some mailings, the expected scan rate could be 80 percent or more, while for others it could be substantially below 60 percent. To enable mailers to predict and evaluate scan rates for their individual mailings (or for ZIP Code areas), the Postal Service provides Confirm subscribers with location-specific information tables (see below). To ensure accuracy of these tables, please report any anomalies noted in the lists to the National Customer Support Center at 800-238-3150.

With information from the tables, both mailers and the Postal Service will be better able to evaluate whether the scan rate for a particular mailing or area is about what would be expected, or sufficiently below expectations to indicate a need for further investigation.

Nonautomated SCF Table

The Nonautomated SCF Table (see Exhibit 16) is available to help Confirm customers determine where to expect mailpiece scans on flat mail with PLANET Codes. Flat mailpieces with PLANET Codes, presorted at the 3-digit or 5-digit level, destined for the 3-digit ZIP Code zones in this table should not receive scans and should not be considered when calculating mailpiece PLANET Code scan rates.

The Nonautomated SCF Table lists all 3-digit ZIP Code zones where flat mail is not processed on automated barcode sorting equipment. The Nonautomated SCF Table is formatted in an Excel spreadsheet and contains four data fields:

- SCF = Postal Service 3-digit ZIP Code representing an SCF.
- SITE = SCF name (usually associated with a city).
- STATE = State in which the SCF is located.
- Associated 3-digit ZIPs = Postal Service 3-digit ZIP Codes associated with the SCF.

Exhibit 16
Sample Nonautomated SCF Table Layout

SCF	SITE	STATE	Associated 3-Digit ZIPs
054	SCF BURLINGTON	VT	054
054	SCF BURLINGTON	VT	056
128	GLENS FALLS	NY	128
129	PLATTSBURGH	NY	129
136	WATERTOWN	NY	136
147	JAMESTOWN	NY	147
156	GREENSBURG	PA	156
158	DU BOIS	PA	158
163	OIL CITY	PA	163

Note: The Nonautomated SCF Table is updated periodically by USPS Processing Operations Headquarters with support from the Confirm Program Office and Address Management Services (AMS). The Postal Service posts the latest version of this table on the Confirm Web site *mailtracking.usps.com.*

Nonautomated 5-Digit ZIP Code Table

The nonautomated 5-digit ZIP Code table (see Exhibit 17) is available to help Confirm customers determine where to expect mailpiece scans on flat mail with PLANET Codes. Flat mailpieces with PLANET Codes — presorted at the 5-digit level — destined for the 5-digit ZIP Code zones in this table should not receive scans and should not be considered when calculating mailpiece PLANET Code scan rates. Flat mail presorted to the 3-digit level may receive scans "upstream" if mail is destined to an automated SCF.

The Nonautomated 5-Digit ZIP Code Table lists all 5-digit ZIP Code zones where flat mail is not processed on automated barcode sorting equipment. The Nonautomated 5-Digit ZIP Code Table is formatted in an Excel spreadsheet and contains three data fields:

- ZIP = Postal Service 5-digit ZIP Code.
- CITY = City associated with the ZIP Code.
- STATE = State in which the ZIP Code and city are located.

Exhibit 17
Sample Nonautomated 5-Digit ZIP Code Table Layout

ZIP Code	City	State
00501	HOLTSVILLE	NY
00544	HOLTSVILLE	NY
00601	ADJUNTAS	PR
00602	AGUADA	PR
00603	AGUADILLA	PR
00604	AGUADILLA	PR
00605	AGUADILLA	PR
00606	MARICAO	PR

Note: The Nonautomated 5-Digit ZIP Code Table is updated periodically by Postal Service Processing Operations at Headquarters with support from the Confirm Program Office and Address Management Services (AMS). The Postal Service posts the latest version of this table on the Confirm Web site at *mailtracking.usps.com.*

Scan Performance Guidelines

The following rules should be considered when determining scan performance for Confirm letters and flats.

Letters

First-Class Mail (Letters)

Automation Mixed AADC, AADC: Typically letter mail in these categories will be processed on automation equipment.

Automation 3-Digit: Typically letter mail in this category will be processed on automation equipment, with the exception of a limited number of nonautomated SCFs, especially if the mail is dropped and destined at the nonautomated SCF.

Automation 5-Digit: Use the AZI table to determine scan expectations. Typically, letter mail in this category destined to AZI 5 zones (manual) will not be processed on automation equipment; however, letter mail destined to all other zones will be processed on automation equipment. In some instances, letter mail destined to AZI 2 zones (carrier-route sort) may be processed on multilane optical character reader (MLOCR) equipment, which does not include PLANET Code read capability, and therefore will not be scanned.

Automation Carrier Route Basic: This category of mail is only available for AZI zones 3 and 5, carrier sequence barcode sorter (CSBCS), and manual sites. Typically mail that is processed in AZI 3 zones (CSBCS) will be processed on CSBCS processing equipment. Mail that is destined for AZI 5 zones will not be processed on automation equipment.

Nonautomation Single-Piece: Typically letter mail in this category will be processed on automation equipment. These pieces are first processed through an Automated Facer Canceller and are then routed to a barcode sorter.

Nonautomation Presorted: Use the information above to determine the likelihood of scans for machinable letters within this category at the various presort levels. Nonmachinable letters (including “Manual Only”) in this category will not receive a scan.

Standard Mail (Letters)

Automation Mixed AADC, AADC: Typically letter mail in these categories will be processed on automation equipment.

Automation 3-Digit: Typically letter mail in this category will be processed on automation equipment, with the exception of a limited number of manual SCFs, especially if the mail is dropped and destined at the nonautomated SCF.

Automation 5-Digit: Use the AZI table to determine scan expectations. Typically, letter mail in this category destined to AZI 5 zones (manual) will not be processed on automation equipment; however, letter mail destined to all

other zones will be processed on automation equipment. In some instances, letter mail destined to AZI 2 zones (carrier-route sort) may be processed on MLOCR equipment, which does not include PLANET Code read capability, and therefore will not be scanned.

Enhanced Carrier Route High Density, Saturation: Typically letter mail prepared to these categories will not be processed on automation equipment. However, mail destined for AZI zones 3 and 4 (CSBCS, DBCS) may be processed on automation equipment in some instances.

Automation Enhanced Carrier Route Basic: This category of mail is only available for AZI zones 3 and 5, CSBCS, and manual sites. Typically mail that is processed in AZI zone 3, CSBCS, will be processed on CSBCS processing equipment. Mail that is destined for all AZI 5 zones would typically not run on automation equipment.

Nonautomation Enhanced Carrier Route Basic: Typically letter mail prepared to these categories will not be processed on automation equipment due to the physical characteristics of these mailpieces. The rate for this category is higher than the rate for 5-digit automation letters; therefore a majority of the pieces in this category do not meet the specifications for automation.

Presorted Basic: Typically letter mail in this category will be processed on automation equipment. (This is Mixed AADC and AADC, so it should be scanned.)

Presorted 3/5: Use the AZI table to determine scan expectations for the 5-digit sorted pieces. Typically, letter mail in this category destined to AZI 5 zones (manual) will not be processed on automation equipment; however, letter mail destined to all other zones will be processed on automation equipment. In some instances, letter mail destined to AZI 2 zones (carrier-route sort) may be processed on MLOCR equipment, which does not include PLANET Code read capability, and therefore will not be scanned. The 3-digit sorted pieces will typically be processed on automation equipment, with the exception of a limited number of manual SCFs, especially if the mail is dropped and destined at the nonautomated SCF.

Periodicals (Letters)

Nonautomation/Automation Basic: Typically machinable letter mail in these categories will be processed on automation equipment.

Nonautomation/ Automation 3-Digit: Typically letter mail in this category will be processed on automation equipment, with the exception of a limited number of nonautomated SCFs, especially if the mail is dropped and destined at the nonautomated SCF.

Nonautomation/automation 5-Digit: Use the AZI table to determine scan expectations. Typically, letter mail in this category destined to AZI 5 zones (manual) will not be processed on automation equipment; however, letter mail destined to all other zones will be processed on automation equipment. In some instances, letter mail destined to AZI 2 zones (carrier-route sort) may be processed on MLOCR equipment, which does not include PLANET Code read capability, and therefore will not be scanned. Typically letter mail

prepared to Nonautomation Carrier Route Basic, High Density, Saturation categories will not be processed on automation equipment. However, machinable letters destined for AZI zones 3 and 4 (CSBCS and DBCS), may be processed on automation equipment in some instances.

Flats

The following rules are most applicable to mail that meets the characteristics for processing on the AFSM-100. Mail that exceeds AFSM-100 processing characteristics may be processed on FSM-1000s in manual mode. The probability of receiving scans is higher in the Mixed ADC and ADC categories and diminishes at the 3-digit presort level. Five-digit mail that exceeds AFSM-100 characteristics is very unlikely to be processed on automation equipment.

Automation Mixed ADC, ADC: Typically flat mail in these categories will be processed on automation equipment.

Automation 3-Digit: Typically flat mail in this category will be processed on automation equipment, with the exception of mail that is drop-shipped by a mailer or directly routed from origin to an SCF that does not have flat sorters.

Nonautomation Single-Piece: Typically flat mail in these categories will be processed on automation equipment, with the exception of mail that originates and destinates in SCFs that do not have flat sorters.

Automation 5-Digit: Use the Nonautomated 5-Digit Table to apply exceptions.

Enhanced Carrier Route Basic, High-Density, Saturation: Mail in these categories will not be processed on automation equipment.

Presorted Basic: Typically flat mail in this category will be processed on automation equipment. (This rate category is comprised of Mixed ADC and ADC, so it should be scanned.)

Presorted 3/5: Use the Nonautomated SCF Table and Nonautomated 5-Digit Table to apply exceptions.

** Mixed AADC and Single Piece are only originating operations.

Note: Origin entry or destination entry at the DBMC, DADC, or DSCF level should not impact scan expectations since the flat or letter will be processed based solely on the presort level, independent of entry. The only potential exception would be the DDU entry of machinable enhanced carrier route (ECR) letters, which may reduce the scan expectation when compared to upstream entry since the pieces must be backhauled to the plant for processing if a scan is to be recorded and the delivery unit has the option to case these letters or take the letters straight to the street on mounted routes. The Postal Service has told the field that it is important to backhaul these pieces in order to reduce costs, as long as this does not sacrifice service.

10 Customer Assistance

Contact the Postal Service National Customer Support Center (NCSC) for any of the following issues:

- Information on Confirm service.
- Confirm subscriber account management and support.
- Barcode testing and certification.
- Troubleshooting and technical support.

By telephone: (800) 238-3150

By e-mail: *confirm@email.usps.gov*

By mail: USPS NATIONAL CUSTOMER SUPPORT CENTER
CONFIRM/PLANET CODES
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

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Appendix A

Confirm Stop-the-Clock Operation Codes

Code	Mail Shape	Description
943	Letter	DBCS/DIOSS OSS MODE-DPS, 2ND PASS LTR
942	Letter	DBCS/DIOSS OSS MODE-DPS, 1ST PASS LTR
926	Letter	DBCS/DIOSS OSS DPS, 2ND PASSLTR
925	Letter	DBCS/DIOSS OSS DPS, 1ST PASS LTR
919	Letter	DBCS/DIOSS BCS DPS, SECOND PASS FOR LETTERS
918	Letter	DBCS/DIOSS BCS DPS, FIRST PASS FOR LETTERS
917	Letter	BCS-OSS – DELIVERY POINT SEQUENCE, 2ND PASS LTR
916	Letter	BCS-OSS – DELIVERY POINT SEQUENCE, 1ST PASS LTR
915	Letter	MPBCS – DELIVERY POINT SEQUENCE, 2ND PASS LTR
914	Letter	MPBCS – DELIVERY POINT SEQUENCE, 1ST PASS LTR
913	Letter	DBCS/DIOSS/MPBCS BCS DPS, 2ND PASS LTR
912	Letter	DBCS/DIOSS/MPBCS BCS DPS, 1ST PASS LTR
911	Letter	CSBCS – DELIVERY POINT SEQUENCE DPS LTR
905	Letter	CSBCS-DPS FOR LETTERS
817	Flat	UFSM 1000 OCR – BOX SECTION
816	Flat	UFSM 1000 OCR – INCOMING SECONDARY
509	Letter	DIOSS -EC – OSS EC MODE - 2ND PASS DPS LTR
508	Letter	DIOSS -EC – OSS EC MODE - 1ST PASS DPS LTR
499	Letter	DIOSS EC – ISS EC MODE - 2ND PASS DPS LTR
498	Letter	DIOSS EC – ISS EC MODE - 1ST PASS DPS LTR
489	Letter	DBCS-EC EC MODE – 2ND PASS DPS LTR
488	Letter	DBCS-EC EC MODE – 1ST PASS DPS LTR
467	Flat	FSM-1000 BCR/BOX MAIL FOR FLATS
466	Flat	FSM-1000 BCR/INCOMING SECONDARY FOR FLATS
427	Flat	FSM-OCR/BOX MAIL FOR FLATS
426	Flat	FSM-OCR/INCOMING SECONDARY (FUNCTION 1 MAIL PROCESSING)
407	Flat	FSM OCR/BOX MAIL FOR FLATS
406	Flat	FSM OCR/INCOMING SECONDARY FOR FLATS (FUNCTION 4 CUSTOMER SERVICES)
337	Flat	AFSM-100/BOX SECTION FOR FLATS
336	Flat	AFSM-100/INCOMING SECONDARY FOR FLATS

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Appendix B

PLANET Code Print Requirements

Address Block

If you use the address block option, apply the POSTNET Code and PLANET Code barcodes as shown in these examples (see Exhibits 18–22). We've included the dimensional requirements in Example 1.

Exhibit 18
POSTNET Code Above / PLANET Code Below Address

Example 1: Place the POSTNET Code barcode above the address block, with the PLANET Code barcode below the address.

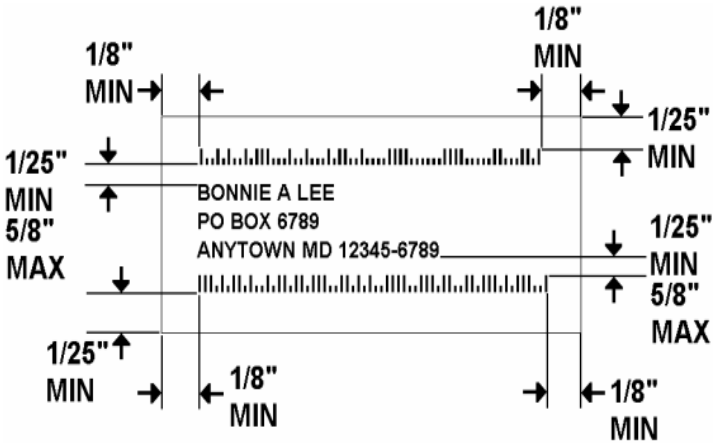


Exhibit 19
PLANET Code Above / POSTNET Code Below Address

Example 2: Place the PLANET Code barcode above the address block, with the POSTNET Code barcode below the address.

Exhibit 20
POSTNET Code Below Keyline / PLANET Code Below Address

Example 3: Place the POSTNET Code barcode below the endorsement line and/or keyline information, with the PLANET Code barcode below the address. You may place the POSTNET Code barcode below the address, with the PLANET Code barcode below the endorsement line and/or keyline information.

Exhibit 21
POSTNET Code Above Keyline / PLANET Code Below Address

Example 4: Place the POSTNET Code barcode above the endorsement line and/or keyline information, with the PLANET Code barcode below the address. You may place the POSTNET Code barcode below the address, with the PLANET Code barcode above the endorsement line and/or keyline information.

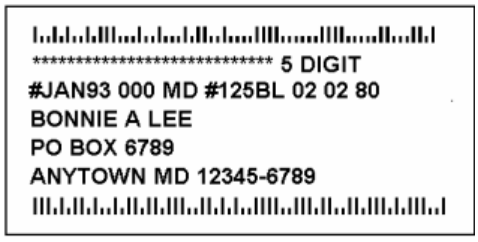
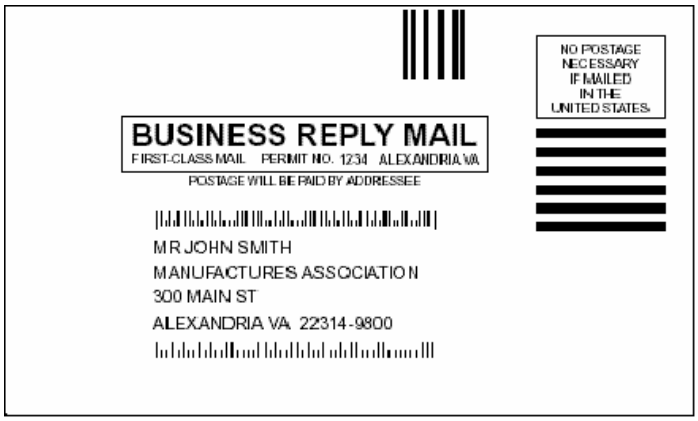


Exhibit 22
Business Reply Mail Mailpiece Sample

Example 5: For Business Reply Mail (BRM) pieces, the PLANET Code should be placed below the Business Reply Legend. The image below (not precise to scale) represents an example of how the PLANET Code could placed on a BRM piece.



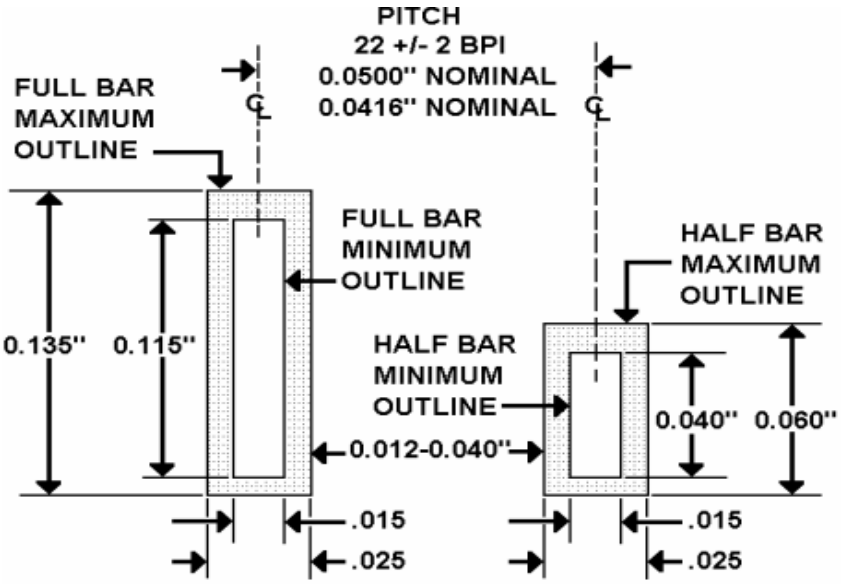
Barcode Pitch

Limit the nominal horizontal spacing or pitch — defined as a bar and a space — to 22 +/– 2 bars per inch when measured over any 0.5-inch portion of the barcode. The horizontal spacing at 24 bars per inch is 0.0416 inch; at 20 bars per inch, 0.050 inch. Leave a clear space of at least 0.012 inch, but not more than 0.040 inch between bars (see the next section).

Bar Dimensions

The bars that make up either the POSTNET Code or PLANET Code barcode should be within the dimensional tolerances shown in Exhibit 23. The edges of the bars should completely cover the minimum bar outlines, but not exceed the maximum outlines.

Exhibit 23
POSTNET Code / PLANET Code Bar Dimensions



Barcode Tilt

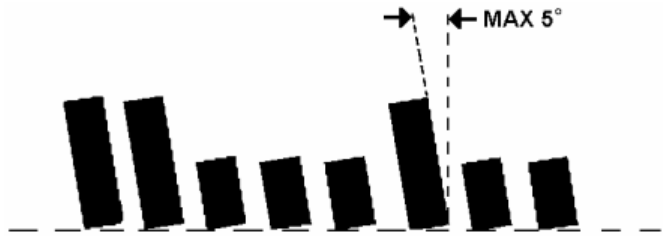
When printing POSTNET Code or PLANET Code barcodes, two types of tilt may occur:

- Pattern skew (or slant) (see Exhibit 24), in which the entire barcode may be skewed with respect to the bottom edge of the mailpiece.
- Bar rotation (see Exhibit 25), in which the individual bars are tilted (not perpendicular) with respect to the baseline of the barcode.

Both types of tilt may occur simultaneously. Limit the combined effects of pattern skew and bar rotation to a maximum tilt of +/– 5 degrees.

Exhibit 24
Barcode Skew

Exhibit 25
Bar Rotation



Baseline Shift

The vertical position of adjacent bars should not vary more than 0.015 inch, from bar to bar, when measured from the baseline of the barcode. See Exhibits 26 and 27 for acceptable and nonacceptable baseline shift.

Exhibit 26
Acceptable Baseline Shift

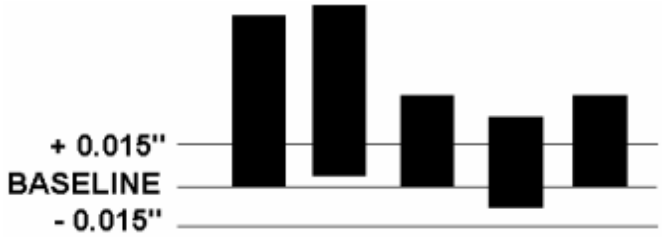
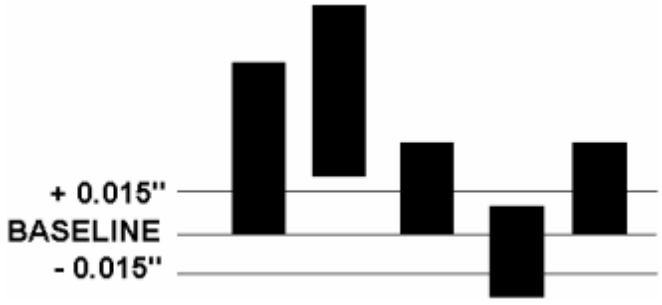


Exhibit 27
Excessive Baseline Shift



Reflectance

Make sure that the area of the mailpiece where the barcode(s) is located — the address block and/or lower right — is *uniform in color*. When measured with a Postal Service envelope reflectance meter or equivalent the area should produce a minimum reflectance as follows:

- Fifty (50) percent in the red portions of the optical spectrum.
- Forty-five (45) percent in the green portions of the optical spectrum.

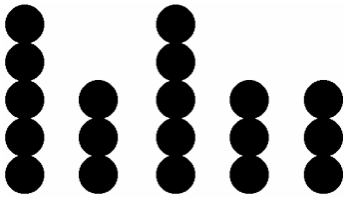
The Postal Service prefers a white background, but pastels and some other light colors are acceptable. The print reflectance difference (PRD) is the difference between light reflected from the printed barcode and the background. A PRD of at least 30 percent in the red and green portions of the optical spectrum is required.

Ink Issues: Overinking and voids

Overinking can cause a bar to exceed its maximum dimensions and prevent successful barcode interpretation. Make sure that excessive or extraneous ink does not cause any bar to exceed the recommended height or width.

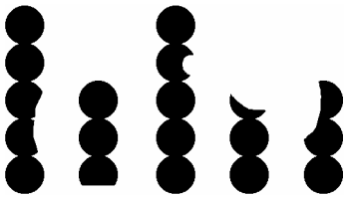
Exhibits 28–30 show some common dot matrix printer bar patterns.

Exhibit 28
Preferred Dot Matrix Dot Pattern



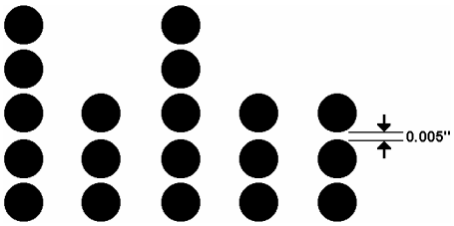
Voids within the bars may result in bars that no longer meet the minimum size requirements and result in unsuccessful processing.

Exhibit 29
Dot Matrix Pattern Voids



Ideally, dot matrix printing, ink jet printing, or any other similar printing process should yield dots that touch or overlap. If the dots do not touch, make sure that the space between dots does not exceed 0.005 inch.

Exhibit 30
Maximum Dot Matrix Spacing



Within the clear areas around the barcode, limit the background patterns, envelope insert “show through”, and any other printing to a maximum print contrast ratio (PCR) of 15 percent.

Appendix C

Barcode Specification for Mail Tracking and Reporting, Version 4.0

Mailers must barcode their PS Form 8125 or PS Form 3152-A to receive entry scan notifications from Mail Tracking & Reporting. The barcode to be generated and affixed to (or included in) a shipment's PS Form 8125 or PS Form 3152-A is the Shipment ID barcode. When the Postal Service takes ownership of the physical shipment (e.g., when the shipment has been unloaded at the destination entry facility), a Postal Service dock clerk scans the Shipment ID barcode. This entry scan records the induction point and time for the shipment. The entry scans are uploaded to the Product Tracking System (PTS) and then processed by Mail Tracking & Reporting. Mail Tracking & Reporting notifies the respective customer of the entry scan times and locations via e-mail and/or FTP.

Please note that the barcode specification may change in the coming months. Please consider this potential for change when creating barcode generation systems.

Shipment ID Barcode Elements

The Electronic Mailing Data (EMD) Shipment ID barcode and all integrated barcode solutions will use a 20-digit package ID barcode. The symbology for this barcode type has a fixed length of 20 characters. The data elements include:

Barcode Elements

Data	Overhead
	Start Code
Service Type Code — 2 digits	
D-U-N-S® Number — 9-digit Number	
Sequential Shipment ID — 8 digits	

Data	Overhead
Check Digit — MOD 10	
	MOD 103 (Code 128 only)
	Stop Code

Start Code

All barcodes must have a Symbol Start Code. USS Code 128 Subset B must begin with a Start Code B. The start character is not shown in the human-readable presentation nor is it manually keyed or transmitted.

Service Type Code

The Service Type Code for the Shipment ID barcode is a two-character value of “UT”.

D-U-N-S Number

The creator of the Electronic Mailing Data (EMD)’s D-U-N-S Number is a 9-digit number.

Customers may request their 9-digit D-U-N-S Number by contacting Dun & Bradstreet by phone at 800-333-0505 or via the Internet at *www.dnb.com*. This number uniquely identifies business entities at specific physical addresses. Customers generating mailings at multiple locations will be expected to use the D-U-N-S Number appropriate for each mailing location.

Sequential Shipment ID

Customers assign an 8-digit Sequential Shipment Identifier. The number must remain unique for at least 12 months. This string of numbers must contain a fixed string of 8 digits (i.e., 00000012, 00000123, etc.).

Mod 10 Check Digit

A MOD 10 check digit is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. This check digit is included in the human readable characters of the printed bar code.

Mod 103 Check Digit

A MOD 103 check digit is required for USS Code 128 barcodes. This check digit follows immediately after the MOD 10 check digit and is not included in the human-readable presentation.

Stop Code

All barcodes must end with Symbol Stop Code. The stop character is not shown in the human-readable presentation nor is it manually keyed or transmitted.

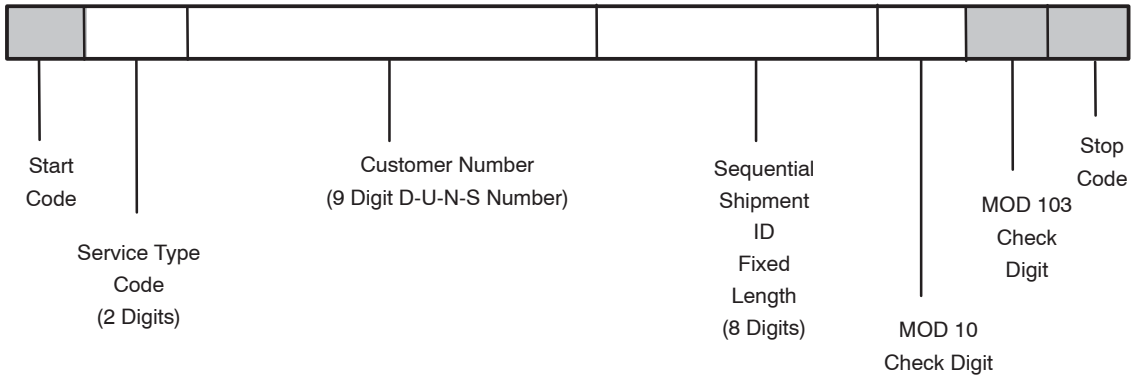
Symbology

The Shipment ID barcode must be printed using USS Code 128 — Subset B symbology.

Barcode Layout

A fixed length 20-digit barcode, in the format previously described, is required with the USS Code 128 symbology:

Data Format USS Code 128



Check Digit (USS Code 128)

Both MOD 10 and MOD 103 are used as checksums for USS Code 128 symbology. USS Code 128 symbology has a mandatory MOD 103 checksum digit. This additional digit is considered overhead; it is unique to the Code 128 symbology and is not a data element. The MOD 10 checksum is positioned as the last digit of the data and is part of the human-readable presentation of data. The MOD 10 checksum is also manually keyed and transmitted as data. The MOD 103 checksum is positioned as the last digit but is *not* part of the human-readable presentation of data. It is also *not* manually keyed nor transmitted as data.

Print Specifications

Dimensions

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of any narrow bars or spaces shall be no less than 0.013 inch, nor greater than 0.021 inch. All bars shall be at least 0.75 inch high.

The ratio of wide to narrow element widths for Interleaved 2 of 5 and Code 3 of 9 symbologies referred to as N, shall be 2.5 to 3.0 inclusive.

Clear Zone

No printing may appear in an area 0.125 inch above or below the barcode. A minimum clear or quiet zone equal to 10 times the average measured narrow element (bar or space) width shall be maintained on either side of the barcode per AIM specifications. When feasible, a left/right clear zone of 0.250 inches is recommended.

Reflectance

When measured in the red spectral range between 630 nanometers to 675 nanometers, the minimum white space reflectance (Rs) must be greater than 50 percent, and the maximum bar reflectance (Rb) must be less than 25 percent. The minimum print reflectance difference (Rs–Rb) is 40 percent. The measurements shall be made using a Postal Service-specified reflectance meter or a Postal Service-approved barcode verifier.

Barcode Quality

At least 70 percent of the barcodes must measure American National Standards Institute (ANSI) grade A or B and none of the remaining portion can measure lower than ANSI grade C. Information concerning ANSI guideline X3.182-1990 may be obtained from:

AMERICAN NATIONAL STANDARD FOR INFORMATION SYSTEMS
BARCODE PRINT QUALITY GUIDELINE
AMERICAN NATIONAL STANDARDS INSTITUTE
11 W 42ND ST
NEW YORK NY 10036-8002

Telephone: 212-642-4900
Web site: *www.ansi.org*

Barcode Construction

The symbol construction is based on AIM Uniform Symbology specifications:

Uniform Symbology Specification (USS) Code 128

These specifications can be obtained from:

AIM USA
634 ALPHA DR
PITTSBURGH PA 15238-2802

Telephone: 412-963-8588 (ask for Technical Department)
Web site: *www.aimi.org*

Barcode Identification

Text

Bold text placed no less than 0.125 inch and no more than 0.5 inch above the barcode, must contain the appropriate service, i.e., Postal Service EMD. The minimum size of this text is 12-point bold sans serif type. Larger text is preferred but should not exceed the length of the barcode.

Numbers

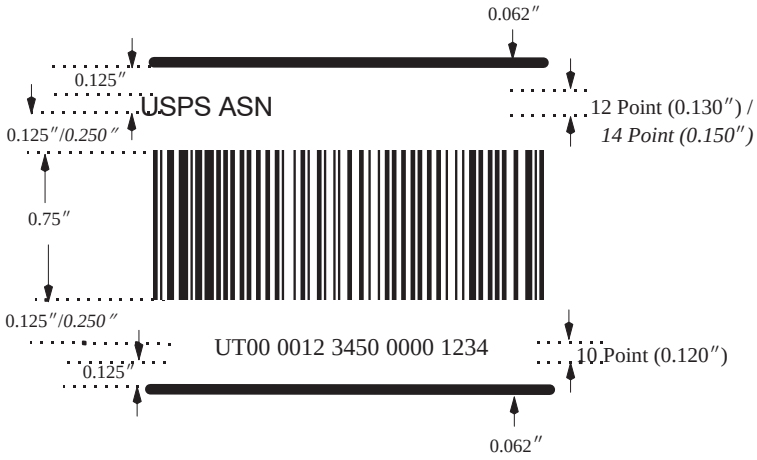
A human-readable numeric representation of the barcode must appear no less than 0.125 inch and no more than 0.5 inch below the barcode. It must be in bold sans-serif type and no less than 10 points. It is recommended that parsing of the human-readable numbers should be in groups no greater than four to facilitate manual entry when required.

Identification Bars

Bold horizontal lines at least 0.062 inch thick must appear between 0.125 inch and 0.5 inch above and below the human-readable text and numbers to segregate the Postal Service EMD Shipment ID barcode from other information on the shipping label. At a minimum, the line length must extend the width of the barcode, but it can extend the width of the label. For the EMD program, human-readable information, including the Package Identification Code (PIC), must meet the dimensional requirements below.

Identification Bars (NOT TO SCALE)

Minimum Dimensions (Preferred sizes in Italics)



Human-Readable Information

The human-readable information on the mailpiece must meet the following requirements:

- The text above the barcode must read as appropriate: USPS ASN. See the following section for additional requirements for postage-evident items.
- The font must be sans serif bold, and the size must be a minimum of 12 points (14 points is preferred).
- The text must be printed in uppercase letters and must be placed above the top clear zone of the barcode.
- The human-readable representation of the barcode symbol must be placed below the bottom clear zone of the barcode.
- The font must be sans serif bold, and the size must be a minimum of 10 points.

Parsing

The human-readable representation of the barcode should be parsed into five groups where each group contains four characters.

Calculating MOD 10 Check Digit for USS Code 128

Character positions are numbered from right to left for this calculation so the Mod 10 character position counts as position 1. For this calculation only, alpha characters are to be converted to their equivalent numeric values (2 digits) using Table 2: Code 128 Symbol Character Set found in the AIM Uniform Symbology Specification Code 128 (Appendix A). For example, assume that a label identifier number is UT012345678901234565. The numeric equivalent equals 53520123456789012345 65.

The modulo 10 check character would be calculated using the following five (5) steps:

Step 1:

Using the numeric equivalent representation, set up a two-row matrix, labeled 1 through the number of digits* in the numeric equivalent representation (in this example 22). Position 1 is the most significant position in the matrix (the right-most position). Starting from the least significant position of the matrix (position 22), copy each digit/character of the label ID all the way to position 2. The position 1 value is represented with a "?" as this is the check character to be calculated. Alpha characters are replaced with their equivalent numeric value identified in Table 2. For example, the "U" in the label ID above is replaced with the numeric value of 53, and the "T" is replaced with the value of 52.

POSITION	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
LABEL ID	**5**	**3**	**5**	**2**	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	?

*Length of numeric equivalent representation varies depending upon the number of alpha characters. The total number of characters for this calculation is the number of characters (each alpha character equates to two characters) in the data plus one for the modulo 10 digit.

Step 2:

Starting from position 2 of the matrix, add up the values in the even numbered positions.

POSITION	22	21	20	19	18	17	16	15	14	1	12	11	10	9	8	7	6	5	4	3	2	1
LABEL ID	**5**	**3**	**5**	**2**	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	?

For example: 6 + 4 + 2 + 0 + 8 + 6 + 4 + 2 + 0 + 5 + 5 = 42.

Step 3:

Multiply the result of Step 1 by 3. For the example 42 x 3 = 126.

Step 4:

Starting from position 3 of the number, add up the values in the odd-numbered positions, skipping position 1 as it is the position of the (unknown) check character.

POSITION	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
LABEL ID	**5**	**3**	**5**	**2**	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	?

For the example: 5 + 3 + 1 + 9 + 7 + 5 + 3 + 1 + 2 + 3 = 39.

Step 5:

Add up the results for steps 3 and 4. For the example: 126 + 39 = 165.

Step 6:

The check character is the smallest number that when added to the result obtained through step 5 gives a number that is a multiple of 10. For the example: 165 + **X** = 170 **X** = 5.

“5” is the smallest number that when added to 165 results in a multiple of 10. Therefore, the check character is 5.

XML capabilities request for comment

The Postal Service is currently requesting comments from customer’s planning to implement the EMD data specification as to their ability to implement the data file in an XML format. The Postal Service is in the process of investigating XML for the file and methods of accepting the data. Early investigation indicates that EMD file size may be reduced in some cases with use of an XML file format.

Please submit comments via e-mail to Pat Laffey, Postal Service IT Program Office, at *plaffey@email.usps.gov.*

USS Code 128 Subset B Character Set

Bar Code 128 Subset B

ASCII Char	Pos	Code B	Value	ASCII Char	Pos	Code B	Value	ASCII Char	Pos	Code B	Value
space			00	D	68	D	36	h	104	h	72
!	33	!	01	E	69	E	37	i	105	i	73
”	34	”	02	F	70	F	38	j	106	j	74
#	35	#	03	G	71	G	39	k	107	k	75
$	36	$	04	H	72	H	40	l	108	l	76
%	37	%	05	I	73	I	41	m	109	m	77
&	38	&	06	J	74	J	42	n	110	n	78
’	39	’	07	K	75	K	43	o	111	o	79
(	40	(	08	L	76	L	44	p	112	p	80
)	41	)	09	M	77	M	45	q	113	q	81
*	42	*	10	N	78	N	46	r	114	r	82
+	43	+	11	O	79	O	47	s	115	s	83
,	44	,	12	P	80	P	48	t	116	t	84
–	45	–	13	Q	81	Q	49	u	117	u	85
.	46	.	14	R	82	R	50	v	118	v	86
/	47	/	15	S	83	S	51	w	119	w	87
0	48	0	16	T	84	T	52	x	120	x	88
1	49	1	17	U	85	U	53	y	121	y	89
2	50	2	18	V	86	V	54	z	122	z	90
3	51	3	19	W	87	W	55	¡	161	{	91
4	52	4	20	X	88	X	56	¢	162	|	92
5	53	5	21	Y	89	Y	57	£	163	}	93
6	54	6	22	Z	90	Z	58	¤	164	~	94
7	55	7	23	[	91	[	59	¥	165	DEL	95
8	56	8	24	\	92	\	60	¦	166	FNC3	96
9	57	9	25	]	93	]	61	§	167	FNC2	97
:	58	:	26	^	94	^	62	¨	168	Shift	98
;	59	;	27	_	95	_	63	©	169	Code C	99

ASCII Char	Pos	Code B	Value		ASCII Char	Pos	Code B	Value		ASCII Char	Pos	Code B	Value
<	60	<	28		‘	96	‘	64		ª	170	FNC4	100
=	61	=	29		a	97	a	65		«	171	Code A	101
>	62	>	30		b	98	b	66		¬	172	FNC1	102
?	63	?	31		c	99	c	67					
@	64	@	32		d	100	d	68		{	123	**Start A**	103
A	65	A	33		e	101	e	69		|	124	**Start B**	104
B	66	B	34		f	102	f	70		}	125	**Start C**	105
C	67	C	35		g	103	g	71		~	126	**Stop**	

Appendix D

Electronic Mailing Data Specification, Version 4.0

The Postal Service Entry Information initiative focuses on providing electronic notification of Postal Service receipt of a customer's shipment at a Postal Service facility. This Entry Information notification is a key data point in tracking the delivery of mail for induction at a Postal Service facility. Mail owners, printers, consolidators, and transportation companies can all benefit from the knowledge of this event.

In addition to providing value to these companies, Postal Service will also benefit from the receipt of advance information on the expected volumes, drop locations, and sortation levels of the shipment from its customers. This valuable data will be used to better plan Postal Service operations at induction facilities. The customer will provide advance notice by submitting Electronic Mailing Data (EMD) information to the Postal Service through online interaction via the Entry Information Web site, via Upload to the Entry Information system Web site, or via an FTP of a file created on the customer's systems.

The Entry Information system matches customer EMD to an Entry Information scan that occurs when the Postal Service takes possession of the mail. To capture a scan, a Shipment ID barcode should be placed on all PS Forms 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance* (for plant-verified drop shipments), and PS Forms 3152-A, *Confirm Advanced Shipping Notice (ASN) Shipment ID* (for plant loads). When the Postal Service inducts the mail, the barcode is scanned. Matching a barcode on a Postal Service form to an EMD will inform both the customer and the Postal Service of the time and location that the Postal Service received and began processing the mailing.

Additional functionality has been included in EMD. PLANET Code customers may submit an EMD containing data with PLANET Codes and Entry Information will send the pertinent PLANET Code information to Confirm service. Entry Information will notify the appropriate customers when the Postal Service inducts the mail, and Confirm service will still send the raw mail processing equipment (MPE) scan data to the subscriber associated to the PLANET Code.

Note: Bundle Tracking testing has been completed. The program has been suspended and is currently under evaluation.

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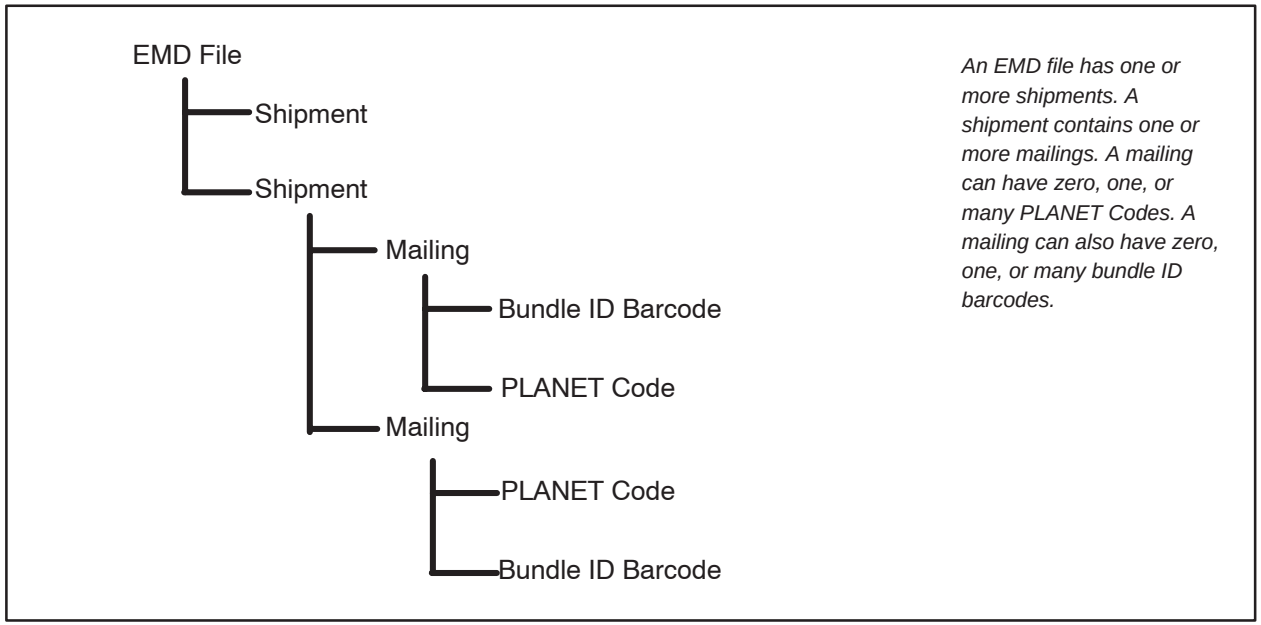
EMD File Format

The Electronic Mailing Data (EMD) data file is a single data text file in a comma-delimited flat file format. Since the file is comma delimited, the use of commas within any field is prohibited. Each record is made up of a single row of data consisting of 55 data elements (fields). An entry is desired for all fields in each record. If an optional data element is not provided, the EMD file should indicate a null value by two commas adjacent to each other. All date field values should be padded with leading 0s (if needed) to preserve the MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003). All time field values should be padded with leading 0s (if needed) to preserve the HHMM format (i.e., 2.30 a.m. should be written as 0230). Please note that some software programs may inadvertently truncate leading 0s. To avoid data loss, set the field properties to "Text" or "String" values.

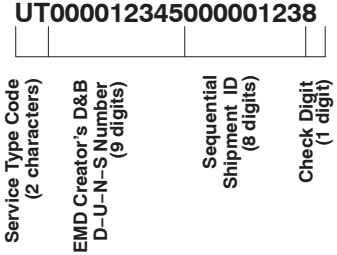
There is an implied hierarchy to the EMD file:



The following table provides the name, description, and required format of each data element in a single EMD file record.

*Indicates that populating the field is optional.

EMD Shipment Elements

Position	Field	Length/Format	Description
1.	Shipment ID	20/Alphanumeric  	Unique barcode ID for an individual shipment. The Shipment ID is comprised of the following components: ■ The **Service Type Code** identifies the type of service the Postal Service is providing by scanning the barcode. A Service Type Code of "UT" must be used in order to identify shipments and receive the Entry and Acceptance scans. ■ The **Creator D-U-N-S Number** of the EMD is the D-U-N-S Number of the party creating the EMD. ■ The **Sequential Shipment ID** allows the customer to create unique 20 character Shipment IDs. This value should be padded with leading 0s to 8 digits. ■ The **Check Digit** is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. See appendix C for details on calculating the check digit. ***Note:*** The Shipment ID will be used as the data content for a USS Code 128 barcode to be affixed to the PS Form 8125 for plant-verified drop shipments or the PS Form 3152-A for bulk mailings accepted and verified at a BMEU. The Shipment ID must remain unique for a period of 1 year (i.e., do not use the same Shipment ID on different shipments for at least 1 year). **For Consolidators:** The creator's D-U-N-S Number in the Shipment ID will be the consolidator's own 9-digit D-U-N-S Number (issued by Dun and Bradstreet *www.dnb.com*).
2.	Mailer's D-U-N-S Number	9/Alphanumeric	The 9-digit D-U-N-S Number (issued by Dun and Bradstreet) of the party preparing the shipment. ***Note:*** The D-U-N-S Number must be composed of numeric values. All other characters will not be accepted.

Position	Field	Length/Format	Description
3.	Drop Location Facility ZIP Code	5/Alphanumeric	ZIP Code of the Postal Service facility where mail in this shipment is dropped (e.g., Northern VA P&DC = 22081). Mail dropped at additional facilities represents separate shipments and should have separate PS Forms with attached barcodes. ***Note:*** The ZIP Code must be composed of numeric values. All other characters will not be accepted.
4. *	Drop Location Facility Type Code	1/Alpha	Code to represent drop facility type: B BMC D DU A ASF S SCF M AMF O Origin I ISC T Other
5. *	DSAS Appointment Number	12/Alphanumeric	DSAS appointment number applicable to this shipment where required (from PS Form 8125, assigned by DSAS).
6. *	Transportation Owner's D-U-N-S Number	9/Alphanumeric	The 9-digit D-U-N-S Number (issued by Dun and Bradstreet) of the company responsible for physical shipment. If the transportation company is also the mailing company this field should be left as null. ***Note:*** The D-U-N-S Number must be composed of numeric values. All other characters will not be accepted.
7.	Drop Date	8/Numeric, MMDDYYYY	Estimated date the mail is to be dropped at the Postal Service facility. All date field values should be padded with leading 0s (if needed) to preserve the MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
8. *	DSAS Appointment Time	4/Numeric, HHMM	Estimated time the mail is to be dropped at the Postal Service facility. ***Note:*** Time is written in 24-hour notation. All time field values should be padded with leading 0s (if needed) to preserve the HHMM format (i.e., 2.30am should be written as 0230).

EMD Mailing Elements

Position	Field	Length/Format	Description
9.	Mail Owner's Job Number	20/Alphanumeric	A unique ID that represents a mailing. This is the initiating company's ID of the mailing. This ID should remain unique for at least 6 months. Please do not pad this with leading 0s. ***Note:*** If the record (row) has PLANET Code data, then this value cannot be over 8 digits long (and must be numeric).
10.	Mailing Name	50/Alphanumeric	Descriptive text for mailing. Please do not pad this with leading 0s.
11. *	Mail Owner's D-U-N-S Number	9/Alphanumeric	The 9-digit D-U-N-S Number (issued by Dun and Bradstreet) of the originating mail owner. ***Note:*** The D-U-N-S Number must be composed of numeric values. All other characters will not be accepted.
12. *	Mailer's Job Number	20/Alphanumeric	A non-mail owner's unique job ID to represent a subset of the mail owners mailing. This ID should remain unique for at least 6 months. Please do not pad this with leading 0s.
13. *	Mail Class Code	1/Numeric	Mail Class Code: 1 First-Class Mail 2 Periodicals 3 Standard Mail 4 Package Services 5 Express Mail 6 International 9 Other
14. *	Mail Type Code	2/Alpha	Mail Type Code: LT Letter FL Flat IR Irregular parcel CD Card MP Machinable Parcel AC Automation Compatible NP Nonmachinabe Parcels
15. *	Presort Level	3/Numeric	Predominant CIN (Content Identifier Number) of the mailing.
16. *	In Home Delivery Start Date	8/Numeric, MMDDYYY	The first day of the in-home delivery window. All date field values should be padded with leading 0s (if needed) to preserve the MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).

17. *	In Home Delivery End Date	8/Numeric, MMDDYYYY	The last day of the in-home delivery window. All date field values should be padded with leading 0s (if needed) to preserve the MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
18. *	Permit Account Number	8/Alphanumeric	PERMIT Account Number of the party responsible for paying the Postal Service for the mailing.
19. *	Permit ZIP Code	9/Alphanumeric	ZIP Code where Permit Account Number is applicable. ***Note:*** The ZIP Code must be composed of numeric values. All other characters will not be accepted.
20.	Piece Count of the Mailing	9/Numeric	Total piece count for this entire mailing (Mail Owner's Job Number) regardless of what piece count is on the shipment. For example, if Mailing X has 1,000,000,000 pieces, 250,000 of which are on the shipment, then field 20 should have the value 1,000,000,000.

EMD Drop Elements

Position	Field	Length/Format	Description
21.	Piece Count of Mailing on the Shipment	9/Numeric	Estimated pieces of a mailing associated with a shipment. This is a separate element than shipment and mailing and is used to support the following scenarios: ■ One mailing can be on many shipments. ■ Many mailings can be on one shipment. Therefore, the drop itself cannot be consistently attributed to either a mailing or a shipment, but rather links mailings and shipment together. For example, if Mailing X has 1,000,000,000 pieces, 250,000 of which are on the shipment, then field 21 should have the value 250,000.

EMD PLANET Code Elements

Position	Field	Length/Format	Description
22. *	PLANET Code	13/Numeric	PLANET Code on these particular mail pieces. If there are multiple PLANET Codes used in one mailing then a new row will be created in the EMD for each PLANET Code in the mailing. The PLANET Code cannot be less than 11 digits. PLANET Code data should only be included in the EMD if the file is submitted via FTP. If a PLANET Code is provided, then the Number of Mail Pieces PLANET Coded (element 23) must also be provided. Do not pad with leading 0's.
23. *	Number of Mail Pieces PLANET Coded	9/Numeric	Pieces of mail that are tagged with this PLANET Code for the given drop. PLANET Code data should only be included in the EMD if the file is submitted via FTP. If the Number of Mail Pieces PLANET Coded is provided, then the PLANET Code (element 22) must also be provided. Do not pad with leading 0s.

EMD Version Elements

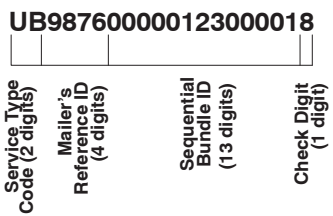
Position	Field	Length/Format	Description
24.	EMD Version	9/Alphanumeric	The version number of the EMD specification that was used when the file was created. For this version of the EMD, the value that should be used in this field is: 4.0

Additional EMD Shipment Elements

Position	Field	Length/Format	Description
25. *	Origin Plant Location	9/Numeric	ZIP Code of the mailer's origin plant.
26. *	Identical-/ NonIdentical-Weight Pieces	1/Alpha	Populate with an "I" to indicate that the shipment contains identical-weight pieces. Populate with an "N" to indicate that the shipment contains nonidentical-weight pieces.
27. *	Single Piece Weight	10/Alphanumeric	Weight of a single piece (in pounds). ***Note:*** This field must be populated if the shipment is indicated to have identical-weight pieces. The field must not be populated if the shipment is indicated to have nonidentical-weight pieces. If the single-piece weight is less than 1 pound, please include decimal point. Values may be written with or without a leading zero (i.e., 0.01 or .01).
28. *	Total Gross Weight	10/Alphanumeric	Total gross weight of drop (verified at origin office).
29. *	Number of Pallets Containing Packages	5/Numeric	Total number of pallets containing packages for the given drop.
30. *	Number of Pallets Containing Trays	5/Numeric	Total number of pallets containing trays for the given drop.
31. *	Number of Pallets Containing Sacks	5/Numeric	Total number of pallets containing sacks for the given drop.
32. *	Number of Pallets Containing Parcels	5/Numeric	Total number of pallets containing parcels for the given drop.
33. *	Number of Non-Palletized Containers Containing Packages	5/Numeric	Total number of nonpalletized containers containing packages for the given drop.
34. *	Number of Non-Palletized Containers Containing Trays	5/Numeric	Total number of nonpalletized containers containing trays for the given drop.
35. *	Number of Non-Palletized Containers Containing Sacks	5/Numeric	Total number of nonpalletized containers containing sacks for the given drop.

Position	Field	Length/Format	Description
36. *	Number of Non-Palletized Containers Containing Parcels	5/Numeric	Total number of nonpalletized containers containing parcels for the given drop.
37. *	Number of Non-Palletized Containers Containing Others	5/Numeric	Total number of nonpalletized containers containing others for the given drop.
38. *	Origin Post Office	9/Numeric	ZIP Code of Post Office where acceptance occurs.
39. *	Verification Location	1/Alpha	Verification Location Code: D DMU B BMEU or Post Office
40. *	Postage Payment Method	1/Alpha	Postage Payment Method Code: P Permit S Stamps M Meter
41. *	Total Weight of Mailing	10/Alphanumeric	Total weight of the mailing included for the given drop.
42. *	Vehicle PVDS Seal Number	20/Alphanumeric	PVDS seal number of the vehicle transporting shipment.
43. *	Vehicle ID Number	20/Alphanumeric	Identification number of the vehicle transporting shipment.
44. *	USPS Employee Verifying Mail	50/Alphanumeric	The name of the Postal Service employee verifying the shipment at the point of acceptance.
45. *	Employee's Phone Number	12/Alphanumeric	The phone number of the Postal Service employee verifying the shipment at the point of acceptance
46. *	USPS Contact Name	50/Alphanumeric	The name of the Postal Service point of contact for the mailer (if different than the employee verifying the shipment at the point of acceptance.
47. *	USPS Contact Phone Number	12/Alphanumeric	The phone number of the Postal Service employee verifying shipment at the point of acceptance.
48. *	Comments	100/Alphanumeric	Any specific comments related to the shipment.

EMD Bundle Elements

Position	Field	Length/Format	Description
49. *	Bundle ID Barcode	20/Alphanumeric  	The barcode on the particular bundle(s). The Bundle ID barcode is comprised of the following components: ■ The **Service Type Code** identifies the type of service the Postal Service is providing by scanning the barcode. A Service Type Code of "UB" must always be used for bundle tracking. ■ The **Mailer's Reference ID** is the unique ID assigned to each mailer for bundle tracking. ■ The **Sequential Bundle ID** allows the customer to uniquely identify each bundle on a given container. ■ The **Check Digit** is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. See appendix C for details on calculating the check digit. ***Note:*** The Bundle ID barcode will be used as the data content for a USS Code 128 Barcode to be affixed to a facing slip or peelable label that is attached to a bundle. Once a Bundle ID barcode is used, it cannot be used again for a period of 6 months. If there are multiple Bundle ID barcodes used in one shipment then a new row will be created in the EMD for each unique combination of: ■ Bundle ID barcode ■ Destination ZIP Code ■ Destination carrier route ***Note:*** A Bundle ID barcode can be: ■ Unique for each bundle ■ Generic within a drop (i.e., part of one mailing on one shipment) ■ Generic within a mailing
50. * (Conditionally required)	Destination ZIP Code	5/Numeric	ZIP Code the bundle will be delivered in. ***Note:*** If Bundle ID barcode (field 49) is populated, then this field must be populated.
51. *	Destination Carrier Route Number	4/Alphanumeric	Carrier route the bundle will be delivered in.

Position	Field	Length/Format	Description
52. * (Conditionally required)	Number of Bundles Barcoded	9/Numeric	The number of bundles that are tagged with this Bundle ID barcode for the given destination ZIP Code and destination carrier route. ***Note:*** If Bundle ID barcode (field 49) is populated, then this field must be populated. If unique Bundle ID barcodes are used, then there will only be one bundle for each Bundle ID barcode so this value will be 1. If unique Bundle ID barcodes are not used then the same Bundle ID barcode can be placed on different bundles. If the mailer only knows the bundle information to the 5-digit level (i.e., destination carrier route field will be unpopulated), then the value for this field would be the number of bundles with the given Bundle ID barcode destined for the given ZIP Code. If the mailer knows the bundle information to the carrier route level (i.e., the carrier route is populated in the EMD), then the value for this field would be the number of bundles with the given Bundle ID barcode destined for the given destination ZIP Code and destination carrier route combination (i.e., destined for the specific carrier).
53. *	Piece Count of the Coded Bundle(s)	9/Numeric	The piece count for the bundle(s) with this Bundle ID barcode for the given destination ZIP Code (and destination carrier route if it is populated). If unique Bundle ID barcodes are used, then the value for this field will be the piece count for the one bundle that has the given Bundle ID barcode. If unique Bundle ID barcodes are not used, then the value for this field will be the cumulative piece count of all the bundles containing the same Bundle ID barcode for the given destination ZIP Code (and destination carrier route if it is populated). For example, if two bundles have the same Bundle ID barcode (and those bundles are destined for the same carrier), then the value for this field will be the sum of the piece count of both of those bundles.
54. *	Number of non-Barcoded Bundles	9/Numeric	The number of bundles that are not barcoded for the given destination ZIP Code (and destination carrier route if it is populated).
55. *	Piece Count of the non-Barcoded Bundles	9/Numeric	The piece count of bundle(s) that are not barcoded for the given destination ZIP Code (and destination carrier route if it is populated).

*Indicates that populating the field is optional.

Using the EMD for Unique Mailings

There are four fields in the EMD that uniquely identify a mailing:

- Mailer's D-U-N-S Number
- Mailer's Job Number
- Mail Owner's D-U-N-S Number
- Mail Owner's Job Number

Changing any one of the four fields listed above will result in the creation of a new mailing.

Note: Mailing Name is not used as an element to uniquely identifying a mailing. This is merely a name for the mailer to label their mailings. Different mailings are allowed to have the same Mailing Name.

Update Shipment Elements

A shipment is saved/created given the unique combination of two elements:

- Shipment ID (element 1 in EMD)
- Customer D-U-N-S Number/Creator Number

A shipment is saved/created given the new, unique combination of Shipment ID and Creator Number. The Creator Number is defined as the Customer D-U-N-S Number of EMD submitter. The EMD file name positions 4–12 provide the D-U-N-S Number of the customer submitting preshipment data. For submission of preshipment data online, this is considered the D-U-N-S Number of the customer selected/working with. For EMD via Mail.dat, the D-U-N-S Number in the EMD filename is the D-U-N-S Number — Mailing Facility submitted via the Component (.cpt) file in Mail.dat. If the combination of Shipment ID and Creator Number already exist (and an Entry Scan does not already exist for this Shipment ID), the shipment elements in the EMD (fields 3–8: Drop Location Facility ZIP Code, Drop Location Facility Type Code, DSAS Appointment Number, Transportation Owner's D-U-N-S Number, Drop Date, and DSAS Appointment Time) will be updated.

While shipment elements noted may be updated using the EMD, the Shipment ID (that uniquely identifies the shipment) cannot. The only way to change the Shipment ID of a shipment is via the create/edit shipment page through the Mail Tracking & Reporting Web site.

Note: Shipments with entry scans cannot be updated. Shipments having already received an entry scan are indicated as such through the Mail Tracking & Reporting Web site, via the shipment details page. If an entry scan already exists for a Shipment ID, and the EMD was submitted via upload, FTP, or Mail.dat, the row in the file will not be processed. The file will not be rejected, however, and processing will resume on the subsequent row in the EMD. Similarly, if an entry scan exists, shipment elements cannot be updated online.

In summary:

- If a customer submits a Shipment ID that doesn't already exist in Mail Tracking & Reporting, then it will be saved to the database.
- If a customer submits a Shipment ID that already exists in Mail Tracking & Reporting (and the shipment does *not* have an entry scan) then the information related to that shipment (excluding Shipment ID) will be updated.
- Shipments with entry scans cannot be updated.

Update Mailing Elements

A mailing is saved/created given the unique combination of four elements in the EMD:

- Mailer's D-U-N-S Number (element 2)
- Mail Owner's Job Number (element 9)
- Mail Owner's D-U-N-S Number (element 11)
- Mailer's Job Number (element 12)

Therefore, these data elements *cannot* be updated using the EMD. The only way to change a unique mailing identifier (Mailer's Job Number, Mail Owner's Job Number, Mailer's D-U-N-S Number, and Mail Owner's D-U-N-S Number) for an existing mailing is via the create/edit mailing page through the Mail Tracking & Reporting Web site. Changing one of the unique mailing identifiers online will update the selected mailing only. All mailings containing the same unique identifier will not be updated.

If the combination of these four elements already exist, and an entry scan is not present for the associated Shipment ID for this mailing, then the mailing attributes of the EMD (fields 10, 13–20: Mailing Name, Mail Class Code, Mail Type Code, Presort Level, In Home Delivery Start Date, In Home Delivery End Date, Permit Account Number, Permit ZIP Code, and Piece Count of the Mailing) will be updated.

If the combination of these four elements already exists, and an entry scan *is* present for the associated Shipment ID for this mailing, then the row will be skipped in the EMD. The file will not be rejected, however, and processing will resume on the subsequent row in the EMD.

Note: Mailing elements may be updated online via the create/edit mailing page even where an entry scan is present for the associated Shipment ID.

In summary:

- If a customer submits a mailing record in the EMD with a combination of unique mailing identifiers that doesn't already exist in Mail Tracking & Reporting (and the shipment it is associated with does *not* have an entry scan), then a new mailing will be saved and associated to the shipment it is paired with.
- If a customer submits a record in the EMD with a combination of unique mailing identifiers that already exists in Mail Tracking & Reporting (and all of the shipments the mailing is on do *not* have entry scans) then the information related to that mailing (excluding the mailing elements that uniquely identify the mailing) will be updated.
- A mailing cannot be updated via EMD once any of the shipments it is associated with receives an entry scan. The mailing may be updated online, however, even when an associated shipment does have an entry scan.

Update PLANET Codes

For an EMD containing PLANET Codes, the PLANET Code cannot be updated using the EMD, Mail.dat, or upload. However, the number of pieces associated with that PLANET Code can be updated via EMD, Mail.dat, and upload. The EMD does *not* provide a way for the customer to change a PLANET Code that already exists in Mail Tracking. PLANET Codes may be updated or deleted via the Mail Tracking & Reporting Web site, through the Add PLANET Codes to Shipment page.

In summary:

- If a customer submits a PLANET Code, shipment (Shipment ID), and mailing (Mailer Job Number, Mail Owner Job Number, Mailer's D-U-N-S Number, and Mail Owner's D-U-N-S Number) combination that doesn't already exist in Mail Tracking, then a new record will be saved for that PLANET Code and it will be associated with the respective shipment and mailing.
- If a customer submits a PLANET Code, shipment (Shipment ID), and mailing (Mailer's Job Number, Mail Owner's Job Number, Mailer's D-U-N-S Number, and Mail Owner's D-U-N-S Number) combination that already exists in Mail Tracking and the shipment does not have an Entry Scan, then the given PLANET Code attribute (field 23: Number of Mail Pieces PLANET Coded) will be updated. Therefore, the Number of Mail Pieces PLANET Coded may be updated; however, not the PLANET Code itself.
- PLANET Codes may be updated or deleted online only, via the Add PLANET Codes to Shipment page.
- PLANET Codes cannot be updated online once the shipment it is on receives an entry scan.

Preshipment Update via Mail.dat

EMDs contained in Mail.dat file sets are processed by the Mail Tracking & Reporting application when the Header record status is “Current”, the Container record status is “Ready to Pay” or “Transportation Information Update”, and a Confirm barcode is present in the Container Summary (.csm) file. Mail.dat file sets meeting these conditions are transformed into an EMD by a third-party transformation engine. The EMD files are then transferred for processing to the Mail Tracking & Reporting application. Update capability in Mail.dat mirrors that of upload or FTP EMD.

Therefore just as in upload or FTP of EMD, a change in Mail.dat to the Shipment ID, unique mailing identifiers (Mailer’s Job Number, Mail Owner’s Job Number, Mailer’s D-U-N-S Number, and Mail Owner’s D-U-N-S Number), or PLANET Code, will be regarded as a new submission to Mail Tracking. The previous shipment, mailing, or PLANET Code data will not be overwritten, but rather a new shipment, mailing, and/or PLANET Code record will be created. A submission to *PostalOne!*, with a Header file status for the appropriate record of “Update” will not necessarily update the existing, previously submitted information in Mail Tracking & Reporting.

For changes to these unique identifiers aforementioned, updates must be made online in Mail Tracking & Reporting. All other updates to shipment, mailing, or PLANET Code attributes may be made through Mail.dat.

Reference the Mail.dat specifications provided by Mail Tracking & Reporting for EMD to Mail.dat mapping for key fields. This information is available online through the Mail Tracking & Reporting application at *https://mailtracking.usps.gov/mtr/resources/entryInformation/testMailDat.pge.*

Delete Shipment, Mailing PLANET Code Elements

Shipments, mailings, and PLANET Codes can only be deleted by going online and deleting the records using the Web site. A shipment, mailings, or PLANET Codes cannot be deleted once the shipment has received an entry scan.

The EMD does not provide for a way to delete information (shipment, mailing, PLANET Code, and bundles) that was previously submitted. EMD may not be deleted via Mail.dat. A Mail.dat with “Delete” record status does not delete the corresponding shipment and mailing information maintained in Mail Tracking & Reporting. Shipments, mailings, and PLANET Codes submitted initially via Mail.dat through *PostalOne!* must be deleted online through Mail Tracking.

Examples

Example 1: Initial EMD submitted inclusive of one shipment, one mailing, multiple bundle barcodes, two PLANET Codes.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000113,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000129,,22100,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000132,,22100,0200,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000147,,22200,0200,1,100,,

Update: Drop Location Facility Type Code (field position 4), Piece Count of the Mailing (field position 20) updated. In this example, as the Shipment ID and four key mailing identifiers (Mailer's Job Number, Mail Owner's Job Number, Mailer's D-U-N-S Number, and the Mail Owner's D-U-N-S Number) remain the same, only existing shipment and mailing will be updated. A new mailing or shipment will not be created via this subsequent EMD submission.

- UT101231234000000021,101231234,22303,D,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,5000,10000,43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,D,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,5000,10000,43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000113,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,D,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,5000,10000,43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000129,,22100,0100,1,100,,
- UT101231234000000021,101231234,22303,D,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,5000,10000,43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000132,,22100,0200,1,100,,
- UT101231234000000021,101231234,22303,D,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,5000,10000,43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000147,,22200,0200,1,100,,

Example 2: Initial EMD submitted inclusive of one shipment, one mailing, multiple bundle barcodes, two PLANET Codes.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M010000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M010000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M010000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M010000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M010000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Update: Drop Date (field position 7) and Mailer's D-U-N-S Number (field position 2) altered. In this example, as one of the four key mailing identifiers (Mailer's Job Number, Mail Owner's Job Number, Mailer's D-U-N-S Number, and the Mail Owner's D-U-N-S Number) was altered, the "update" submission will be considered as containing a new mailing. The existing shipment, with Shipment ID UT101231234000000021, will be updated, however, to reflect the new Drop Date. Shipment with Shipment ID UT101231234000000021 will now be associated to two mailings of Mailing Name Business Catalog, with Mailer's D-U-N-S 101231234 and 101231291, though only one unique mailing has been included in this file submission. To change the Mailer's D-U-N-S Number in a previous EMD submission, the mailing must be updated only online.

- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031,M010000057490000203,3,FL,101,10262002,10312002,,, 10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031,M010000057490000203,3,FL,101,10262002,10312002,,, 10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031,M010000057490000203,3,FL,101,10262002,10312002,,, 10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031,M010000057490000203,3,FL,101,10262002,10312002,,, 10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031,M010000057490000203,3,FL,101,10262002,10312002,,, 10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Edit Capability Summary

The following table lists each method available for submitting EMDs and when updates can or cannot be performed on shipment and mailing information (based on the entry scan being received or not). For detailed information on updating shipments and mailings, please see additional sections below.

	No Entry Scan Received for Shipment		Entry Scan Received for Shipment	
EMD via FTP	Allowed to update shipment?	Via FTP	Allowed to update shipment?	No
	Allowed to update mailing?	Via FTP	Allowed to update mailing?	Via Online
	Allowed to delete shipment?	Via Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Via Online	Allowed to delete mailing?	No
EMD via Upload	Allowed to update shipment?	Via Upload	Allowed to update shipment?	No
	Allowed to update mailing?	Via Upload	Allowed to update mailing?	Via Online
	Allowed to delete shipment?	Via Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Via Online	Allowed to delete mailing?	No
EMD via Mail.dat	Allowed to update shipment?	Via Mail.dat	Allowed to update shipment?	No
	Allowed to update mailing?	Via Mail.dat	Allowed to update mailing?	Via Online
	Allowed to delete shipment?	Via Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Via Online	Allowed to delete mailing?	No
Online	Allowed to update shipment?	Online	Allowed to update shipment?	No
	Allowed to update mailing?	Online	Allowed to update mailing?	Yes
	Allowed to delete shipment?	Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Online	Allowed to delete mailing?	No

EMD Examples

Example 1: A shipment to one facility that has one mailing. This shipment does not include bundle element information.

None of the pieces for the mailing that are on this shipment have PLANET Codes.

Shipment Elements (1–8)								Mailing Elements (9–20)											Drop (21)	Planet Code (22–23)		Version (24)
Shipment ID (1)	Mailer's D-U-N-S® Number (2)	Drop Fac ZIP Code (3)	Drop Fac Type (4)	Appointment # (5)	Transporter's D-U-N-S® Number (6)	Drop Date (7)	DSAS Drop Time (8)	Mail Owner's Job # (9)	Mailing Name (10)	Mail Owner's D-U-N-S® Number (11)	Mailer Job Number (12)	Mail Class Code (13)	Mail Type Code (14)	CIN (15)	In Home Start (16)	In Home End (17)	Permit Account Number (18)	Permit ZIP Code (19)	Piece Count of Mailing (20)	Piece Count of Drop (21)	PLANET Code (22)	Number of Mail Pieces PLANET Coded (23)	Version (24)
UT10123123400000021	101231234	22303	B	DSAS3456789	666777888	10242002	1345	M01999999574900000203	Business Catalog	901021031	M01000000574900000203	3	FL	101	10262002	10312002	USG9000	30045	10000	10000			4.0

Additional Shipment Elements (25–48)																							Bundle Elements (49–55)						
Origin Plant Location (25)	Identical/Nonidentical-Weight Pieces (26)	Single Piece Weight (27)	Total Gross Weight of Shipment (28)	# of Palletized Packages (29)	# of Palletized Trays (30)	# of Palletized Sacks (31)	# of Palletized Parcels (32)	# of Non-Palletized Packages (33)	# of Non-Palletized Trays (34)	# of Non-Palletized Sacks (35)	# of Non-Palletized Parcels (36)	# of Containers (37)	Origin Post Office (38)	Verification Location (39)	Postage Payment Method (40)	Total Weight of Mailing (41)	Vehicle PVDS Seal Number (42)	Vehicle ID Number (43)	USPS Employee Verifying Mail (44)	Employee's Phone Number (45)	USPS Contact Name (46)	USPS Contact Phone Number (47)	Comments (48)	Bundle ID Barcode (49)	Destination ZIP Code (50)	Destination Carrier Route # (51)	Number of Bundles Barcoded (52)	Piece Count of Coded Bundles (53)	# of Non-Barcoded Bundles (54)	Piece Count of Non-Barcoded Bundles (55)
22004	1	.005	200	2	2	2	2	2	2	2	2	2	220409999	D	P	100	S456	R233	John Smith	8005557777	Jenn Murphy	8005556666	Comment							

File Data:

```
UT101231234000000021,101231234,22303,B, DSAS3456789, 666777888,10242002,
1345,M0199999957490000203,BusinessCatalog,901021031,M0100000057490000203,3,FL,101, 10262002,10312002, USG9000,
30045,10000,10000,,,4.0,22004,I,.005,200,2,2,2,2,2,2,2,2,2,220409999,D,P,100,S456,R233,John Smith,8005557777,Jenn Murphy,8005556666,Comment,,,,,,,
```

Example 2: A shipment to one facility that has one mailing.

Example 2a: Two different PLANET Codes were used to seed the pieces in the mailing that are on this shipment. The submitted EMD does not include any bundle information.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Example 2b: Two different PLANET Codes were used to seed the pieces in the mailing that are on this shipment.
The shipment includes a unique Bundle ID barcode for each bundle (five total Barcoded bundles — each with unique IDs).

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000113,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000129,,22100,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000132,,22100,0200,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000147,,22200,0200,1,100,,

Example 3: A shipment to one facility that has multiple mailings.

Example 3a: One PLANET Code was used on each piece in one of the mailings that is on this shipment.
The pieces for the other two mailings do not have PLANET Codes.
The submitted EMD does not include any bundle information.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,12345678,Fall Fashions,903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,3000, 43123450001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,83937634HI8940402936,Home Improvements,904637893,HOME87793129876453923,LT,101,10262002,10312002,,,400000,24000,,,4.0,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,6,600

Example 3b: One PLANET Code was used on each piece in one of the mailings that is on this shipment.
The pieces for the other two mailings do not have PLANET Codes.
The shipment includes a unique Bundle ID barcode for each bundle sent to a delivery unit. One mailing has multiple barcoded bundles.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000203,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000212,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,12345678,Fall Fashions,903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,3000,43123450001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000226, 22100,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,83937634HI8940402936,Home Improvements,904637893,HOME8779312987645392,3,LT,101,10262002,10312002,,,400000,24000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000231,22100,0200,1,100,6,600

Example 4: Multiple shipments including multiple mailings to different facilities.

The pieces for the other two mailings do not have PLANET Codes.
One mailing (Mailing Name = Business Catalog) is on two shipments to the same location.
Second mailing (Mailing Name = AOL version 500.1) is on two shipments to different locations.
None of the pieces for the mailings that are on these shipments have PLANET Codes.
Bundles are barcoded generically by drop (one Bundle ID barcode per shipment/mailing combination).

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000033,101231234,32001,B,,,10242002,,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,10000,4000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000310,22000,0100,5,500,6,600
- UT101231234000000033,101231234,32001,B,,,10242002,,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,10000,4000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000310,22000,0200,5,500,6,600
- UT101231234000000033,101231234,32001,B,,,10242002,,FASHIONSFALL12475468,Fall Fashions,903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000322,22000,0100,4,400,6,600
- UT101231234000000033,101231234,32001,B,,,10242002,,FASHIONSFALL12475468,Fall Fashions,903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000322,22100,0100,3,300,6,600
- UT101231234000000055,101231234,33217,M,,,10232002,,AOL58779312987645392,AOLversion500. 1,904637893,H3338779312987645392,3,MP,101,10262002,10312002,12345678,90901,8000,4000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000336,22000,0100,1,100,6,600
- UT101231234000000066,101231234,32001,B,,,10252002,,M0199999957490000203,Business Catalog,901021031,M0200000057490000203,3,LT,101,10262002,10312002,,,10000,6000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000349,22000,0100,1,100,6,600

- UT101231234000000088,101231234,37600,B,,,10242002,,AOL58779312987645392,AOLversion 500.1,904637893,H4448779312987645392,3,MP,101,10262002,10312002,12345678,90901,8000,4000,,,4.0,,,,,,,,,,,,,,,,,,,,,,UB00061111111000352,22000,,3,,,
- UT101231234000000077,101231234,33234,B,,,10252002,,83937634HI8940402936,Home Improvement,905394857,,,,,,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,UB00061111111000365,22200,,1,,,

Example 5: One truck with multiple mailings inducts mail at multiple facilities.

Each drop location represents a different shipment and requires a separate Shipment ID.
The pieces for the mailings on all these shipments have PLANET Codes.
One of the mailings (Mailing Name = AOL version 500.1) utilized a generic barcode for all the bundles within the entire mailing.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000032,101231234,91901,B,,,10242002,, 11111111,AOL version 500.1,901021031,M0100000057490000203,3,MP,101,10262002,10312002,,,10000,7000, 42567890001,7000, 4.0,,,,,,,,,,,,,,,,,,,,,, UB00061111111000352,91901,1,1,,,,
- UT101231234000000032,101231234,91901,B,,,10242002,, 11111111,AOL version 500.1,901021031,M0100000057490000203,3,MP,101,10262002,10312002,,,10000,7000, 42567890001,7000, 4.0,,,,,,,,,,,,,,,,,,,,,, UB00061111111000352,91901,2,1,,,,
- UT101231234000000033,101231234,91902,M,,,10242002,, 11111111,AOL version 500.1,901021031,M0100000057490000203,3,MP,101,10262002,10312002,,,10000,3000, 42567890001,3000, 4.0,,,,,,,,,,,,,,,,,,,,,, UB00061111111000352,91902,1,1,,,,
- UT101231234000000033,101231234,91902,M,,,10242002,, 11111111,AOL version 500.1,901021031,M0100000057490000203,3,MP,101,10262002,10312002,,,10000,3000, 42567890001,3000, 4.0,,,,,,,,,,,,,,,,,,,,,, UB00061111111000352,91902,2,1,,,,
- UT101231234000000034,101231234,91903,B,,,10252002,, 98765432,Home Improvements,904637893,HOME8779312987645392,3,LT,101,10262002,10312002,,,400000, 40000, 42957381111,400, 4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,

File Naming Standards

The file should be named as follows: EMD[EMD Creator's D-U-N-S Number][Date][Serial No].txt

Sample File Name: EMD000012345011720020001.txt; where:

Field	Length/Format	Description
EMD Prefix	Fixed Alphanumeric (always use the value EMD)	An identifying prefix to note that the file is an EMD file.
EMD Creator's D-U-N-S Number	9/Numeric	The 9-digit D-U-N-S Number (issued by Dun and Bradstreet) of the company responsible for submitting the EMD.
Date	8/Numeric (MMDDYYYY)	Date this file was created.
Serial No	5/Numeric	Customer-incremented number used to differentiate files created on the same date. Field should be padded from the left with zeroes. Ex: 00123.

Data Purge Schedule

Mailing data that is not associated with any shipments will be maintained in the system for 30 days after its last edit/update. Mailing data that is associated with a shipment(s) will be maintained until either 30 days after the last edit/update or until the shipment(s) to which it is associated is deleted. Mailing data that fall into this category will be deleted from the system on the later of the two dates.

Shipment data that has not been inducted into the Postal Service will be maintained by the system for 30 days after its scheduled induction date. Shipment data that has been inducted into the Postal Service will be maintained by the system for 30 days after its actual induction scan date.

EMD to ASN Mapping

The following table shows relationship between the EMD and ASN elements.

EMD v4.0 Field	**ASN Field**
Shipment ID	Shipment ID
Mailer's D-U-N-S Number	N/A
Drop Location Facility ZIP Code	Facility Code
Drop Location Facility Type Code	N/A
DSAS Appointment Number	Appointment Number
Transportation Owner's D-U-N-S Number	N/A
Drop Date	Estimated Drop Date
DSAS Appointment Time	Estimated Drop Time
Mail Owner's Job Number	Mailing ID
Mailing Name	Mailing Name
Mail Owner's D-U-N-S Number	N/A
Mailer's Job Number	N/A
Mail Class Code	N/A
Mail Type Code	N/A
Presort Level*	N/A
In Home Delivery Start Date	Delivery Window Start Date
In Home Delivery End Date	Delivery Window End Date
Permit Account Number	N/A
Permit ZIP Code	N/A

EMD v4.0 Field	ASN Field
Piece count of the Mailing	N/A
Piece Count of Mailing on the Shipment	Total Number of Mail Pieces Dropped
PLANET Code	PLANET Code
Number of Mail Pieces PLANET Coded	Number of Mail Pieces PLANET Coded
EMD Version	N/A
8125 Elements (Fields 25-48)	N/A
Bundle Elements (Fields 49-55)	N/A

* Different Presort Levels are used in the EMD (compared to the ASN). CINs (content identifier numbers) are used as the Presort Level for the EMD.

Several fields in the ASN are not captured in the EMD because either the data is duplicated (i.e., Subscriber ID and Service Code elements) or the data can be internally calculated from the data within an EMD (i.e., number of PLANET Codes in mailing).

Barcode Specification

Please refer to Appendix C for the details of creating the Shipment ID barcode to be placed on the PS Form 8125 or PS Form 3152-A for each shipment.

XML capabilities request for comment

The Postal Service is currently requesting comments from customers planning to implement the EMD data specification on their ability to implement the data file in an XML format. The Postal Service is in the process of investigating XML for the file and methods of accepting the data. Early investigation indicates that EMD file size may be reduced in some cases with use of an XML file format.

Please submit comments in writing via e-mail to Pat Laffey, USPS Information Platform *(PLAFFEY@email.usps.gov).*

Revision History

Version Number	Document Location	Document Change
Updates to EMD Specifications 4.0	Page 9, positions 29–32, Field and Description columns	Changed EMD field name and description from “Number of Palletized Packages” to “Number of Pallets Containing Packages”. Made identical changes for Trays, Sacks, and Parcels.
	Pages 9-10, positions 33–37, Field and Description columns	Changed EMD field name and description from “Number of Non-Palletized Packages” to “Number of Non-Palletized Containers Containing Packages”. Made identical changes for Trays, Sacks, Parcels, and Other.
	Page 14, Updating Shipments and Mailings section	Removed text outlining update rules for the EMD.
	Pages 15–20, Update EMD Capability in EMD added, Table of Contents	Expanded Update EMD section of document, includes Mail.dat segment, PLANET Codes, examples.

Appendix E

Mail.dat® 02-2 Specifications for Confirm Service and Entry Information, Version 2.2, Release: October 2003

Mailers submitting Mail.dat (02-2 specification) to *PostalOne!®* are able to enjoy the services offered by Confirm service and/or Entry Information without having to submit additional files to these Postal Service systems. Mailers will continue to submit Mail.dat files to *PostalOne!* and any data that relates to Confirm service and/or Entry Information will automatically be loaded into the appropriate system(s). *PostalOne!* transfers files containing a Shipment ID (CSM.Confirm barcode) to a transformation engine whereby Electronic Mailing Data (EMD) elements are extracted/manipulated to generate an EMD file.

This document provides specifications for Mail.dat version 02-2 creation, defining the business rules and field mappings necessary to ensure that mailers correctly populate files comprising Mail.dat file sets to take advantage of Confirm service and/or Entry Information. See Appendix C to view the specifications for creating the Shipment ID barcode to be placed on PS Form 8125 or PS Form 3152-A for each shipment.

Note: These specifications must be followed in order for information in Mail.dat to be loaded into Confirm service and/or Entry Information. These specifications are in addition to the Mail.dat Specifications for version 02-2 (developed by IDEAlliance). Successfully submitting Mail.dat to *PostalOne!* does not ensure that the files are properly populated for Entry Information and Confirm service. It is highly recommended that Confirm service and/or Entry Information customers utilize the Test Mail.dat functionality on the Mail Tracking & Reporting Web site at *https://mailtracking.usps.com/mtr/emd/testmaildat/testMailDat.pge*, in conjunction with the *PostalOne!* file validation tool prior to submission.

1.0 Business Rules

The following business rules define how Mail.dat must be populated in order for the information to be successfully translated by Confirm service and/or Entry Information.

1.1 File Format

The records within a file must be in accordance with the Mail.dat — Database Design Chart and Record Layout 02-2 Specifications (i.e., duplicate rows are not allowed within a file such that two rows have the same key fields). The records between files must also be in accordance with the Mail.dat — Database Design Chart and Record Layout 02-2 Specifications (i.e., child records can only exist if a parent record exists in the parent file). Mail.dat files can be validated using the *PostalOne!* validation tool available on the *PostalOne!* Web site.

Note: Additional validation will be performed by Confirm service/Entry Information to ensure that the files meet the additional business rules for the applications.

1.2 Job Status

A job will be recognized as containing Confirm and/or Entry Information data if the job is current and at least one of the related containers of the job is marked “Ready to Pay” or “Transportation Information Update” and the same container has a valid Confirm barcode. This logic can be stated as follows:

Mail.dat contains Confirm and/or Entry Information data if:

- HDR.HeaderHistory Status = “C”
  and

At least one container for the given job is returned where:

- CSM.Container Status = “R” or “T”
  and
- CSM.Confirm Barcode = 20 alphanumeric characters

Note: Only the containers that meet the above criteria will be utilized to generate an EMD file.

1.3 Mandatory Files

The following files must be submitted to *PostalOne!* (for Confirm and Entry Information programs) to derive an EMD extract:

- Header
- Component
- Container Summary

1.4 File Updates

Customers submitting Mail.dat to *PostalOne!* for EMD have two methods of updating EMD: online via Confirm service and/or on Entry Information sites, or via a subsequent file set submission to *PostalOne!* with updated data, provided the mailing has not been dropped at the induction facility. Shipment/mailing data mapped to an EMD may only be deleted online.

If the customer creates any of the following files, they should be included with any updates to *PostalOne!* This applies to any update that modifes a job recognized as containing Confirm and/or Entry Information data (see Job Status for the criteria of a job to contain Confirm service and/or Entry Information data):

- Header
- Component
- Container Summary
- Container Label
- Mail Piece Unit
- Seed Name
- Single Piece
- Manifest Individual

Note: For a submission with record status of Update, please ensure all files necessary for the EMD extract are included in this submission, not only the particular files containing the updated data. These files should be submitted even if the information in the given files does not contain updates. Submitting the files again is necessary so that the appropriate information can be passed to Confirm service and/or Entry Information.

Warning: Data may not be loaded into Confirm service and/or Entry Information if an update is submitted shortly after the original (or another update) is submitted for a given job. As a general rule, a job should not be submitted to *PostalOne!* within 4 hours of the last submission for the same job.

1.5 Mandatory Fields

The following fields must be populated and must meet the formatting requirements listed below:

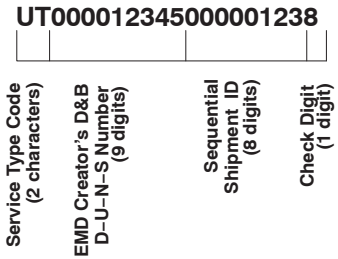
File Name	Field Name	Field Length*	Data Type*
Header (HDR)	Job Name/Title & Issue	30	A/N
Container Summary (CSM)	Entry Point — Actual/Physical — Postal Code	5	N
	Scheduled Induction Date	8	N
	Number of Pieces	8	N
	Confirm Sequential Shipment ID Barcode	20	A/N
Component (CPT)	D-U-N-S® Number — Mailing Facility	9	N
	Mail Owner's Mailing Reference ID	20	A/N

*The Field Length and Data Type are requirements per the EMD version 4.0 specification.

Note: The following fields have special rules:

Confirm Barcode

- This field must be exactly 20 alphanumeric characters. It is a unique barcode ID for an individual shipment. The Confirm barcode must correspond to the Shipment ID barcode placed on PS Form 8125 or PS Form 3152-A. The barcode must be comprised of the following components:



- Refer to Appendix C for the details of creating the Shipment ID barcode to be placed on PS Form 8125 or PS Form 3152-A for each shipment.
- All Mail.dat users for a given D-U-N-S Number — Mailing Facility need to ensure that they do not submit the same Confirm barcode for two different shipments within a calendar year.

D-U-N-S Number — Mailing Facility

- This field can only be populated with numbers.
- This field should still be treated as an alphanumeric field per the Mail.dat 02-2 specifications (i.e., the values in it should be left justified) but only numbers should be populated in the field.
- Do not pad with leading zeros.
- The first nine positions (positions 183–191) of the field must be populated with the D&B Number. Only the values from the first nine positions will be loaded into Entry Information.

Entry Point — Actual/Physical — Postal Code

- This field can only be populated with numbers.
- This field must be exactly five or nine numbers.
- This field should still be treated as an alphanumeric field per the Mail.dat 02-2 specifications (i.e., the values in it should be left justified) but only numbers should be populated in the field.
- Do not pad with zeros, or apply trailing zeros.
- This must be a valid Postal Service–recognized facility ZIP Code.

Mail Owner's Mailing Reference ID

- If the mailing uses PLANET Codes:
  - This field can only be populated with numbers.
  - This field should still be treated as an alphanumeric field per the Mail.dat 02-2 specifications (i.e., the values in it should be left justified) but only numbers should be populated in the field.
  - Do not pad with leading zeros.
  - Only the values from the first eight positions of the field (positions 268–275) will be loaded into Confirm and Entry Information.
- If the mailing does not use PLANET Codes:
  - This field can be populated with alphanumeric characters.
  - Only the values from the first 20 positions of the field (positions 268–287) will be loaded into Entry Information.

1.6 Other Business Rules

Multiple Mail Owner Job Numbers Processed by One Job

From the Component file, only the first Mail Owner's Mailing Reference ID (Mail Owner Job Number in Entry Information and Mailing ID in ASN) will be used for a given Job ID (Mailer Job Number in Entry Information) when transforming the data to Confirm and/or Entry Information. Jobs that are used to process/prepare mail from multiple Mail Owner Job Numbers are not supported in the transformation to Confirm and/or Entry Information.

One Mail Owner Job Number Split Across Multiple Jobs

From the Component file, only the first D-U-N-S Number — Mailing Facility, D-U-N-S Number — Mail Owner, Permit Number, and Permit ZIP + 4 will be used for a given Job ID when transforming the data to Confirm and/or Entry Information.

If multiple jobs are used to process/prepare the mail for one Mail Owner Job Number, then the following fields for those jobs should all be consistent:

- HDR.Job Name/Title & Issue
- CPT.Duns Number — Mailing Facility
- CPT.Duns Number — Mail Owner
- CPT.Permit Number
- CPT.Permit ZIP + 4

Container Values

The container values for a given shipment are assumed to be the same (except for the number of pieces). The Mail.dat data structure supports different attributes for the same Shipment ID, but only one record will be used to determine the following for a shipment:

- CSM.Entry Point — Actual/Physical — Postal Code
- CSM.Entry Point — Actual/Physical — Facility Type
- CSM.Reservation Number
- CSM.Scheduled Induction Date
- CSM.Scheduled Induction Time

1.7 Mailings Using PLANET Codes

If the mailing uses PLANET Codes, then the following rules must also be followed:

Valid Service Codes must be used when populating any of the following fields:

- SEG.Static Confirm Code
- SNR.PLANET Codes
- SPR.PLANET Codes
- MIR.PLANET Codes

The Scheduled Induction Date cannot be more than 1 year in the future.

If the Scheduled In-Home Date is populated, then the Additional In-Home Range must also be populated.

The Scheduled In-Home Date cannot be less than either the current date or the Scheduled Induction Date.

All containers on a given shipment (i.e., Confirm barcode) must have the same value for the following fields:

- CSM.Scheduled Induction Date
- CSM.Scheduled Induction Time
- CSM.Entry Point — Actual/Physical — Postal Code
- CSM.Scheduled In-Home Date
- CSM.Additional In-Home Date

A job can only be use one method for PLANET Codes (static or variable). Different segments cannot be used within a job to differentiate the method for using PLANET Codes. Only the first Confirm Indicator for a given job will be accepted.

If the job (with multiple segments) uses a static PLANET Code, each segment must use the same PLANET Code. Only the first PLANET Code from the first segment will be used.

If a static PLANET Code is used then it is assumed that all mailpieces in the job contain the same PLANET Code and you must:

- Set the Segment.Confirm Indicator = “S”
- Populate the Static Confirm Code in the Segment file with the PLANET Code to be used for the job.

Note: The Static Confirm Code must be 11 to 13 numeric characters

If variable PLANET Codes are used then one of the following options must be used:

i. Using the Seed Name file:

- Set the Segment.Confirm Indicator = “N”
- The Seed Name file must exist
- Populate the PLANET Code in the Seed Name file

Note: The PLANET Code must be 11 to 13 numeric characters

ii. Using the Single Piece file

- Set the Segment.Confirm Indicator = “P”
- The Single Piece file must exist
- Populate the PLANET Code in the Single Piece file

Note: The PLANET Code must be 11 to 13 numeric characters

iii. Using the Manifest Individual file:

- Set the Segment.Confirm Indicator = “R”
- The Manifest Individual file must exist
- Populate the PLANET Code in the Manifest Individual file

Note: The PLANET Code must be 11 to 13 numeric characters

2.0 Barcode Specifications

Refer to Appendix C for the details of creating the Shipment ID barcode to be placed on PS Form 8125 or PS Form 3152-A for each shipment.

3.0 EMD to Mail.dat Mapping

For mailers currently utilizing the EMD file format to submit data to Entry Information, the following table depicts the field mappings between the EMD and Mail.dat files. The fields are not mapped directly. Therefore, some manipulation/joining of the data takes place in generation of the EMD file.

EMD v4 Field	**Mail.dat**	
	File Name	**Field Name**
Shipment ID	Container Summary	Confirm Barcode
Mailer's D&B Number	Component	D-U-N-S Number – Mailing Facility
Drop Location Facility ZIP Code	Container Summary	Entry Point – Actual/Physical – Postal Code
Drop Location Facility Type Code	Container Summary	Entry Point – Actual/Physical – Facility Type
DSAS Appointment Number	Container Summary	Reservation Number
Transportation Owner's D&B Number	Container Summary	Transportation D-U-N-S Number
Drop Date	Container Summary	Scheduled Induction Date
DSAS Appointment Time	Container Summary	Scheduled Induction Time
Mail Owner's Job Number	Component	Mail Owner's Mailing Reference ID
Mailing Name	Header	Job Name/Title & Issue
Mail Owner's D&B Number	Component	D-U-N-S Number – Mail Owner
Mailer's Job Number	Header	Job ID
Mail Class Code	Mail Piece Unit	Mail Piece Unit – Class
Mail Type Code	Mail Piece Unit	Mail Piece Unit – Processing Category
Presort Level	Container Label	Container Label CIN Code
In Home Delivery Start Date	Container Summary	Scheduled In-Home Date
In Home Delivery End Date	Container Summary	Additional In-Home Range
Permit Account Number	Component	Permit Number
Permit ZIP Code	Component	Permit ZIP+4
Piece Count of the Mailing	Container Summary	Number of Pieces
Estimated Piece Count of Drop	Container Summary	Number of Pieces

EMD v4 Field	Mail.dat	
	File Name	**Field Name**
PLANET Code	If Segment.Confirm Indicator = “S” then use the Segment file	Static Confirm Code
	If Segment.Confirm Indicator = “N” then use the Seed Name file	PLANET Code
	If Segment.Confirm Indicator = “P” then use the Single Piece file	PLANET Code
	If Segment.Confirm Indicator = “R” then use the Manifest Individual file	PLANET Code
Number of Mail Pieces PLANET Coded	If Segment.Confirm Indicator = “S” then use the Container Summary file	Number of Pieces
	If Segment.Confirm Indicator = “N” then use the Seed Name file	N/A
	If Segment.Confirm Indicator = “P” then use the Single Piece file	N/A
	If Segment.Confirm Indicator = “R” then use the Manifest Individual file	N/A
EMD Version	N/A	N/A

EMD v4 Field	Mail.dat	
	File Name	**Field Name**
Bundle Id Barcode	If Segment.EMD Barcode Indicator (SEG position 234) = “P” then use the Container Summary file and Package Quantity file --- If Segment.EMD Barcode Indicator (SEG position 234) = “S” then use the Container Summary file --- If Segment.EMD Barcode Indicator (SEG position 234) = “M” then use the Segment file	Unique Container ID (4 A/N + 8 N) + Package Id --- Unique Container ID (4 A/N + 8 N) + Entry Point – Actual/Physical – Postal Code --- EMD Generic Package Barcode
ZIP Code	Package Quantity Record	Package ZIP Code
Carrier Route Number	Package Quantity Record	Package Carrier Route
Number of Bundles Barcoded	Package Quantity Record	N/A
Piece Count of Coded Bundles	Package Quantity Record	Number of Copies
Number of non-Barcoded Bundles	N/A	N/A
Piece Count of non-Barcoded Budles	N/A	N/A

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Appendix F

Induction Form Samples

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PS Form 3152-A

This form is used for Non-Plant-Verified Drop Shipments.

United States Postal Service

Confirm Advanced Shipping Notice (ASN) Shipment ID

Company Name	Address (Number, street, suite no., city, state, and ZIP Code)
Confirm Subscriber ID (or D-U-N-S Number if completed by consolidator)	

Instructions for Mailer

This form must accompany each non-PVDS mailing containing planet codes.* Place a barcode below representing the Shipment ID number from the electronic ASN file for this SPECIFIC SHIPMENT.

*NOTE: Plant-verified drop shipment (PVDS) mailings must be accompanied by the appropriate PS Form 8125.

Place the barcode here:

*** **SCAN ABOVE BARCODE WITH MDCD SCANNER UPON ACCEPTANCE** ***

Instructions for Acceptance Employee

If First-Class or Standard Mail mailings are presented with a postage statement, verify payment of postage and fees using standard sampling procedures. Make sure all financial transactions have been recorded.

In addition, check the barcode formatting for the following:
(1) Horizontal bars above and below the barcode;
(2) Human readable numbers below the barcode; and,
(3) The words "USPS ASN"

Upon accepting the mail **SCAN THE BARCODE** using an MDCD Scanner (Delivery Confirmation Scanner). If no barcode is present, manually enter the Shipment ID number using the scanner keypad.

Retain this form with postage statement.

Date and Time Mail Accepted	Signature of Acceptance Employee

PS Form **3152-A**, September 2001

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PS Form 8125

This form is used for Plant-Verified Drop Shipments.

United States Postal Service
Plant-Verified Drop Shipment (PVDS) Verification and Clearance

Requested In-home Delivery Date *(Three-day window)*

Drop Ship Appointment Number

See Instructions on Reverse

Mailer Information

1. Mailer Name

7a. Mailer Contact Name

7b. Mailer Contact Telephone

2. Origin Plant Location *(City, State, ZIP+4)*

8. Check One
☐ Identical-Weight Pieces. Weight of a Single Piece _____lbs.
☐ Nonidentical-Weight Pieces

3. Class of Mail
☐ Periodicals
☐ Standard Mail
☐ Package Services
☐ International *(Specify class)*

4. Product or Publication Titles or Names

9. Total Gross Weight of Shipment *(Verified at origin office)*

10. Type of Mail Processing Category *(Check all that apply)*
☐ Letters ☐ Automation Compatible ☐ Irregular Parcels
☐ Flats ☐ Machinable Parcels ☐ Nonmachinable Parcels

5. Number of Containers by Type

Pallets and Pallet Boxes:
_____ packages
_____ trays
_____ sacks
_____ parcels
_____ non-palletized containers

Non-Palletized Containers:
_____ packages
_____ trays
_____ sacks
_____ parcels
_____ other *(describe):*

11. Entry Discounts Claimed *(Check all that apply)*
☐ DDU ☐ International Service Center (SC)
☐ DSCF ☐ Other (International) :
☐ DBMC
☐ Mailing includes pieces for delivery outside service area of entry of entry area.

12a. Contact at Company Making Drop Ship Appointment *(If other than mailer and if known when completing this form)*

6. Comments

12b. Telephone

Origin Post Office *(Where verified)*

13. Origin Post Office *(City, State, and ZIP+4)*

22a. Name of USPS Employee Verifying Mail

22b. Employee's Telephone

14. Verified at
☐ **DMU *(Mailer's plant)*** ☐ **BMEU or Post Office**

22c. Signature of Verifying Employee

23. Round Stamp *(Required)*

15. Permit Number

16. Postage Payment Method *(Except for Periodicals)*
☐ **Permit** ☐ **Stamped** ☐ **Meter**

17. Total Pieces

18. Total Weight of Mailing

22d. USPS Contact Name (If other than verifying employee)

19. Vehicle PVDS Seal Number

20. Vehicle ID Number

22e. USPS Contact Telephone

21. Comments

Destination Entry Post Office or Delivery Unit

24. Entry Office *(City, state, and ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well.)*

31. Appointment
☐ **Arrived Early (E)** ☐ **Arrived Late (L)** ☐ **No Appointment (N)**

32. Comments

25a. USPS Receiving Employee Signature

25b. USPS Receiving Employee Name

26. Date of Arrival

27. Time of Arrival

33. Scan the barcode upon receipt.

28. Date of Departure

29. Time of Departure

30. Load Condition Irregularities *(Check all that apply)*
☐ **Pallets Too Tall (T)**
☐ **Broken Pallets (B)**
☐ **Courtesy Pallets (I)**
☐ **Overweight Pallets (O)**
☐ **Packages on BMC Pallets Not Machinable (M)**
☐ **Mailings are not separated by 8125s (P)**
☐ **Container Counts Do Not Match 8125s (P)**
☐ **Load Unsafe (U)**
☐ **Other *(Describe in item 32)***

PS Form **8125**, August 2001 *(Page 1 of 2)* This form available at www.usps.com Destination Office—1 Mailer—2 Origin Post Office—3

Definitions and Features

Form 8125 proves to the entry facility that the mail being presented by the mailer or mailer's agent was verified and paid for at origin.

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments that a mailer transports from the mailer's plant to destination post offices, where the prepaid and pre-verified shipments are accepted by the Postal Service as mail.

Postal Service employees verify PVDS mailings for classification, rate eligibility, preparation, and presort either at the mailer's plant or at the origin post office serving the mailer's plant.

Standards for PVDS shipments are in *Domestic Mail Manual* (DMM) P950. Information about destination entry discounts for each class of mail are in DMM Module E, *Eligibility.* DMM E651, E751, and E752 contain volume limits for PVDS mail that is for delivery outside the entry office service area. There are no limits for Periodicals.

Appointments to deposit PVDS mailings at entry offices are required for Standard Mail and Package Services. Appointments are required for Periodicals only if they will be presented on vehicles that also contain PVDS Standard Mail or Package Services.

Instructions for Mailer

With each PVDS mailing presented for verification and postage payment to the origin post office (or detached mail unit), the mailer must submit a Form 8125 (or approved facsimile) completed as described below. The original Form 8125, after being signed and round stamped by the origin verifying post office, must be submitted to the entry post office with the PVDS mailing it represents. Form 8125 is not required for PVDS mailings sent via Express Mail or Priority Mail drop shipment.

Completing Form 8125

"Requested In-Home Delivery Date": If completed, the mailing should be deposited by the mailer or mailer's agent at the entry office in time to meet the delivery window. Delivery within this window is not guaranteed.

"Drop Shipment Appointment Number": The appointment number may be added by the mailer or mailer's agent after the 8125 is signed and dated by the origin post office but before the PVDS mailing is presented to the destination post office.

The "Mailer Information" section (items 1 through 12) identifies the mail preparer and provides a description of the mail to be deposited at the destination entry post office listed in item 24. The mailer must complete all items in the "Mailer Information" section except for optional items 6 and 12.

- In item 5, report the mail as configured for verification and as it will be presented to the entry office (for example, if trays are on pallets, show the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item.
- In item 6, you may show other mailer information (for example, sequence number for a postage statement, manifest, or Form 8125).
- In item 7 (and item 12, if possible), report the name and telephone number of a mailer contact who is familiar with the subject mailing and who can resolve problems that may arise at the entry office.
- In item 11, show all entry discounts claimed for pieces in the mailing. A single mailing may contain pieces subject to different entry discounts (no more than one entry discount may be claimed for any individual piece).
- In item 24, show the city, state, and ZIP+4 of the post office or postal facility where the PVDS mailing will be deposited. For mail entered at an SCF or a BMC, show the city and state names as they appear in the applicable labeling list from DMM Module L to facilitate verification of any entry discounts claimed. The physical address of the facility may also be shown. All entry discounts must be based on entry at this facility. If the mailing will be deposited at a BMC, show the designation "BMC" with the city and state as they appear in the applicable labeling list from DMM Module L (the physical address may also be shown with the ZIP+4).

Submitting Mailing and Form 8125 to Entry Post Office

The mailer or mailer's agent must submit copy 1 of this Form 8125 (with the original signature and round stamp of the origin post office) with the PVDS mailing presented for acceptance to the entry postal facility shown in item 24. Submit a second copy if you want one signed by the entry office and returned for your records.

The mailing presented to the entry office must be configured as reported under item 5 and must match the other information on Form 8125 as validated by the origin post office (verifying office).

Mail must not be reconfigured in containers after verification at origin. This ensures that the entry office is able to reconcile the information on the Form 8125 with the mail being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry post office in the same configuration.

Consolidators must not take mail received from mailers as non-palletized sacked or trayed mailings (reported on Forms 8125 as non-palletized mailings) and place the mail on pallets or in other containers after verification (for reasons sach as facilitating transportation) because the entry office will be unable to reconcile the mail with the Forms 8125 representing the mail. For example, if an agent places on pallets 10 sacks from one mailing and 15 sacks from another mailing reported on Forms 8125 as non-palletized sacks, then there would be no Form 8125 representing one pallet of 25 sacks, and the destination entry office may refuse or delay acceptance of the mail.

Instructions for Post Office of Origin (Office Where PVDS Mailing Is Verified)

Be sure the mailer has completed all required items in the "Mailer Information" section and item 24.

After verifying that all information is correct, complete the "Origin Post Office" section. Items 19, 20, and 32 are optional.

Sign and round stamp this form. Return copies 1 and 2 to the mailer. Retain copy 3 in your files for 1 year.

Instructions for Destination Entry Post Office or Delivery Unit

Either remove the Forms 8125 for your office from the vehicle or receive them from the mailer or mailer's agent and check that your office is shown as the entry facility under item 24.

Check that the form is completed, signed, and round stamped by the origin post office.

Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under item 30.

Compare the shipment with the form(s) for class, volume (such as number of containers), processing category, entry rates claimed, etc.

If the Form 8125 is properly completed and the information on it matches the mail, then accept the shipment. Complete the "Destination" section (items 25 through 32) legibly. Retain the completed Form 8125 in your files for 1 year. If the mailer or mailer's agent has presented two copies, then complete the "Destination" section on the second copy and return it to the mailer or mailer's agent who presented it to you.

If the mail is visibly damaged, if the shipment does not match the information on the Form 8125, or if the entry facility on the Form 8125 is not your facility, then do not accept the mail until the discrepancy is resolved.

- You may need to notify your supervisor of the problem(s).
- Either you or your supervisor may need to contact the origin post office (see items 22a, b, and c) to resolve the discrepancy.
- Scan the barcode that appears in block 33 using the MCDC scanner.

PS Form **8125**, August 2001 *(Page 2 of 2)*

Appendix G

Confirm and Entry Information Continuous Mailer Capability Overview

Overview

An enhanced capability has been created to enable First-Class Mail continuous mailers (i.e., mailers who process mail in 24x7 operations) to provide better data to the Confirm and Entry Information programs. Currently, First-Class Mail continuous mailers are unable to create Advance Shipping Notice (ASN) or Electronic Mailing Data (EMD) files that properly reflect the actual shipments that are presented to USPS for induction. They are thus unable to provide meaningful PS Forms 3152-A for each shipment.

Therefore, we have created a simple solution composed of two parts:

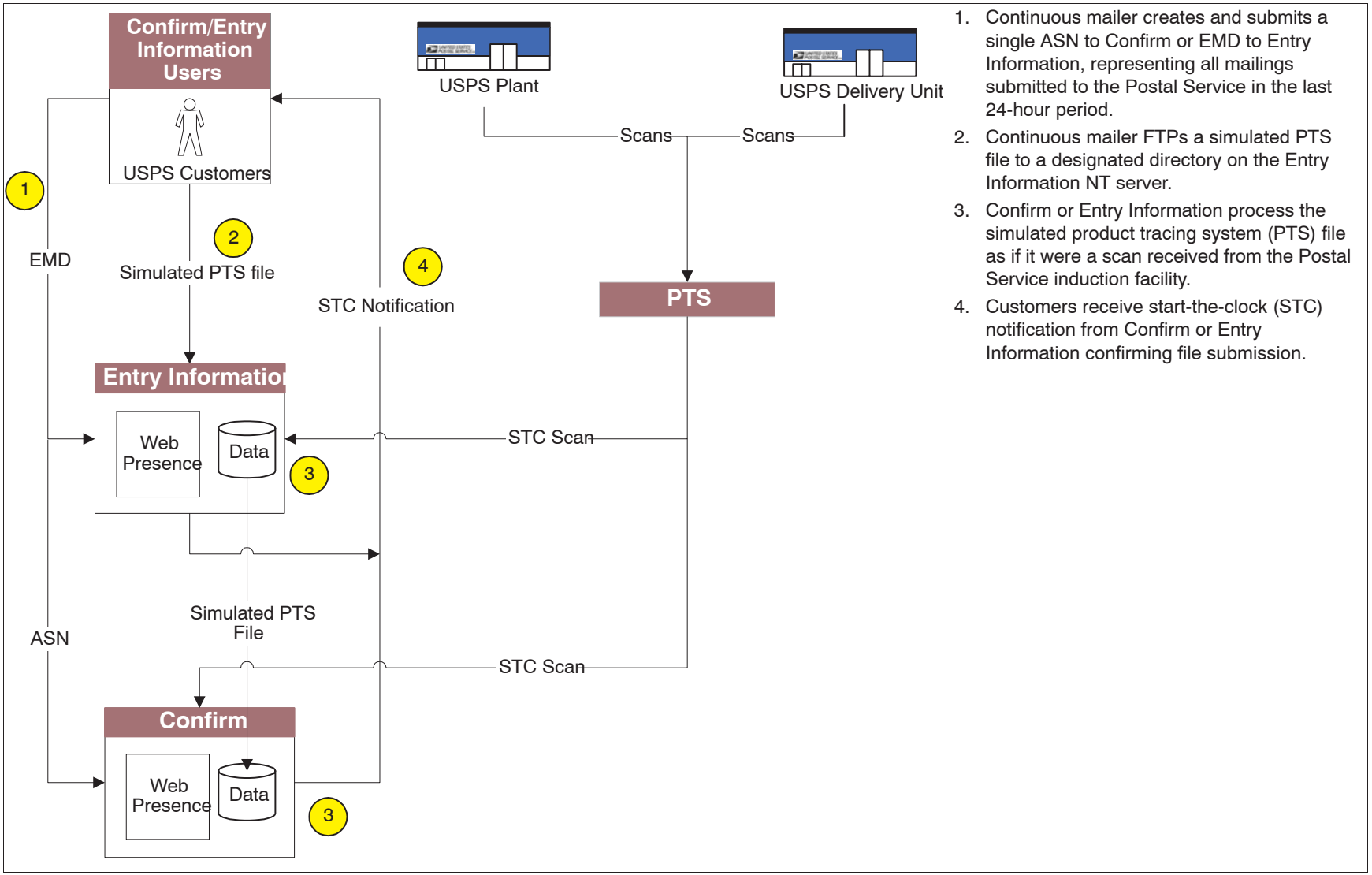
1) Continuous mailers will submit a single ASN or EMD file once a day. The file will contain information on all mail submitted to the Postal Service in the last 24-hour period. This ASN or EMD file will be formatted as if all mail was submitted on a single truck (i.e., a single Shipment ID will be associated to all mailings inducted that day).

2) Continuous mailers will submit an entry scan file via FTP, in lieu of an actual entry scan. The file will contain a single record that mirrors the format of the Product Tracking System 'UT' entry scan record that is created when a Shipment ID barcode is scanned by an MDCD scanner. This file will serve as the entry scan for the Shipment ID provided in the associated ASN or EMD file. The system will send notification to the mailer as if the entry scan originated at a Postal Service facility. This file will provide the start-the-clock date/time for the PLANET Codes on mailings for that day, without adversely affecting Postal Service scan rates and performance measurement calculations.

This capability will be provided in both the Entry Information and Confirm systems.

Note: To provide accurate performance measurement data, it is imperative that continuous mailers do not use the same PLANET Code on more than 1 day during a 30-day period, even when part of the same mailing is inducted over a period of several days.

The continuous mailer process is represented in the diagram on the following page:



1. Continuous mailer creates and submits a single ASN to Confirm or EMD to Entry Information, representing all mailings submitted to the Postal Service in the last 24-hour period.
2. Continuous mailer FTPs a simulated PTS file to a designated directory on the Entry Information NT server.
3. Confirm or Entry Information process the simulated product tracing system (PTS) file as if it were a scan received from the Postal Service induction facility.
4. Customers receive start-the-clock (STC) notification from Confirm or Entry Information confirming file submission.

ASN/EMD Submission

Continuous mailers create and submit an ASN or EMD file using their normal means of submission — upload or FTP. The ASN or EMD file should be formatted as if all mail inducted during the 24-hour period was submitted on a single truck (i.e., a single Shipment ID should be associated to all mailings inducted that day). Customers should conform to the existing ASN or EMD file formatting rules. As always, Shipment IDs must not be reused for a period of 1 year.

The daily cutoff time for determining the end of each 24-hour continuous mailing period will be determined locally according to the critical entry time provided to the mailer by local Postal Service officials. The cutoff time must allow sufficient time for all mail included in the ASN/EMD file to be dispatched from the mailer's plant in time to meet the locally determined critical entry time for First-Class Mail service for that business day.

Note: It is extremely important that the Event Time in the continuous mailer's electronic entry scan file accurately represents this cutoff time. The time of this 'substitute scan' is vital for accurate service performance measurement.

All shipment drop dates in the ASN or EMD file must be in the future, for both date and time. To the extent possible, mailers should submit their ASN/EMD file 4 to 6 hours prior to the daily cutoff time. Please note that ASN/EMD validation occurs in the Central time zone, and some time lag must be considered for proper validation to occur.

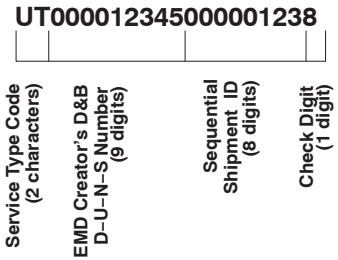
If the ASN/EMD file must be submitted after the cutoff time, drop ship times must be far enough in the future to allow approximately 4 to 6 hours for processing once the file is received by the Postal Service. When submitting the ASN/EMD on a date after the day of mailing, the drop ship dates must reflect the date of submission or a future date, and the time must be 4 to 6 hours prior to the submission time. While these drop ship dates and times will be inaccurate, they will not adversely affect performance measurement. All performance calculations are based on entry scan records.

Mailers may use one or many PLANET Codes for mailings within a 24-hour period, but they must not re-use those PLANET Codes on any other day for at least thirty (30) days, even when part of the same mailing is inducted over several days. Using the same PLANET code more than 1 day in a 30-day period will produce inaccurate performance measurement statistics.

Continuous Mailer CMF File Specifications

Continuous mailers must submit simulated PTS files that meet the specification below, ensuring that they supply all required fields designated by an asterisk (*). Please note this is a space-delimited file, and fields without an asterisk must be populated with blanks. Because the last field will be blank, 168 spaces must be entered at the end of the row, followed by a carriage (line) return. In addition, fields designated as left justified must include characters in the first field position, followed by empty spaces at the end of the field to compensate for available places. For example, the Label ID barcode field allows 34 characters; however, the Shipment ID barcode contains only 20 characters. Customers must enter their Shipment ID in the first 20 spaces, and then add 14 spaces at the end. To ensure that the simulated files are created correctly, customers are required to submit a sample simulated PTS file to the National Customer Support Center (NCSC) for certification.

* Designates a required field. A field description of each required field is provided in the table below.

Data Element	Field Description	Size	Type	Positions	Justify/Pad	Format	Values
Record Version Number		4	Numeric	1–4	None	9999	Blank
*Event Date	The shipment induction date.[1] This value should be updated daily.	8	Numeric	5–12	None	CCYYMMDD	Induction Date
*Event Time	The shipment induction time. This value should be updated daily.	6	Numeric	13–18	None	HHMMSS	Induction Time
*Deleted Record Identifier	Indicates that the barcode scan was intentional and should not be deleted. This value should remain unchanged.	1	Numeric	19	None		0
Deletion Date		8	Numeric	20–27	None	CCYYMMDD	Blank
Deletion Time		6	Numeric	28–33	None	HHMMSS	Blank
*Event Code	Describes the reason for scanning the Shipment barcode. This value should remain unchanged.	2	Numeric	34–35	None		03
*Label ID	The Shipment ID Barcode 	34	Alphanumeric	36–69	Left/spaces		Shipment ID Barcode
Service Type		2	Alphanumeric	70–71	Left/spaces		Blank
Product Code		2	Numeric	72–73	None		Blank
International Flag		2	Numeric	74–75	None		Blank
*Barcode Data Input Method	The way in which the Shipment ID barcode was entered. This value should remain unchanged.	1	Numeric	76	None		0
Barcode Symbology		1	Numeric	77	None		Blank
Destination ZIP Code		9	Numeric	78–86	Left/spaces		Blank
Origin ZIP Code		5	Numeric	87–91	Left/spaces		Blank
Weight Pounds		2	Numeric	92–93	None		Blank

Data Element	Field Description	Size	Type	Positions	Justify/Pad	Format	Values
Weight Ounces		2	Numeric	94–95	None		Blank
Shipment Complete Indicator		1	Alphanumeric	96	None		Blank
Filler		43	Alphanumeric	97–139	None		Spaces
Header Record Version Number		4	Numeric	140–143	None	9999	Blank
*Event Date	The shipment induction date. This value should be updated daily.	8	Numeric	144–151	None	CCYYMMDD	Induction Date
*Event Time	The shipment induction time. This value should be updated daily.	6	Numeric	152–157	None	HHMMSS	Induction Time
Finance Number		6	Numeric	158–163	None		Blank
SFAS Number		4	Alphanumeric	164–167	None		Blank
*Unit ZIP Code[2]	The drop facility ZIP code. This value should remain unchanged.	5	Numeric	168–172	None		Drop ZIP Code
*Device ID	Identification for the device used to scan the shipment barcode. This value should remain unchanged.	10	Alphanumeric	173–182	Left/spaces		XXXXXXXXXX
Software Version		5	Alphanumeric	183–187	None	99.99	Blank
Op Sys Version		5	Alphanumeric	188–192	None	99.99	Blank
BIOS Version		5	Alphanumeric	193–197	None	99.99	Blank
3-digit Invalid ZIP File Version		4	Numeric	198–201	None		Blank
Employee ID		4	Numeric	202–205	None		Blank
*Assignment ZIP Code[2]	The drop facility ZIP Code. This value should remain unchanged.	5	Numeric	206–210	None		Drop ZIP Code
Route ID		8	Alphanumeric	211–218	Right/spaces		Blank
*Transmission Date Stamp	The shipment induction date. This value should be updated daily.	8	Numeric	219–226	None	CCYYMMDD	Induction Date
*Transmission Time Stamp	The shipment induction time. This value should be updated daily.	6	Numeric	227–232	None	HHMMSS	Induction Time
Data Record Count		4	Numeric	233–236	None		Blank
Filler		164	Alphanumeric	237–400	Right/spaces		Blank

[1] The actual induction date and time MUST be used for both instances of Event Date and Event Time, as well as for Transmission Date Stamp and Transmission Time Stamp.

[2] The Unit ZIP Code and the Assignment ZIP Code *must* be the ZIP Code of the Postal Service facility from which the critical entry time for the continuous mailer has been determined. This ZIP Code should be provided by local Postal Service officials. Service performance will be measured from this ZIP Code.

Sample CMF File

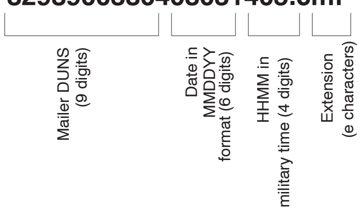
The following is an example of a .cmf file that a continuous mailer might submit. Please note that blank spaces are included at the end of the file for positions 233–400.

```
   200304240912380          03UT000000006123456781          0                                        20030424131131
38130XXXXXXXXXX                  23192      20030424131300
```

Simulated PTS File Naming Convention

The systems will process simulated PTS files that abide by the following naming convention. As indicated by the illustration below, the file name must be comprised of the mailer's 9-digit D-U-N-S Number or Confirm Subscriber ID, the date and time, and .cmf extension. Please note that if using the Confirm Subscriber ID, this value should be padded with leading zeroes. Also, the system will *not* process files with an invalid file extension.

829890038040803l405.cmf



Simulated PTS File Submission

In order to utilize the continuous mailer capability, customers must complete a PS Form 1357 and submit the form to the NCSC. This form is available on the Mail Tracking & Reporting Web site at *mailtracking.usps.com.* Upon approval of PS Form 1357, the NCSC will grant the customer access to the /**incoming**/**cmf** directory on the Entry Information NT server (56.0.129.14) and notify the customer of their username and password.

Appendix H

MODS Operation Numbers (Updated April 2003) Automated Mail Processing Codes

Mail Processing Codes — Operations at Plants		
046	ISS — RETURN TO SENDER	LTR
047	OSS — RETURN TO SENDER	LTR
080C	**COMPOSITE — 081 & 082**	
081	COA FORMS KEYING	LTR
082	PARS IMAGE KEYING	LTR
083	PARS WASTE MAIL	
084	PARS MAIL PREP	
085	COA SCANNING	LTR
090C	**COMPOSITE 091, 092, 097, & 098**	LTR
091	CIOSS RTS IMAGE LIFT MODE	LTR
092	CIOSS INTERCEPT LABEL MODE	LTR
093	CIOSS FORWARDS IMAGE LIFT MODE	LTR
094	CIOSS REVERSE SIDE SCAN	LTR
095	CIOSS RESCAN	LTR
096	CIOSS OTHER MODE	LTR
097	CIOSS INTRCEPT IMAGE LIFT MODE	LTR
098	CIOSS FWDS LABEL MODE	LTR
099	CIOSS RTS LABEL MODE	LTR
194	AFSM100 — INTERNATIONAL EXPORT	FLT
195	AFSM100 — INTERNATIONAL IMPORT	FLT
196	UFSM 1000 OCR — EXPORT	FLT
197	UFSM 1000 OCR — IMPORT	FLT
251	MAIL CARTRIDGE SYSTEM	LTR
260C	**COMPOSITE DBCS — OCR INCLUDES 261–267**	
261	DBCS/DIOSS OCR O/G PRIMARY	LTR
262	DBCS/DIOSS OCR O/G SECONDARY	LTR
263	DBCS/DIOSS OCR MANAGED MAIL	LTR
264	DBCS/DIOSS OCR I/C SCF PRIMARY	LTR
265	DBCS/DIOSS OCR I/C PRIMARY	LTR
266	DBCS/DIOSS OCR I/C SECONDARY	LTR
267	DBCS/DIOSS OCR BOX SECTION	LTR

270C	**COMPOSITE DBCS-OSS INCLUDES 270–279, 925, 926**	
271	DBCS/DIOSS OSS O/G PRIMARY	LTR
272	DBCS/DIOSS OSS O/G SECONDARY	LTR
273	DBCS/DIOSS OSS MANAGED MAIL	LTR
274	DBCS/DIOSS OSS I/C SCF PRIMARY	LTR
275	DBCS/DIOSS OSS I/C PRIMARY	LTR
276	DBCS/DIOSS OSS I/C SECONDARY	LTR
277	DBCS/DIOSS OSS BOX SECTION	LTR
278	DBCS/DIOSS OSS SEC/SEG, 1ST PASS	LTR
279	DBCS/DIOSS OSS SEC/SEG, 2ND PASS	LTR
280C	**COMPOSITE DBCS/DIOSS ISS MODE**	
281	DBCS/DIOSS ISS O/G PRIMARY	LTR
282	DBCS/DIOSS ISS O/G SECONDARY	LTR
283	DBCS/DIOSS ISS MANAGED MAIL	LTR
284	DBCS/DIOSS ISS I/C SCF PRIMARY	LTR
285	DBCS/DIOSS ISS I/C PRIMARY	LTR
286	DBCS/DIOSS ISS I/C SECONDARY	LTR
287	DBCS/DIOSS ISS BOX SECTION	LTR
300C	**COMPOSITE MLOCR — ISS — International**	
301	MLOCR — ISS — INTERNATIONAL EXPORT	LTR
302	MLOCR — INTERNATIONAL EXPORT	LTR
303	MLOCR — ISS — INTERNATIONAL IMPORT	LTR
304	MLOCR — INTERNATIONAL IMPORT	LTR
305	FSM 1000 INTL EXPORT PRIMARY	FLT
306	FSM 1000 INTL IMPORT PRIMARY	FLT
307	FSM 1000BCR INTL EXPORT PRIMARY	FLT
308	FSM 1000BCR INTL IMPORT PRIMARY	FLT
309	DBCS/DIOSS OCR INT — NATIONAL EXPORT PRIM	LTR
309C	**COMPOSITE DBCS/DIOSS OCR — INTERNATIONAL**	
310C	**COMPOSITE MPBCS/DBCS/OSS — INTERNATIONAL**	
311	MPBCS/OSS — INTERNATIONAL — EXPORT	LTR
312	MPBCS — INTERNATIONAL — EXPORT	LTR
313	DBCS/DIOSS OSS INT EXPORT PRIM	LTR
314	DBCS/DIOSS BCS INT EXPORT PRIM	LTR
315	MPBCS/OSS — INTERNATIONAL — IMPORT	LTR
316	MPBCS — INTERNATIONAL IMPORT	LTR
317	DBCS/DIOSS OSS INT IMPORT PRIM	LTR
318	DBCS/DIOSS BCS INT IMPORT PRIM	LTR
319	DBCS/DIOSS OCR INT IMPORT PRIM	LTR
330C	**COMPOSITE AFSM100**	
331	AFSM100 — OUTGOING PRIMARY	FLT
332	AFSM100 — OUTGOING SECONDARY	FLT
333	AFSM100 — MANAGED MAIL	FLT
334	AFSM100 — INCOMING SCF PRIMARY	FLT

335	AFSM100 — INCOMING PRIMARY	FLT
336	AFSM100 — INCOMING SECONDARY	FLT
337	AFSM100 — BOX SECTION	FLT
338	AFSM100 — INCOMING NON-SCHEME	FLT
339	AFSM100 — RESERVED	FLT
356	DBCS/DIOSS ISS INT EXPORT PRIM	LTR
357	DBCS/DIOSS ISS INT IMPORT PRIM	LTR
380C	**COMPOSITE — KEYING (381–386)**	
385	APPS VCS KEYING — CAREER	LTR
386	APPS VCS KEYING — TRANSITIONAL	LTR
420C	**COMPOSITE FSMOCR**	
421	FSMOCR — OUTGOING PRIMARY	FLT
422	FSMOCR — OUTGOING SECONDARY	FLT
423	FSMOCR — MANAGED MAIL	FLT
424	FSMOCR — INCOMING SCF	FLT
425	FSMOCR — INCOMING PRIMARY	FLT
426	FSMOCR — INCOMING SECONDARY	FLT
427	FSMOCR — BOX SECTION	FLT
428	FSMOCR — RESERVED	FLT
440C	**COMPOSITE — FSM 1000**	
441	FSM1000 — OUTGOING PRIMARY	FLT
442	FSM1000 — OUTGOING SECONDARY	FLT
443	FSM1000 — MANAGED MAIL	FLT
444	FSM1000 — SCF	FLT
445	FSM1000 — INCOMING PRIMARY	FLT
446	FSM1000 — INCOMING SECONDARY	FLT
447	FSM1000 — BOX SECTION	FLT
448	FSM1000 — INCOMING NONSCHEME	FLT
450C	**COMPOSITE FSM1000 PRIORITY (450–451)**	
450	FSM1000 — PRIORITY, OUTGOING	FLT
451	FSM1000 — PRIORITY, INCOMING	FLT
454	CODE/BILL/DISPATCH — INTERNATIONAL	
460C	**COMPOSITE FSM 1000 BCR**	
461	FSM 1000 BCR — OUTGOING PRIMARY	FLT
462	FSM 1000 BCR — OUTGOING SECONDARY	FLT
463	FSM 1000 BCR — MANAGED MAIL	FLT
464	FSM 1000 BCR — INCOMING SCF	FLT
465	FSM 1000 BCR — INCOMING PRIMARY	FLT
466	FSM 1000 BCR — INCOMING SECONDARY	FLT
467	FSM 1000 BCR — BOXED MAIL	FLT
468	FSM 1000 BCR — INCOMING NONSCHEME	FLT
469	FSM 1000 BCR — RESERVED	FLT
481C	**COMPOSTIE DBCS EXPANDED CAPACITY MODE**	
481	DBCS-EC EC MODE — OUTGOING PRIMARY	LTR

482	DBCS-EC EC MODE — OUTGOING SECONDARY	LTR
483	DBCS-EC EC MODE — MANAGED MAIL	LTR
484	DBCS-EC EC MODE — INCOMING SCF PRIMARY	LTR
485	DBCS-EC EC MODE — INCOMING PRIMARY	LTR
486	DBCS-EC EC MODE — INCOMING SECONDARY	LTR
487	DBCS-EC EC MODE — BOX SECTION	LTR
488	DBCS-EC EC MODE — 1ST PASS DPS	LTR
489	DBCS-EC EC MODE — 2ND PASS DPS	LTR
490C	**COMPOSTIE DIOSS EC MODE — ISS**	
491	DIOSS EC — ISS EC MODE — OUTGOING PRIMARY	LTR
492	DIOSS EC — ISS EC MODE — OUTGOING SECONDARY	LTR
493	DIOSS EC — ISS EC MODE — MANAGED MAIL	LTR
494	DIOSS EC — ISS EC MODE — INCOMING SCF PRIMARY	LTR
495	DIOSS EC — ISS EC MODE — INCOMING PRIMARY	LTR
496	DIOSS EC — ISS EC MODE — INCOMING SECONDARY	LTR
497	DIOSS EC — ISS EC MODE — BOX SECTION	LTR
498	DIOSS EC — ISS EC MODE — 1ST PASS DPS	LTR
499	DIOSS EC — ISS EC MODE — 2ND PASS DPS	LTR
500C	**COMPOSITE DIOSS EC MODE - OSS**	
501	DIOSS-EC — OSS EC MODE — OUTGOING PRIMARY	LTR
502	DIOSS-EC — OSS EC MODE — OUTGOING SECONDARY	LTR
503	DIOSS-EC — OSS EC MODE — MANAGED MAIL	LTR
504	DIOSS-EC — OSS EC MODE — INCOMING SCF PRIMARY	LTR
505	DIOSS-EC — OSS EC MODE — INCOMING PRIMARY	LTR
506	DIOSS-EC — OSS EC MODE — INCOMING SECONDARY	LTR
507	DIOSS-EC — OSS EC MODE — BOX SECTION	LTR
508	DIOSS-EC — OSS EC MODE — 1ST PASS DPS	LTR
509	DIOSS-EC — OSS EC MODE — 2ND PASS DPS	LTR
603	MAILER VALIDATION CREDITS FHP, TPH	LTR
810C	COMPOSITE UFSM 1000	FLT
811	UFSM 1000 OCR — OUTGOING PRIMARY	FLT
812	UFSM 1000 OCR — OUTGOING SECONDARY	FLT
813	UFSM 1000 OCR — MANAGED MAIL	FLT
814	UFSM 1000 OCR — INCOMING SCF PRIMARY	FLT
815	UFSM 1000 OCR — INCOMING PRIMARY	FLT
816	UFSM 1000 OCR —- INCOMING SECONDARY	FLT
817	UFSM 1000 OCR — BOX SECTION	FLT
818	UFSM 1000 OCR — PRIORITY — OUTGOING	FLT
819	UFSM 1000 OCR — PRIORITY — INCOMING	FLT
830C	**COMPOSITE — MLOCR**	
831	MLOCR — OUTGOING PRIMARY	LTR
832	MLOCR — OUTGOING SECONDARY	LTR
833	MLOCR — MANAGED MAIL	LTR
834	MLOCR — INCOMING SCF	LTR

835	MLOCR — INCOMING PRIMARY	LTR
836	MLOCR — INCOMING SECONDARY	LTR
837	MLOCR — BOX SECTION	LTR
840C	**COMPOSITE — MLOCR Chunky MOD**	
841	MLOCR CHUNKY MOD — O/G PRIMARY	LTR
842	MLOCR CHUNKY MOD — O/G SECONDARY	LTR
843	MLOCR CHUNKY MOD — MANAGED MAIL	LTR
844	MLOCR CHUNKY MOD — I/C SCF PRIMARY	LTR
845	MLOCR CHUNKY MOD — I/C PRIMARY	LTR
846	MLOCR CHUNKY MOD — I/C SECONDARY	LTR
847	MLOCR CHUNKY MOD — BOX SECTION	LTR
850C	**COMPOSITE MPBCS Chunky MOD**	
851	MPBCS CHUNKY MOD — O/G PRIMARY	LTR
852	MPBCS CHUNKY MOD — O/G SECONDARY	LTR
853	MPBCS CHUNKY MOD — MANAGED MAIL	LTR
854	MPBCS CHUNKY MOD — I/C SCF PRIMARY	LTR
855	MPBCS CHUNKY MOD — I/C PRIMARY	LTR
856	MPBCS CHUNKY MOD — I/C SECONDARY	LTR
857	MPBCS CHUNKY MOD — BOX SECTION	LTR
860C	**COMPOSITE BCS ON OCR**	
861	BCS ON OCR — OUTGOING PRIMARY	LTR
862	BCS ON OCR — OUTGOING SECONDARY	LTR
863	BCS ON OCR — MANAGED MAIL	LTR
864	BCS ON OCR — INCOMING SCF	LTR
865	BCS ON OCR — INCOMING PRIMARY	LTR
866	BCS ON OCR — INCOMING SECONDARY	LTR
867	BCS ON OCR — BOX SECTION	LTR
868	BCS ON OCR — SECTOR/SEGMENT, 1ST PASS	LTR
869	BCS ON OCR — SECTOR/SEGMENT, 2ND PASS	LTR
870C	**COMPOSITE — Mail Processing BCS**	
871	MPBCS — OUTGOING PRIMARY	LTR
872	MPBCS — OUTGOING SECONDARY	LTR
873	MPBCS — MANAGED MAIL	LTR
874	MPBCS — INCOMING SCF	LTR
875	MPBCS — INCOMING PRIMARY	LTR
876	MPBCS — INCOMING SECONDARY	LTR
877	MPBCS — BOX SECTION	LTR
878	MPBCS — SECTOR/SEGMENT, 1ST PASS	LTR
879	MPBCS — SECTOR/SEGMENT, 2ND PASS	LTR
880C	**COMPOSITE MLOCR — ISS**	
881	MLOCR-ISS — OUTGOING PRIMARY	LTR
882	MLOCR-ISS — OUTGOING SECONDARY	LTR
883	MLOCR-ISS — MANAGED MAIL	LTR
884	MLOCR-ISS — INCOMING SCF	LTR

885	MLOCR-ISS — INCOMING PRIMARY	LTR
886	MLOCR-ISS — INCOMING SECONDARY	LTR
887	MLOCR-ISS — BOX SECTION	LTR
890C	**COMPOSITE DBCS/DIOSS BCS MODE**	
891	DBCS/DIOSS BCS O/G PRIMARY	LTR
892	DBCS/DIOSS BCS O/G SECONDARY	LTR
893	DBCS/DIOSS BCS MANAGED MAIL	LTR
894	DBCS/DIOSS BCS I/C SCF PRIMARY	LTR
895	DBCS/DIOSS BCS I/C PRIMARY	LTR
896	DBCS/DIOSS BCS I/C SECONDARY	LTR
897	DBCS/DIOSS BCS BOX SECTION	LTR
898	DBCS/DIOSS BCS SEC/SEG, 1ST PASS	LTR
899	DBCS/DIOSS BCS SEC/SEG, 2ND PASS	LTR
908C	**COMPOSITE CSBCS**	
908	CSBCS — SECTOR SEGMENT	LTR
909	CSBCS — INCOMING SECONDARY	LTR
910	CSBCS — BOX MAIL	LTR
911	CSBCS — DELIVERY POINT SEQUENCE DPS	LTR
914	MPBCS — DELIVERY POINT SEQUENCE, 1ST PASS	LTR
915	MPBCS — DELIVERY POINT SEQUENCE, 2ND PASS	LTR
916	BCS-OSS — DELIVERY POINT SEQUENCE, 1ST PASS	LTR
917	BCS-OSS — DELIVERY POINT SEQUENCE, 2ND PASS	LTR
918	DBCS/DIOSS BCS DPS, 1ST PASS	LTR
919	DBCS/DIOSS BCS DPS, 2ND PASS	LTR
925	DBCS/DIOSS OSS DPS, 1ST PASS	LTR
926	DBCS/DIOSS OSS DPS, 2ND PASS	LTR
960C	**COMPOSITE — FLAT MAIL BAR CODE READER**	
961	FMBCR — OUTGOING PRIMARY	FLT
962	FMBCR — OUTGOING SECONDARY	FLT
963	FMBCR — MANAGED MAIL	FLT
964	FMBCR — INCOMING SCF	FLT
965	FMBCR — INCOMING PRIMARY	FLT
966	FMBCR — INCOMING SECONDARY	FLT
967	FMBCR — BOX SECTION	FLT
970C	**COMPOSITE — BAR CODE OUTPUT SUB SYSTEM**	
971	BCS-OSS — OUTGOING PRIMARY	LTR
972	BCS-OSS — OUTGOING SECONDARY	LTR
973	BCS-OSS-MANAGED MAIL	LTR
974	BCS-OSS — INCOMING SCF	LTR
975	BCS-OSS — INCOMING PRIMARY	LTR
976	BCS-OSS — INCOMING SECONDARY	LTR
977	BCS-OSS — BOX SECTION	LTR
978	BCS-OSS SECTOR/SEGMENT, 1ST PASS	LTR
979	BCS-OSS SECTOR/SEGMENT, 2ND PASS	LTR

Customer Services Codes — Operations at Delivery Units		
048	ISS — RETURN TO SENDER	LTR
049	OSS — RETURN TO SENDER	LTR
252	CSBCS — OUTGOING PRIMARY	LTR
253	CSBCS — INCOMING PRIMARY	LTR
360C	**COMPOSITE — DBCS/DIOSS-OCR MODE (361–367)**	
361	DBCS/DIOSS OCR O/G PRIMARY	LTR
362	DBCS/DIOSS OCR O/G SECONDARY	LTR
363	DBCS/DIOSS OCR RESERVED	LTR
364	DBCS/DIOSS OCR I/C SCF PRIMARY	LTR
365	DBCS/DIOSS OCR I/C PRIMARY	LTR
366	DBCS/DIOSS OCR I/C SECONDARY	LTR
367	DBCS/DIOSS OCR BOX SECTION	LTR
368	DBCS/DIOSS OCR RESERVED	LTR
369	DBCS/DIOSS OCR RESERVED	LTR
370C	**COMPOSITE DBCS/DIOSS OSS MODE (371–379, 942, 943)**	
371	DBCS/DIOSS OSS O/G PRIMARY	LTR
372	DBCS/DIOSS OSS O/G SECONDARY	LTR
373	DBCS/DIOSS OSS RESERVED	LTR
374	DBCS/DIOSS OSS I/C SCF PRIMARY	LTR
375	DBCS/DIOSS OSS I/C PRIMARY	LTR
376	DBCS/DIOSS OSS I/C SECONDARY	LTR
377	DBCS/DIOSS OSS BOX SECTION	LTR
378	DBCS/DIOSS OSS SEC/SEG, 1ST PASS	LTR
379	DBCS/DIOSS OSS SEC/SEG, 2ND PASS	LTR
390C	COMPOSITE DBCS/DIOSS — ISS MODE (391–397)	
391	DBCS/DIOSS ISS O/G PRIMARY	LTR
392	DBCS/DIOSS ISS O/G SECONDARY	LTR
393	DBCS/DIOSS ISS RESERVED	LTR
394	DBCS/DIOSS ISS I/C SCF PRIMARY	LTR
395	DBCS/DIOSS ISS I/C PRIMARY	LTR
396	DBCS/DIOSS ISS I/C SECONDARY	LTR
397	DBCS/DIOSS ISS BOX SECTION	LTR
400C	**COMPOSITE FSMOCR**	
401	FSMOCR — OUTGOING PRIMARY	FLT
402	FSMOCR — OUTGOING SECONDARY	FLT
403	FSMOCR — MANAGED MAIL	FLT
404	FSMOCR — INCOMING SCF	FLT
405	FSMOCR — INCOMING PRIMARY	FLT
406	FSMOCR — INCOMING SECONDARY	FLT
407	FSMOCR — BOX SECTION	FLT
410C	**CS UFSM 1000 COMPOSITE**	
411	CS UFSM 1000 OCR — OUTGOING PRIMARY	FLT
412	CS UFSM 1000 OCR — OUTGOING SECONDARY	FLT

413	CS UFSM 1000 OCR — MANAGED MAIL	FLT
414	CS UFSM 1000 OCR — INCOMING SCF	FLT
415	CS UFSM 1000 OCR — INCOMING PRIMARY	FLT
416	CS UFSM 1000 OCR — INCOMING SECONDARY	FLT
417	CS UFSM 1000 OCR — BOXED SECTION	FLT
605	MAILER VALIDATION CREDITS FHP, TPH	LTR
800C	**COMPOSITE — FSM — Station and Branch**	
801	FSM — OUTGOING PRIMARY	FLT
802	FSM — OUTGOING SECONDARY	FLT
803	FSM — MANAGED MAIL	FLT
804	FSM — INCOMING SCF	FLT
805	FSM — INCOMING PRIMARY	FLT
806	FSM — INCOMING SECONDARY	FLT
807	FSM — BOX SECTION	FLT
820C	**COMPOSITE DBCS/DIOSS/MPBCS BCS MODE**	
821	DBCS/DIOSS/MPBCS BCS O/G PRIMARY	LTR
822	DBCS/DIOSS/MPBCS BCS O/G SECONDARY	LTR
823	RESERVED	LTR
824	DBCS/DIOSS/MPBCS BCS I/C SCF PRIMARY	LTR
825	DBCS/DIOSS/MPBCS BCS I/C PRIMARY	LTR
826	DBCS/DIOSS/MPBCS BCS I/C SECONDARY	LTR
827	DBCS/DIOSS/MPBCS BCS BOX SECTION	LTR
828	DBCS/DIOSS/MPBCS BCS S/S, 1ST PASS	LTR
829	DBCS/DIOSS/MPBCS BCS S/S, 2ND PASS	LTR
905	CSBCS — DPS	LTR
906	CSBCS — INCOMING SECONDARY	LTR
912	DBCS/DIOSS/MPBCS BCS DPS, 1ST PASS	LTR
913	DBCS/DIOSS/MPBCS BCS DPS, 2ND PASS	LTR
942	DBCS/DIOSS OSS MODE-DPS, 1ST PASS	LTR
943	DBCS/DIOSS OSS MODE-DPS, 2ND PASS	LTR

Glossary	
BCR	Barcode Reader
BCS	Same as MPBCS (older machines)
Box Section	Post Office boxes; mail can also be sorted to an incoming secondary sort program
CSBCS	Carrier Sequence Barcode Sorter (typically used at delivery units)
CS UFSM	Carrier Sequence Upgraded Flat Sorting Machine
DBCS	Delivery Barcode Sorter (newer machines)
DIOSS	Delivery Barcode Sorter with Input/Output Subsystem
DPS	Delivery Point Sequence; two-pass sort programs that sort the mail to the carrier's walk sequence
FSM	Flat Sorting Machine (881 oldest, then 1000, AFM100 newest)
Incoming	Mail received from other mail processing facilities and destined for delivery in a local service area; mail was sorted at origination
ISS	Input Subsystem (Remote Barcoding System)
Managed Mail	First sort for mail destined to outside the local service area, but still within the logistic assignment of the area distribution center (ADC) or automated ADC that receives the mail
MPBCS	Mail Processing Barcode Sorter (older machines)
OCR	Optical Character Reader
OSS	Output Subsystem (Remote Barcoding System)
Outgoing	Mail originating in a service area, needing sortation to the world (i.e., other facilities or turn-around for local delivery)
Primary	First sortation — often has limitations, requiring a secondary sort
SCF	Sectional Center Facility (3-digit ZIP Code group, e.g., 600, 602); sorts mail destined for Associate Offices and Post Offices within the local service area
Secondary	Second sortation; for mail not finalized on primary sort program.
Sector/Segment	Sortation in carrier case or box section sequence to the ZIP+4, not in delivery sequence
UFSM	Upgraded Flat Sorting Machine

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Appendix I

Operation Code Definitions Matrix

Process Name	Operation Codes (*) Flats Processing		Definition
Delivery Point Sequence (DPS)	1st Pass 488, 498, 508, 912, 914, 916, 918, 925, 942	2nd Pass 489, 499, 509, 913, 915, 917, 919, 943, 905, 911, 926	Mail that is sorted into carriers' walk sequence. 1st Pass ■ Requires additional processing on automated equipment in most cases; last processing for some mailpieces (e.g., firm holdouts, box sections, and Postal Service facilities). 2nd Pass ■ Final processing of mail.
Managed Mail	263, 273, 283, 333*, 403*, 413*, 423*, 433*, 443*, 463*, 483, 493, 503, 813*, 853, 873, 893, 963*, 973, 893, 963*, 973, 803*		Mail normally sorted from an AADC level down to 3-digit ZIP Code level, with high-volume 5-digit zones and firms also held out; additional processing required on automated equipment for the 3-digit sorted volume and the 5-digit sorted volume for which the plant has incoming secondary, DPS, sector/segment, or box section sorting responsibility.
Incoming (I/C) SCF	264, 274, 284, 334*, 364, 374, 394, 404*, 414*, 424*, 444*, 464*, 484, 494, 504, 804*, 814*, 824, 854, 874, 894, 964*, 974		Mail normally separated by the host SCF by 5-digit ZIP Code; additional processing on automated equipment is required for the 5-digit ZIP Codes for which the plant has incoming secondary, DPS, sector/segment, or box section sorting responsibility; AZI table provides more detailed information about processing for each ZIP Code.
Incoming (I/C) Primary	265, 274, 285, 335*, 365, 375, 395, 405*, 415*, 425*, 445*, 465*, 485, 495, 505, 805*, 815*, 825, 855, 875, 895, 965, 975		Mail normally separated by the host SCF by 5-digit ZIP Code for which it has delivery responsibility; additional processing on automated equipment is normally required for which the plant has incoming secondary, DPS, sector/segment, or box section sorting responsibility; AZI table provides more detailed information about processing for each ZIP Code.

Process Name	Operation Codes (*) Flats Processing		Definition
Incoming (I/C) Secondary	266, 276, 286, 336*, 366, 376, 396, 406*, 416*, 426*, 446*, 466*, 486, 496, 506, 806*, 816*, 826, 856, 876, 896, 906, 909, 966*, 976		Mail normally separated by carrier route. It may be finalized or additional processing may be required for letter mail on automated equipment (e.g., CSBCS); final processing for flats.
Box Section	267, 277, 287, 337*, 367*, 377, 397, 407*, 417*, 427*, 447*, 467*, 487, 497, 507, 807*, 817, 827, 857, 877, 897, 910, 967*, 977		Mail normally separated by P.O. box section. In most instances, this is the final automated processing for this mail (manual sorting required to separate mail by individual P.O. box). In some instances, mail is separated into individual P.O. boxes by repeating this operation on automated equipment (this is the reason why mailers may receive multiple scans with the same Operation Code for a given piece).
Sector/Segment (SEC/SEG, S/S)	1st Pass 278, 378, 828, 878, 898, 908, 978	2nd Pass 279, 379, 829, 879, 899, 979	1st Pass ■ Mail normally separated by ZIP+4 *sectors*; requires additional processing on automated equipment. 2nd Pass ■ Mail normally separated by ZIP+4 *segments*; final processing of mail.
Outgoing (O/G) Primary	261, 271, 281, 331*, 371, 391, 401*, 411*, 421*, 441*, 461*, 481, 491, 501, 811*, 821, 851, 871, 891, 961*, 971		Mail separated by AADC and 3-digit ZIP Code separations (for 2-day and 3-day Delivery Standard); requires additional processing on automated equipment.
Outgoing (O/G) Secondary	262, 272, 282, 332*, 372, 392, 402*, 412*, 422*, 442*, 462*, 482, 492, 502, 812*, 822, 852, 872, 892, 962*, 972		Mail separated by AADC and 3-digit ZIP Code separations (for 3-day Delivery Standard); requires additional processing on automated equipment.
Return to Sender	047		Return to Sender sort operation.

Appendix J

EXFC Method of Counting Days to Delivery

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Days in the System (or Days to Deliver): Determines if it is on time, within expectation

0 = Day mail is dropped

1 = Day in System (Final "1" = Delivery Day)

DAYS IN SYSTEM = (DATE OF STOP–THE–CLOCK SCAN) – (DATE OF ENTRY SCAN) – (ADJUSTMENT FOR SUNDAY/HOLIDAY IF APPLICABLE)

note: –these examples assume the entry scan was received on day 0, prior to the critical entry time AND
–DELIVERY DAY is assumed to be the date on which the Stop–the–Clock scan was received, prior to the operation cutoff time.

No Sunday/Holiday Adjusment:

3 DAY DELIVERY STANDARD

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU		
		0	1	1	1						3	DAYS IN THE SYSTEM
											3	CALENDAR DAYS

3 DAY DELIVERY STANDARD

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU		
				0	1	1	1	1	1		5	DAYS IN THE SYSTEM
											5	CALENDAR DAYS

Sunday/Holiday Adjustments:

3 DAY DELIVERY STANDARD

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU		
			0	1	1		1				3	DAYS IN THE SYSTEM
											4	CALENDAR DAYS

3 DAY DELIVERY STANDARD

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU		
					0		HOLIDAY	1			1	DAYS IN THE SYSTEM
											3	CALENDAR DAYS

3 DAY DELIVERY STANDARD

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU		
					HOLIDAY		HOLIDAY					
			0	1	SAT	SUN	MON	1			2	DAYS IN THE SYSTEM
											5	CALENDAR DAYS

Mailpieces Delivered Past Standard:

3–DAY DELIVERY STANDARD

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU		
							HOLIDAY					
		0	1	1	1	1	1	1			6	DAYS IN THE SYSTEM
											6	CALENDAR DAYS

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