Update Notice

**Publication 91, *Confirmation Services Technical Guide*
September 2004**

Changes made to Publication 91 (September 2004 edition) in the *Postal Bulletin* are as follows:

***Postal Bulletin* 22146, January 20, 2005**

Chapter 9, Forms

Effective January 20, 2005, Chapter 9 is revised to reflect the most current edition of PS Form 3152, *Confirmation Services Certification.* We replaced the September 2003 edition of PS Form 3152 with the January 2005 edition.

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Summary of Changes

Major Revisions in This Publication

- PS Form 5051 is revised, PS Form 5051-C is obsolete, and PS Form 1357-S is revised in the Forms chapter.

Note: Within this publication, bar code symbologies USS Code 3 of 9, USS Code Interleaved 2 of 5, USS Code 128, and UCC/EAN Code128 are referenced for use with electronic option Confirmation Services.

However, effective January 31, 2005, UCC/EAN Code 128 is the only acceptable bar code symbology for bar coded labels on electronic option Confirmation Service mailings. For additional information, call our Technical Support group at 877-264-9693, option 1.

A new Publication 91 will be published to reflect these changes.

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1 General Information

Overview

Publication 91 provides descriptive information, technical specifications, and requirements to use the Postal Service's ™ Confirmation Services. This guide is intended for mailers who want to qualify for the electronic rates.

The "Getting Started" section provides an overview of each service and how it relates to other services. "The Details" section contains in-depth information including the technical specifications and requirements for each service.

Note: Any comments/recommendations/corrections to this publication should be addressed to the Technical Support Team at 877-264-9693, option 1.

How Confirmation Services Work

Four basic steps are required to use the electronic rate Delivery Confirmation™ service and Signature Confirmation™ service:

1. The mailer puts a bar coded label on the package; you can print the label or we can print it for you.
2. The mailer sends us a file electronically with a listing of all the bar codes and some related shipping information.
3. Tender the mail to the Postal Service. How you pay for the postage is unaffected by this service.
4. When the package is delivered, the carrier will scan the bar code and/or get a signature, and this information will be available for your access.

This guide provides the details on how to construct the files, the specifications of the bar codes and labels, and the methods for sending and receiving the data.

You may want to have someone else to take care of the technical aspects of these services. There are numerous commercial vendors that have shipping and manifesting systems that you may purchase. We can provide you with a listing of those software vendors that have had their shipping/manifesting systems certified for use with Confirmation Services. The Postal Service also offers Application Program Interfaces (APIs). Information about the APIs is found in this guide. We also offer electronic rate Confirmation Services through the Postal Service's Web site, *www.usps.com* through the Click-N-Ship™ application.

Delivery Confirmation	vs.	Signature Confirmation
Provides the date, time, city, state, and ZIP Code of where the package was delivered. Also the date, time, and location are provided when delivery was attempted, or if the piece was forwarded or returned.		In addition to the information included with Delivery Confirmation service, Signature Confirmation service provides the first initial and last name of the person who signed for the package in text format. A copy of the signature may be requested and it will be sent via FAX or mail at the requestor's choice. Requests for signatures may be made at *www.usps.com* or by using the toll-free number 800-222-1811
Delivery information is made available four times daily in the form of an extract file, which contains all scan events that occurred on a package since the previous extract file. Individual packages may also be tracked using the Postal Service Track & Confirm Web page at *www.usps.com;* click *Track&Confirm.*		Signature Confirmation information is made available in the same manner as Delivery Confirmation.
The Delivery Confirmation service electronic rate is no extra charge on Priority Mail® and Parcel Select®. The fee is reduced when using Delivery Confirmation with Package Services, but not with Parcel Select, First-Class Mail® parcels and Standard Mail parcels.		The Signature Confirmation service electronic rate is available at a reduced rate when the electronic option is used. This option is available for Priority Mail, Packages Services, and First-Class Mail parcels.

As new users of Confirmation Services, you will need to complete a short "test" before using the service to certify that you're all set with your bar codes, files, and ability to transmit information to the Postal Service.

Express Mail Manifesting at a Glance

Express Mail Manifesting is an enhancement to the standard use of Express Mail® service. It allows mailers to generate and print their own one-part Express Mail labels. It also allows the payment of postage to be done electronically by deducting postage from a mailer's Express Mail Corporate Account.

The basic process of Express Mail Manifesting mirrors Confirmation Services in that mailers:

1. Apply the bar coded label on the package.

2. Send a file with the bar code and related information to the Postal Service.

3. Tender the mail to the Postal Service.

4. May receive delivery information in their extract files or they may look up on the Postal Service Web site at *www.usps.com*. Express Mail customers can also access tracking information through a toll-free telephone line.

To qualify to use Express Mail Manifesting, mailers must have an Express Mail Corporate Account and will need to pass a "test" to certify they can produce the labels and send the files in accordance with our technical specifications.

Detailed information on Express Mail Manifesting may be found in Publication 97, *Express Mail Manifesting Technical Guide*.

Integrated Bar Code

Integrated bar codes enable you to use two or more of our Special Services such as Delivery Confirmation service, Insurance, etc. and apply a single bar code representing the options you have selected. This eliminates the need to put one bar code on for Delivery Confirmation service, another bar code for Insurance. There are now Service Type Codes that represent the combinations of services you may require. It is simply a matter of printing the bar code label with the Service Type Code which represents the options you want for that particular package.
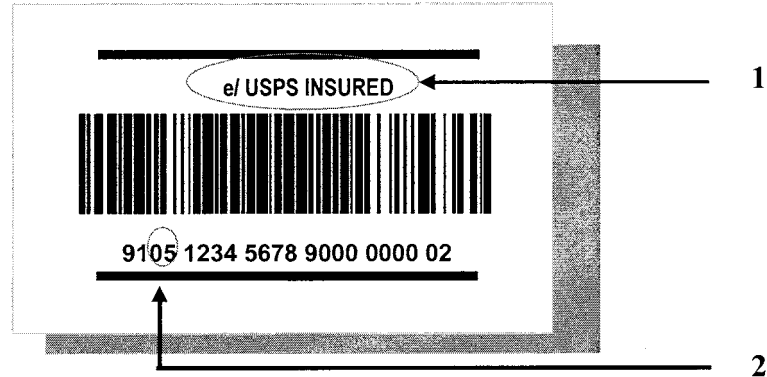
To change the bar code to incorporate two or more Special Services into an integrated bar code, change the following:

1. The text above the bar code to identify the service requested.

2. The Service Type Code in the bar code.

The Service Type Codes and the text above the bar code used with integrated bar codes may be found on pages 68 to 70 for the Service Type Codes table.

Exhibit 1-1
"Before/After" — Integrated Barcode Solution

Before Integrated Barcode   *After Integrated Barcode*

2 **Getting Started**

Welcome to Confirmation Services

How to Get Started With Confirmation Services

Complete and return a Confirmation Services Application Form, PS 5051, *Confirmation Services — Electronic Option Application,* and, if you will be sending electronic files, also complete PS Form 1357-S, *(Customer) Request for Computer Access.* The forms are provided in this guide in the Forms section. We will process your application and contact you with your Logon ID and Password that you will use to connect to the Postal Service.

Qualifying for the Electronic Rate of Confirmation Services

To qualify for the reduced rates of the electronic option, shippers are required to send and receive information electronically. Files may be transmitted using the File Transfer Protocol (FTP) via a modem or the Internet, or by using Electronic Data Interchange (EDI). Each of these options is explained in the Communications section. Once the application process is complete, a short test of your electronic file and bar codes is required before using Confirmation Services. See page 7 for a complete description of the certification process.

Information About Your Package and Delivery

Information about your package's delivery is obtained by downloading daily extract files or looking up the status on our Web site. Paper receipts for your mail are not part of the electronic option, though if needed, the PS Form 3877, *Firm Mailing Book for Accountable Mail,* may be used by the mailer and will provide proof of mailing.

USPS Web Tools APIs

The Postal Service Web Tools Application Program Interfaces (APIs) are a suite of services which allows your Web site, software application, or custom software implementation to gather shipping information and receive completed shipping labels (with Confirmation Services bar codes) in real time. Registered users who agree to the Postal Service's terms and conditions of use may build these interfaces into their Web site or software in order to use the Postal Service's shipping/mailing services in a more integrated and e-commerce-friendly fashion. See more USPS Web Tools information on page 21. Go to *www.uspswebtools.com* to register.

Vendor-Supplied Software for Shipping and Manifesting

Numerous commercial vendors have developed shipping and manifesting systems that meet Postal Service specifications for the electronic option. Many of these vendors have successfully demonstrated the ability to meet these specifications and have received our PS Form 3152, *Confirmation Services Certification.* To see the current list of certified vendors, go to our Web site at *www.usps.com* and enter "certified vendors" in the search field. An advanced version of these shipping systems is called MAC Gold and the use of a MAC Gold system allows you to bypass the electronic option certification testing. Your electronic file and bar code labels are preapproved. Simply complete the special MAC Gold application and send it as instructed on the form. Once we process your MAC Gold application, you will be just days away from shipping with the Postal Service. MAC Gold software vendors are listed on our Web site at *www.usps.com*, search "certified vendors".

Understanding the Dun & Bradstreet Number

In Confirmation Services, we use the Dun & Bradstreet Number (DUNS® Number) as a customer identifier within the Package Identification Code (PIC or tracking number) and in the Electronic File Number.

The use of the DUNS Number allows your packages to be identified from the thousands of other mailers participating in Confirmation Services. It also provides a simple way for you to generate a unique tracking number for your packages without the possibility of the number being duplicated by another mailer.

The following outlines how the DUNS Number should be used in Confirmation Services.

If you are printing your own bar coded labels, your DUNS Number will be used within the Package Identification Code (PIC) on the label. This particular DUNS Number will be used for all bar coded labels from your geographic location where this DUNS Number is associated.

For example: If you mail from Detroit, MI, the DUNS Number your company has for your Detroit location should be used. If you also mail from San Diego, CA, a second and separate DUNS Number is required for the bar coded labels you will print in San Diego. The intent is to identify both the mailer and unique location of the mailer in case the bar coded labels ever fall out of tolerance.

If you use the Postal Service-provided preprinted bar coded labels, a single DUNS Number may be used at all of your mailing locations.

If you are transmitting the electronic file for Confirmation Services your DUNS Number will be used within the Electronic File Number in the Header Record. If you are providing mailing services to others, your DUNS Number will always be used within the electronic file if you are transmitting the file. The

DUNS Number within the PICs may be the DUNS Number of another company if the other company printed the bar coded label.

The DUNS Number may also be used in the Client DUNS Number Field of the electronic file. By populating this field with a DUNS Number, companies owning the DUNS Number will also receive delivery information in an extract file uniquely generated for them, provided they have established themselves with Postal Service Logon ID and Password.

Electronic Rate Option Certification Process

Your electronic file and bar coded labels must be certified prior to mailing with Confirmation Services to qualify for the electronic rate option. The steps for the electronic file and label certification are outlined below.

After we have received your application you will receive a test kit, which provides detailed instructions for this process.

Testing includes the following:

- File transmission.

- File format, accuracy, and content.

- Ensuring the PIC on your test bar code labels matches the appropriate record in the file (for either Postal Service preprinted labels or labels you print yourself).

- Bar code label analysis to include format, readability, and reflectance in accordance with the specifications in the Details section on bar coded labels.

- Accuracy verification. The National Customer Support Center (NCSC) will verify the accuracy of the file content and will review any errors and warnings with you.

- Receipt of PS Form 3152. When the electronic file is certified and your bar coded labels have passed the analysis, you will receive PS Form 3152, *Confirmation Services Certification*. The NCSC will sign and date the form. You should maintain this signed original as it may be requested by the Postal Service for verification that you've completed the certification process. If requested by the Postal Service, you may present a facsimile of the signed form to give to the local Postal Service facility.

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3 The Details

Electronic File Content

The Electronic File Record Formats are provided in the Electronic File Format section. At your option, you may choose to use only the required fields for Delivery Confirmation and/or Signature Confirmation service. Required fields are identified in the "Required Code" column of each table. If you choose to not populate all fields, be sure to maintain the full file layout including the optional fields. You simply will not populate the optional fields but will fill with spaces. We do not perform edit checks on optional fields, so no warning or error messages will be issued for optional fields.

The electronic file consists of three distinct records: the Header Record (H1), Detail Record 1 (D1), and Detail Record 2 (D2). Electronic files must contain one Header Record followed by a Detail Record 1 for each mail piece in the mailing. Any number of Detail Record 1 records may be associated with a single header record in a file. Detail Record 2 is optional, and is planned for future uses. If Detail Record 2 is used, it must correspond with a Detail Record 1 and must follow the associated Detail Record 1 within the electronic file — for example; H1, D1 D2, D1 D2, etc.

Header Record (H1)

The Header Record contains information about the mailer and the specific mailing, such as the date and time of mailing, a unique Electronic File Number, and entry facility ZIP Code for that mailing. The Electronic File Number must not be repeated for a period of 12 months for any Confirmation Service such as Delivery Confirmation service, Signature Confirmation service, or Express Mail Manifesting. The Electronic File Number in the Header Record contains your DUNS Number to identify your company.

Detail Record 1 (D1)

Detail Record 1 contains information specific to a single piece of mail including the Package Identification Code (PIC or tracking number) and the destination ZIP Code. The same PIC must not be repeated in any 12-month period from the date of first use.

Each PIC consists of the following:

- The 2-digit Application Identifier (AI) "91" (only if using bar code symbology UCC/EAN Code 128).

- A 2-digit Service Type Code that denotes the class of mail and/or the service being requested.

- Your company's 9-digit DUNS Number.

- An 8-digit Package Sequence Number uniquely identifying the specific package.

- A 1-digit MOD 10 check digit used to validate the entire PIC.

Detail Record 2 (D2) — NOT CURRENTLY REQUIRED

Detail Record 2 contains address information that will be used for accountable mail and international mail in the future. Mailers have the option of including consignee address information.

File Transmission

Prior to attempting to transmit files to the Postal Service for Confirmation Services, you must be established with a Logon ID and Password. This is accomplished through an application process.

Note, while you may choose from three (3) primary ways of sending and receiving data from the Postal Service, only the one method you choose to be established with will be available to you. Should you find you need to change the transmission method, please call Technical Support at 877-264-9693, option 1, and they will modify your account.

Multiple electronic files may be combined (concatenated) and sent together in one transmission. There is no limit to the number of electronic files that may be sent in any single file transmission. An electronic file is defined as a Header Record with any number of Detail Records. There is a limit of 30 separate file transmissions within any 20-minute period for mailers using dial-up File Transfer Protocol (FTP).

A unique electronic file is required for mail tendered to each different Postal Service entry facility. In the Header Record of the electronic file, the entry facility ZIP Code Field must contain the ZIP Code represented by the Postal Service facility where the mail is tendered.

The electronic file for Confirmation Services should be transmitted to the Postal Service prior to, or at the time, when the mail is tendered to the Postal Service.

Confirmation Services electronic files can be transmitted to the Postal Service using one of the following methods:

1. **File Transfer Protocol (FTP)**

   - FTP via a dial-up connection using our toll-free telephone line (United States and Canada).

   - FTP using the Internet.

   Standard FTP commands are used for sending files. Electronic files may be sent compressed if using FTP via a modem only. Do NOT send compressed files via the Internet. PKZIP is the only compression software program that can be used to compress the electronic file. You

may not send self-extracting files or files that require a password to decompress. See the Communication section for details about FTP transmission.

2.   **Electronic Data Interchange (EDI)**

Mailers wishing to use Electronic Data Interchange should call Technical Support, 877-264-9693, option 1, to be established as an EDI trading partner.

Retrieving Confirmation Services Delivery Data

Delivery information about your mail pieces is made available to you electronically in extract files. These are comma-delimited text files and they contain two types of "events." The first event is a Manifest Acknowledgment (MA), which is an "electronic receipt" representing each mail piece you transmitted to the Postal Service in your electronic file. These MAs will be presented in the next extract file after you have transmitted your Confirmation Services electronic file.

The other event is a scan event, which represents any time a bar coded label on your mail piece is scanned, i.e., by a carrier at the delivery point, as a package passes through an automated scanner in a Postal Service facility, and when the bar code on PS Form 3152, *Confirmation Services Certification,* and PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance,* is scanned. Mail pieces may receive as many scan events in a single extract file as the mail piece received scans since the previous extract file was generated. An example is that an extract file could reflect an acceptance scan and a delivery scan in the same file.

You may view or download your extract files using the same transmission method you use to send your electronic files. For FTP mailers, both modem and Internet users, the Postal Service servers will maintain 10 days' worth of extract files in your account unless you choose to delete them from your account after downloading or viewing the files.

The extract file is a snapshot in time. Four times daily, extract files are created and placed in your account.

- The first extract file will be available after 1:00 a.m. CT and will contain data from 5:00 p.m. CT through 9:00 p.m. CT the previous day.

- The second extract file will be available after 10:00 a.m. CT and will contain data from 9:00 p.m. CT the previous day through 6:00 a.m. CT the current day.

- The third extract file will be available after 2:00 p.m. and will contain date from 6:00 a.m. CT through 10:00 a.m. CT.

- The fourth extract file will be available after 9:00 p.m. CT and will contain data from 10:00 a.m. CT through 5:00 p.m. CT.

Mailers using Electronic Data Interchange will receive the extract data in EDI formats. For information on EDI transaction sets, call 877-264-9693, option 1.

Delivery information about individual packages may also be seen on the Postal Service Track & Confirm Web page at *www.usps.com* by inputting the Package Identification Code.

Signature Confirmation service is presented in the same manner as above. Additionally, the recipient's last name and first initial will be provided in text format in the extract file. If an actual copy of the signature is required, the mailer may request a copy on the Postal Service Web site or Postal Service toll-free number (800-222-1811). The copy will be sent via fax or mail at the mailer's choice.

Note: Confirmation Services electronic mailers and their customers may not use the Postal Service toll-free number to track or confirm their mail pieces. The rate structure for electronic Confirmation Services mail pieces provides for delivery/signature data to be provided in the above-mentioned extract files and/or via at *www.usps.com.*

Bulk Proof of Delivery Program

The Bulk Proof of Delivery program gives mailers the ability to receive signature Proof of Delivery records for Signature Confirmation service and Express Mail items without requesting them individually. This enhancement allows mailers to retain records longer than the Postal Service retention period and provides mailers a more efficient way to handle signature records.

The Bulk Proof of Delivery program is available to mailers who participate in the Express Mail Manifesting program, Signature Confirmation electronic option program, and mailers who print their own labels using the Signature Confirmation retail option. The mailer's DUNS Number must be used in the bar coded label or be placed in an electronic file to participate. Mailers can receive Bulk Proof of Delivery records on CD-ROM or an electronic file accessed using FTP. CD-ROMs are produced every 2 weeks. The electronic file is produced weekly. Records are provided in PDF format using Adobe Acrobat Reader for viewing, searching, and printing.

Additional information and an application to participate in the program can be found in Publication 80, *Bulk Proof of Delivery Program,* which is available online at *www.usps.com;* click *All Products & Services,* then *Publications,* then *Browse All Periodicals & Publications,* then *Publications* (PDF or Text Format)*.*

Service Performance Reports

Parcel Select

Through the use of Delivery Confirmation service, we offer the ability to measure the delivery performance, i.e., days to delivery, of the Parcel Select product that is being drop shipped to destination Postal Service Bulk Mail Centers (BMC), Sectional Center Facilities (SCF), and Destination Delivery Units (DDU).

Parcel Select performance reports show the percent of your Parcel Select mail pieces that met the standard and the percent of mail pieces delivered by day. You may view Destination BMC and SCF reports by facility(s), at the 3-digit ZIP Code and 5-digit ZIP Code level within the facility(s). Destination Delivery Unit reports can be viewed at the 3-digit ZIP Code and 5-digit ZIP Code level, within a district.

To participate in the Parcel Select Service Performance program, the mailer uses the normal processes for Delivery Confirmation service and/or Signature Confirmation service. The standard electronic Confirmation Services file is prepared for each drop-ship destination. A bar code representing the Electronic File Number is placed or printed on PS Form 8125, which accompanies the drop shipment. (***Note:*** PS Form 8125-C, *Plant-Verified Drop Shipment (PVDS) — Verification and Clearance*, and PS Form 8125-CD, *Plant-Verified Drop Shipment (PVDS) — Consolidated Verification and Clearance — DSMS*, may also be used.)

A separate file needs to be created for each entry point, and a separate file needs to be created for each truck in cases where more than one truck is used for the Delivery Confirmation shipment to the entry point. The Confirmation Services electronic file must contain the Destination Rate Indicator. The Destination Rate Indicator is located in Position 56 of the Confirmation Services Electronic File Detail Record 1. The values used for this indicator are as follows:

- B = Destination Bulk Mail Center (BMC)
- D = Destination Delivery Unit (DDU)
- S = Destination Sectional Center Facility (SCF)

The entry facility ZIP Code (positions 40–44) in the Header Record of the electronic file must be the ZIP Code of the destination entry point, and must be validated against the Drop Ship Product. The Drop Ship Product is available from the National Customer Support Center (NCSC) in Memphis, TN.

When the Parcel Select items are tendered at a Postal Service facility the PS Form 8125 bar code is scanned and the date/time of this scan is used to "start the clock" for performance measurement purposes. The "clock stops" when the delivery employee scans the parcel at the delivery point.

The Parcel Select service performance reports are made available the week following the service measurement period. Customers participating in the drop shipment service performance receive the same performance information as Postal Service managers regarding their shipments.

Priority Mail

Customers who use electronic Delivery Confirmation service and Signature Confirmation service with Priority Mail service will also be able to receive service performance reports. To participate, customers must prepare an individual electronic Confirmation Services file for each mailing tendered to the Postal Service. They must add a bar code representing the Electronic File Number to the PS Form 3152, *Confirmation Services Certification*, and present this form with the mailing. See page 25 for bar code specifications.

For further information about participating in this Service Performance Measurement program, call 877-264-9693, then select option 1.

Confirmation Services Error/Warning Report

When transmitting the electronic file to the Postal Service for Confirmation Services, you will be connecting to one of our servers, either via the Internet or through a modem or an EDI connection. The file will then be passed to a mainframe computer for processing. To be certain that your file was received and processed, we request that after you transmit your electronic file you wait 1 hour. Reconnect to your Postal Service account and view or download the CONFIRMATION / ERROR / WARNING REPORT.

You may choose the format in which to receive this report, a standard text file or as a data file. Your Postal Service account must be established with the method you choose to receive the file. The format for the data file is shown on pages 55 to 57, and an example of the text file format is shown on page 16.

This report will verify your file was successfully transmitted and that the data quality of the file itself was good. If the electronic file contains edit errors or edit warnings, these will be listed as well as summary information including how many records in the file were read and how many contain errors or warnings. This is very important as even one error in the Header Record will cause the entire file to be rejected. If there are errors, you may correct the errors and retransmit the file or make corrections and send a new file.

Errors in a Detail Record 1 will cause that record alone to be rejected and, if not corrected, delivery information about that mail piece will be unavailable.

Note: If your electronic file contains Detail Record 2s and the corresponding Detail Record 1 is rejected, the Detail Record 2 will also be rejected. Errors in only Detail Record 2 will not reject the corresponding Detail Record 1.

Corrections to errors in Detail Record 1 may be made and then the corrected file transmitted, ensuring the Header Record remains exactly as it was sent originally, or you may correct the errors and include the corrected records in a new file.

Corrections should ideally be resubmitted as soon as possible, usually within 24 hours, to ensure receipt of all your delivery information.

Edit warnings do not cause your electronic file or individual records to be rejected; however, you should address these warnings and make corrections for future electronic file transmissions.

Note: Confirmation Services mail pieces whose bar coded labels have not been transmitted to the Postal Service in an electronic file will not receive any delivery information. The delivery carrier will still deliver the package and scan the bar code as delivered, but this information will be withheld pending receipt of the electronic file. If mistakenly or accidentally an electronic file(s) is not sent, it should be transmitted to the Postal

Service as soon as possible. This will then "release" any delivery information about the packages represented by that file(s).

On the following page is a sample Confirmation/Error/Warning Report.

```
 USPS                        PRODUCT TRACKING SYSTEM              PAGE:   1
REPORT: CBD514C0        CONFIRMATION/ERROR/WARNING REPORT      DATE: 02/01/1999
                                                              TIME: 07:59:07


    MAILER:      805213808                  ENTRY FACILITY: 20260
    MANIFEST:    500001262                  MAILING DATE:   02/01/1999
    RECEIPT DATE: 02/01/1999
    RECEIPT TIME: 07.59.07


  *****************************************************************************************
    ENTIRE ELECTRONIC FILE REJECTED DUE TO HEADER RECORD ERROR.
  *****************************************************************************************

    RECORDS READ:       000000005
    RECORDS REJECTED:   000000005
    RECORDS ACCEPTED:   000000000

ERR/  MANIFEST
WRN   LINE NO.    PIC            ERROR FIELD     ERROR MESSAGE

E     000000001   HEADER RECORD   02.0            INVALID PRODUCT VERSION NUMBER

E     000000001   HEADER RECORD   135             INVALID DEVELOPER ID CODE
```

```
 USPS                        PRODUCT TRACKING SYSTEM              PAGE:   1
REPORT: CBD514C0        CONFIRMATION/ERROR/WARNING REPORT      DATE: 02/01/1999
                                                              TIME: 07:59:07


    MAILER:      805213808                  ENTRY FACILITY: 20260
    MANIFEST:    500001262                  MAILING DATE:   02/01/1999
    RECEIPT DATE: 02/01/1999
    RECEIPT TIME: 07.59.07

     RECORDS READ:       000000005
     RECORDS REJECTED:   000000000
     RECORDS ACCEPTED:   000000005

ERR/  MANIFEST
WRN   LINE NO.   PIC            ERROR FIELD     ERROR MESSAGE
```

Forms Needed to Start

PS Form 5051, *Confirmation Services — Electronic Option Application*

This is an administrative application used to establish mailers in the Confirmation Services database. Mailers applying to use Confirmation Services will complete the application and fax it to the number provided on the form or mail the form to the address listed.

One key element of the application is the DUNS Number for the company applying. The application process cannot be completed without this. If you do not know your company's DUNS Number or are having problems getting one, call our Technical Support Team at 877-264-9693, option 1 for assistance.

PS Form 1357-S, *(Customer) Request for Computer Access*

Confirmation Service mailers who will send and receive data electronically will require access to the Postal Service database. We provide this access via a Logon ID and Password that is unique to each mailer. To receive this Logon ID and Password, you will need to submit a PS Form 1357-S. This form may be submitted via fax to expedite the process, but you must also mail the signed original to the Postal Service using the address on the form.

Note: Mailers using Electronic Data Interchange exclusively are not required to submit the PS Form 1357-S. If you have any questions on submitting this form, call Technical Support at 877-264-9693, option 1.

PS Form 5052, *Printer Certification Submission*

If you will be printing your own bar coded labels, the labels must be tested and certified prior to using Confirmation Services. This will help ensure your labels are correctly scanned by our automated equipment and by our carriers using bar code scanners. The Postal Service National Customer Support Center (NCSC) will perform this testing for you. Use PS Form 5052 to accompany the sample labels you will send for testing. PS Form 5052 provides instructions on the quantity of labels, printer information, and other documentation you will need to provide. If you have any questions concerning the PS Form 5052, please call 877-264-9693, option 3.

Forms Used When Entering Mail

PS Form 3152, *Confirmation Service Certification*

PS Form 3152 serves multiple purposes. The primary function is to verify that a mailer has successfully completed testing for Confirmation Services and is authorized to mail using Confirmation Services at the electronic rates. A signed original PS Form 3152 is provided to mailers by the National Customer Support Center at the successful completion of this testing. The mailer should maintain this original on file in case a copy is requested by a Postal Service facility where mail is tendered.

Mailers may also use PS Form 3152 to receive an "electronic acceptance" record for their mail by printing a bar code on PS Form 3152 that represents

the Electronic File Number for the mail pieces that are being tendered at the Postal Service facility. This electronic acceptance will be provided in the mailer's daily extract files shown as an event code "03 – Accept or Pickup." Additionally, if a mail piece tracking number is queried on the Postal Service Track&Confirm page, this electronic acceptance is shown as an event called "acceptance" with the date, time, city, state, and ZIP Code where the scanning of the PS Form 3152 bar code took place. This electronic acceptance ties in the actual date and time of tendering the mail with the electronic records the mailer sent in the Confirmation Services electronic file. If the mailer is unable to print the bar code on PS Form 3152, he or she may hand write the Electronic File Number, ensuring the complete number is used.

PS Form 8125, *Plant-Verified Drop Shipment*

Mailers using drop shipments which include Confirmation Services mail pieces are encouraged to print a bar code representing the Electronic File Number on PS Form 8125. The bar code label must include the text "USPS SCAN" above the bar code and bold bars above and below the bar code. The "Comment" section in the lower right-hand corner of PS Form 8125 has been designated as the location for this bar code, and this area must not be used for any other type of bar code. The Postal Service facility will scan the bar code with the acceptance of the drop shipment. This electronic acceptance will be provided in the mailer's daily extract files shown as an event code "03 – Accept or Pickup." Additionally, if a mail piece tracking number is queried on the Postal Service Track&Confirm site, this electronic acceptance is shown as an event called "acceptance" with the date, time, city, state, and ZIP Code where the scanning of the PS Form 8125 bar code took place. This electronic acceptance ties in the actual date/time of tendering the mail with the electronic records the mailer sent in the Confirmation Services electronic file.

This process is applicable to all variations of the PS Form 8125 to include:

■   PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*

■   PS Form 8125-C, *Plant-Verified Drop Shipment (PVDS) — Verification and Clearance*

■   PS Form 8125-CD, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance — DSMS*

For a sample of the form with this bar code, see the Forms section.

Tracking Your Mail Pieces "Enroute"

Mailers using Package Services, and who want to receive tracking information about their mail pieces as they move through our plants, may print on their shipping label a bar code that will provide an "enroute" scan. Our automated scanners will provide this information on packages as they are processed at the Postal Service Bulk Mail Centers (BMC). This service is

available with machinable Package Services and Standard Parcels only. There is no charge for the enroute scan information.

The bar code content is similar to Confirmation Services bar codes. The Service Type Code used within the enroute bar code is "56." The bar code must be placed on the address label or, if not on the address label, must be on the same side of the package as the address label.

The bar code must not contain the bold horizontal bars that are mandatory for Confirmation Services, nor should it contain the human-readable information normally shown underneath the bars and spaces. However, the human-readable bar code representation may be used if required by the mailer for internal purposes.

Example A (below, left) depicts a label format separate from the addressing information, while in Example B (below, right) the bar code has been printed directly onto the shipper's address label.

Exhibit 3-1
Enroute Package Services Barcode and Label

A. Separate Enroute Label/Barcode
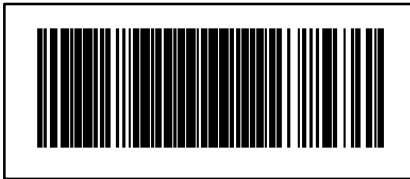
B. Integrated into Shipping Label

TEST CUSTOMER
555 TEST WAY
ANY CITY CA 94063

PRIORITY MAIL
US POSTAGE PAID
ANY CITY CA
PERMIT NO 97

EXAMPLE ENROUTE PASSIVE

D. H. SAMPLE

123 EVERY ST STE 777

HOUSTON TX 77058-2377
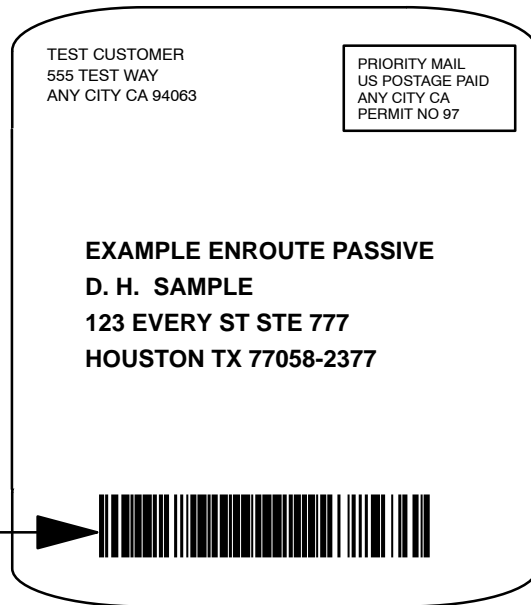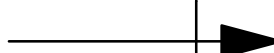
Shipping Partner Event Codes

The Postal Service has additional Event Codes that allow shipping partners and other mailers to provide their customers the shipment status of their packages prior to the Postal Service receiving the packages or receiving the Confirmation Services electronic file. This added visibility lends assurance that a mail piece is on its way to them.

Shipping partners create a file of event data captured at their facilities and transmit the file to the Postal Service. This event information will then be available to customers on the Track&Confirm Web page.

The file transmitted to the Postal Service will consist of Shipping Partner Event Codes as well as the date, time, and location of each event. The Event Codes and their descriptions are as follows:

- Event Code 80 — Picked up by shipping partner
- Event Code 81 — Arrived shipping partner facility
- Event Code 82 — Departed shipping partner facility

Mailers who choose to use the Shipping Partner Event Codes must comply with the following requirements:

- Commercial software vendors who plan to incorporate the Shipping Partner Event Codes into their shipping/manifesting software must have their Shipping Partner Event Code files certified by the National Customer Support Center in Memphis, TN.
- Mailers previously certified for Delivery Confirmation/Signature Confirmation Service must notify the Technical Support Team at 877-264-9693, option 1, that they intend to use Shipping Partner Event Codes. This ensures that the mailer's account is properly configured.

Note: Mailers not specifically established for using Shipping Partner Event Codes will be unable to transmit the required files or obtain information about the event codes.

- Customers not currently certified for Delivery Confirmation and/or Signature Confirmation services and who also want to use the Shipping Partner Event Codes must go through the certification process outlined in the Electronic Rate Option Certification Process in this section of this chapter. They should indicate their desire to use the Shipping Partner Event Codes while they are in the certification process for Confirmation Services.

Technical Support will work closely with mailers regarding the technical specifications.

USPS Web Tools

USPS Web Tools — Application Program Interfaces for Confirmation Services

The USPS Web Tools is a set of Application Program Interfaces (API) that has been created for our customers to use in a variety of ways to make it easy to use the Postal Service for e-commerce and electronically enhanced mailing/shipping. These APIs are primarily for use in a transactional/ "one-by-one" or real-time fashion when implemented into Web site shopping carts, call center/customer care software applications, small shipping/ mailroom applications, etc. We want to make it easy for you to use the Postal Service for your shipping needs (and your customers' needs).

The USPS Web Tools API communicate across the Web (via HTTP) in eXtensible Markup Language (XML) — the Internet's "Language of business-to-business e-commerce." By using simple XML text transmissions between your servers/applications and our API, these tools make it easy for your programmers (or you) to provide fast and accurate Postal Service shipping information without sending your customers or staff to another Web site.

Getting Started with Web Tools

The USPS Web Tools Web site at *www.uspswebtools.com* provides registered users access to the user's guide and technical guides for these tools. After registering on the Web site, you will receive a User Name and Password allowing you to logon to the Web Tool Documentation Center where you may download and read the technical guides which explain in detail how to use the API from your Web site or software. Sample implementations are included in the technical guides. Programming is required — the Postal Service does not provide the communication/parsing module for your PC/server/application. Although there are many APIs available, there are two main Web tools that support Confirmation Services: Track&Confirm and Delivery Confirmation Services Labels/Bar Coding.

Track&Confirm

You and your customers can check the delivery status of any package shipped as Priority Mail, First-Class Mail Parcels, or Package Services parcels simply by using the Delivery Confirmation or Signature Confirmation tracking number. This API also supports packages mailed by Express Mail service. The API immediately returns delivery information, including the date and time of delivery; ZIP Code; and whether the delivery was made, attempted, forwarded, or returned. The system allows up to five unique numbers/inquiries at a time per information request.

Delivery Confirmation Services Labels/Bar Coding

Ideal for small-volume shippers, our Delivery Confirmation and Signature Confirmation service APIs allow you to generate a bar coded shipping label for Priority Mail, First-Class Mail parcels, and Package Services parcels — including Parcel Post, Media Mail, Library Mail and Bound Printed Matter. When you send us the API request and required shipping information, we

return the completed address label with sender's address, delivery address, and Confirmation Services bar code. You need only provide the postage on the label. Further, these bar coded labels may be mailed at the "electronic option" rate. This means that you receive a reduced rate for the Confirmation Services fee (for current fees, visit *www.usps.com*). Optional features for this API include a post-date request and e-mail notification to recipient.

Further Information and Assistance with USPS Web Tools API

If you would like further information regarding the use and implementation of these Postal Service shipping/mailing interfaces, please visit our Web site or call our Internet Customer Care Center:

USPS Web Tools Web site:	*www.uspswebtools.com*
USPS Web Tools e-mail address:	*webtools@email.usps.gov*
USPS Internet Customer Care Center:	800-344-7779

4 **Labels and Bar Codes**

Bar Code Symbologies

Confirmation Services uses standardized bar codes to uniquely identify mail pieces and to designate the type of service being requested. Using a Package Identification Code (PIC), commonly called a tracking number, will uniquely identify all Confirmation Services mail pieces. The PIC is printed in bar code format on the label and must be unique and not repeated for 12 months from first use.

There are three bar code label options:

1.   You may print the labels yourself.

2.   You may have an independent print shop print the labels for you.

3.   You may order, at no cost, preprinted labels directly from the Postal Service. After your initial order of labels, you may reorder from the Postal Service fulfillment center at 800-222-1811, option 4.

One of the following bar code symbologies must be used to print bar coded labels for Confirmation Services:

■   UCC/EAN Code 128 (subset C is required).

This symbology will be mandatory in 2004.

■   Uniform Symbology Specification (USS) Code 128 (subset C is required).

■   USS Code Interleaved 2 of 5.

■   USS Code 3 of 9.

Bar Coded Label Certification Process

The following is the process for completing this testing. Questions on the certification process may be directed to NCSC support staff at 877-264-9693, option 3. Print at least 20 test bar code labels per printer and complete a PS Form 5052(s), *Printer Certification Submission,* for each site where you will print labels. Mail the bar code samples and PS Form(s) 5052 to the following address:

ATTN: CONFIRMATION SERVICES CERTIFICATION SUPPORT
NATIONAL CUSTOMER SUPPORT CENTER
US POSTAL SERVICE
6060 PRIMACY PARKWAY STE 201
MEMPHIS TN 38188-0001

Once you have completed testing and are certified to mail using Confirmation Services, you may use any of the Confirmation Services such as Delivery Confirmation service, Signature Confirmation service, or integrated bar codes.

If you choose to print your own labels, then you will be required to have them tested.

After the successful testing of your labels, you will receive the PS Form 3152, *Confirmation Services Certification*.

We urge you to ensure the bar codes you print continue to meet the bar code specifications shown in this guide. If bar code print quality falls out of tolerance, the bar codes may be unable to be scanned and this can affect your ability to receive information about your mail pieces. If problems occur, the Postal Service will contact mailers and an effort will be made to jointly resolve the problem.

Note: Express Mail Manifesting requires separate and unique testing independent of Confirmation Services. See Publication 97, *Express Mail Manifesting Technical Guide.*

Bar Code and Label Placement

Bar Code Placement on Address/Shipping Label

Mailers printing their own bar coded labels should allow adequate space between the Confirmation Services bar code and any others used on their label. This will help to ensure that our carriers identify the correct Confirmation Services bar code and not scan a bar code placed for some other purpose.

Label Placement on Package

Missing or improperly applied labels can cause scanning problems and potentially reduce the information we can provide you.

■ Always place the label fully on the address side of the package without overlapping the side or any other label.

■ If using a Postal Service preprinted label, place it to the left of the delivery address, with less than 1/2 inch between the label and the address. This will help to ensure the carrier sees the bar code label.

■ Similarly, place a customer-printed Confirmation Services bar code label that is separate from a prepared address label on the same side of the package as the address label.

■ Do not cover the bar code label with tape or plastic wrap. Bar code scanners cannot read through some plastic-wrap labels or those that are bent or wrapped around a package.

Exhibit 4-1
Label Placement
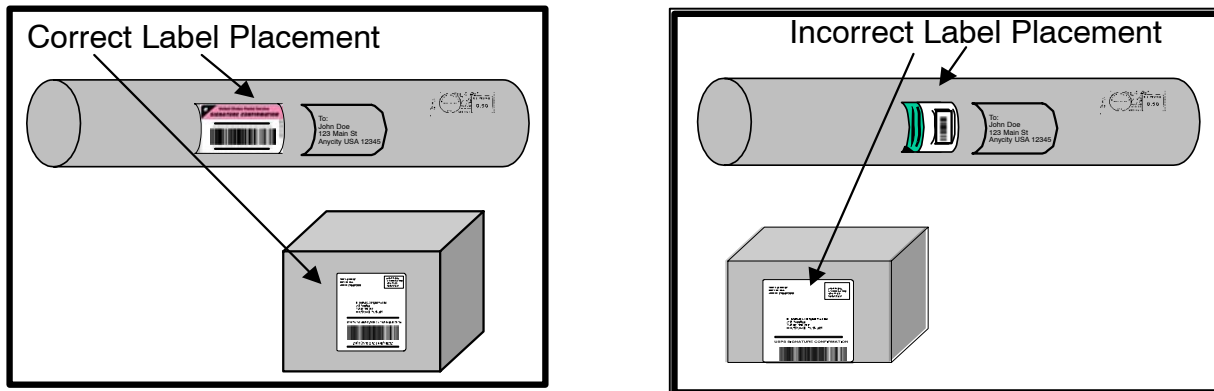
Waiver of Signature on Signature Confirmation Mail Pieces

You may choose to allow the Postal Service carrier to deliver and sign for a Signature Confirmation mail piece instead of requiring the intended recipient to sign. This may be convenient when the recipient is not home and the mail piece may safely be left. With the waiver of signature there is no "proof" of delivery. Mailers who use this option will not receive a copy of the signature image as they may request with standard Signature Confirmation service.

Mailers can use this feature by printing a Waiver of Signature Requested endorsement directly on the shipping label or package as shown in the *Domestic Mail Manual* (DMM) M012.4.

Merchandise Return Service Label

The bar codes and labels must be in compliance with USS Code Interleaved 2 of 5 and USS Code 3 of 9. Prior to use, the design of your label must be approved by the local Postal Service Mailing Requirements Office or by the local postmaster. The DMM S923 contains information on the label format for Merchandise Return Service labels.

Bar Code Specifications

The bar coded label on Confirmation Services mail pieces must meet, at a minimum, the specifications outlined and illustrated below.

Dimensions for UCC/EAN Code 128 are as follows:

Exhibit 4-2
Dimensions for UCC/EAN Code 128

All other bar code elements must be in accordance with DMM S918 and S919.

Mailers certified for the Confirmation Services at the electronic rate who also use postage evident payment such as stamps or meter strips, must print the text "ELECTRONIC RATE APPROVED # <DUNS Number>" directly below the bottom horizontal identification bar. The minimum size of this text must be 8-point bold sans serif type. The "e/" endorsement will ensure that mailers are charged the electronic rate and not confused with standard retail rates when presenting "e/" label rate items at Post Office ™ retail counters.

Bar Code Indentification Format

Human-Readable Description of Mail Piece Specifications

- The text above the bar code must read as appropriate: "USPS DELIVERY CONFIRMATION", "USPS SIGNATURE CONFIRMATION", "USPS INSURED", etc. The proper text for each service or combination of services is shown on pages 68–70 for the Service Type Codes table.

- The font must be sans serif bold, and the size must be a minimum of 12-point type (14-point type preferred).

- When 14-point type is used, you may abbreviate the text to "USPS DELIVERY CONFIRM" or "USPS SIGNATURE CONFIRM".

- The text must be printed in uppercase letters and must be placed above the top clear zone of the bar code.

- The human-readable representation of the bar code symbol must be placed below the bottom clear zone of the bar code.

- The font must be sans serif bold, and the size must be a minimum of 10 point.

- If UCC/EAN Code 128 symbology is used, Application Identifiers "91" and "420" must not appear in parentheses.

Human-Readable Information

Text

- Bold text placed no less than 0.125 inch and no more than 0.5 inch above the bar code, must contain the appropriate special service, i.e., USPS DELIVERY CONFIRMATION SERVICE, USPS SIGNATURE CONFIRMATION, USPS INSURED, etc.

- See "'e/' Endorsement for Confirmation Services Postage-Evident Items" for additional requirements for postage-evident items.

- The font must be sans serif bold, and the size must be a minimum of 12 point (14 point is preferred).

- When 14-point type is used, you may abbreviate the text to "USPS DELIVERY CONFIRM" or "USPS SIGNATURE CONFIRM" when full text in larger point type would be longer than the bar code symbol. The larger text should not exceed the length of the bar code.

- The text must be printed in uppercase letters and must be placed above the top clear zone of the bar code.

Numbers

- A human-readable numeric representation of the bar code must appear no less than 0.125 inch and no more than 0.5 inch below the bar code.

- The font must be sans serif bold, and the size must be a minimum of 10-point type.

- If UCC/EAN Code 128 symbology is used, Application Identifiers "91" and "420" must not appear in parentheses.

- It is recommended that parsing of the human-readable numbers should be grouped no greater than four to facilitate manual entry if required

Parsing

The human-readable representation of the bar code should be parsed into groups of four with the remaining digits grouped at the end.

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 distinguish the Confirmation Services bar code from other information on the shipping label. At a minimum, the line length must extend the width of the bar code, but it can extend the width of the label.

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 must be no less than 0.013 inch, nor greater than 0.021 inch. All bars must 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, must 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 must 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 will be made using a Postal Service-specified reflectance meter or a Postal Service-approved bar code verifier.

Barcode Quality

The print quality of the bar codes mailers print must be at least 70 percent grade A or B using the measure of the American National Standards Institute (ANSI) 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*

Specifications

The Application Identifier standard is based on the following ANSI specification:

- Data Application Identifier Standard (UCC/EAN Code 128)

The symbol construction is based on AIM Uniform Symbology specifications:

- USS Code 128.
- USS Code Interleaved 2 of 5.
- USS Code 3 of 9.

- 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*

Bar Code Elements

Delivery Confirmation service and Signature Confirmation service and all integrated bar code solutions will use a 20-digit package ID bar code. If UCC/EAN Code 128 bar code symbology is used, an Application Identifier (AI) is also required. A UCC/EAN Code 128 bar code contains a variable-length sequential package ID. All other symbologies have a fixed length of 20 characters. The data elements include:

Bar Code Elements

Data	Overhead
	Start Code
	Function One (UCC/EAN Code 128 only)
Application Identifier (UCC/EAN Code 128 only)	
Service Type Code — 2-digit	
Customer ID — 9-digit DUNS Number	
Sequential Package ID — 8 digits	
Check Digit — MOD 10	
	MOD 103 (Code 128 only)
	Stop Code

Start Code

All bar codes must have a Symbol Start Code. USS Code 128 and UCC/EAN Code 128 must begin with a Start Code "C." The start character is not shown in the human-readable presentation nor is it manually keyed or transmitted.

Function One (FNC1)

The FNC1 numeric character for UCC/EAN Code 128 must follow the symbol start character and is part of the symbology overhead. The FNC1 is also used to concatenate successive UCC/EAN Code 128 bar code symbols and must precede an Application Identifier. The FNC1 character is NOT part of the human-readable character set nor is it manually keyed or transmitted as data.

Application Identifier (AI)

This is a code used within UCC/EAN Code 128 that identifies this as a Postal Service bar code. The Application Identifiers (AIs) for Confirmation Services are "91" and "420" and must be shown as part of the human-readable printed data. If concatenation is used to include the Postal Service routing code

(destination ZIP Code), then both AI "91" and AI "420" must be shown as part of the human-readable print for the routing bar code component. Neither AI "91" nor AI "420" can be in parentheses.

Service Type Code (STC)

Service Type Codes are 2-digit designators used to represent Postal Service classes of mail in conjunction with the type of postal service being requested. STCs are included in the Confirmation Services bar code to identify the class of mail and/or type of special services included on that specific mail item. See pages 68–70 for the Service Type Codes table.

Dun & Bradstreet Number (DUNS)

The DUNS uniquely identifies businesses at specific geographical locations. Customers who need to obtain their DUNS Number may request it by contacting Dun & Bradstreet at 800-333-0505 or via the Internet at *www.dnb.com.*

Sequential Package ID

Customers assign an 8-digit Sequential Package Identifier. This string of numbers may be a variable length field of 2–8 digits using the UCC/EAN Code 128 symbology. All other symbologies must contain a fixed string of 8-digits.

Check Digit

A check digit is a digit added at the end of a sequence of numbers that validates the authenticity of the number. See pages 35–36 for how to create the MOD 10 check digit.

Stop Code

All bar codes must end with Symbol Stop Code. The stop character is neither shown in the human-readable presentation nor manually keyed or transmitted.

"e/" Endorsement Label

"e/" Endorsement for Confirmation Services Postage-Evident Items

Mailers who are using electronic rate Confirmation Services and are paying the postage with what we refer to as "postage-evident" meaning stamps, meter strips, or PC Postage ™ are required to include an "e/" endorsement in their label format. This endorsement will ensure that mailers are charged the "electronic rate" and not confused with standard retail rates when presenting "e/" label rate items at Post Office retail counters. "ELECTRONIC RATE APPROVED # <DUNS Number>" must be printed directly below the bottom horizontal identification bar.

Exhibit 4-3
Sample "e/" Endorsement Label (Not to Scale)

Exhibit 4-4
Sample PS Label 314 (Not to Scale)

ZIP Identifier for Concatenated Bar Codes

Concatenated bar codes (bar codes containing both the standard Package Identification Code used for tracking and the Postal Routing Code) must include the word "ZIP" printed on the bar code label in addition to the human-readable requirements. No other information should be put in the bar code area. This ensures that a package requiring forwarding or returning is routed correctly and not resent to the routing code (ZIP Code) which is part of the concatenated bar code.

One of the following two options must be incorporated:

- ZIP Code must be printed above the bar code, left-justified with a hyphen to separate text.

- ZIP Code must be printed to the left of the bar code in 12 point or larger sans serif type. A clear zone between the end of the word "ZIP" and the beginning of the bar code must be maintained. The clear zone must be no less than 10 times the average narrow bar or space element width and no more than 1/2 inch to the left of the bar code. A clear zone of 0.25 inch is recommended.

ZIP - USPS DELIVERY CONFIRMATION

4202 0260 9101 0268 3733 1000 0010 16

USPS DELIVERY CONFIRI

ZIP

4202 0260 9101 0268 3733 10

Bar Code Formats

Exhibit 4-5
UCC/EAN Code 128 Format
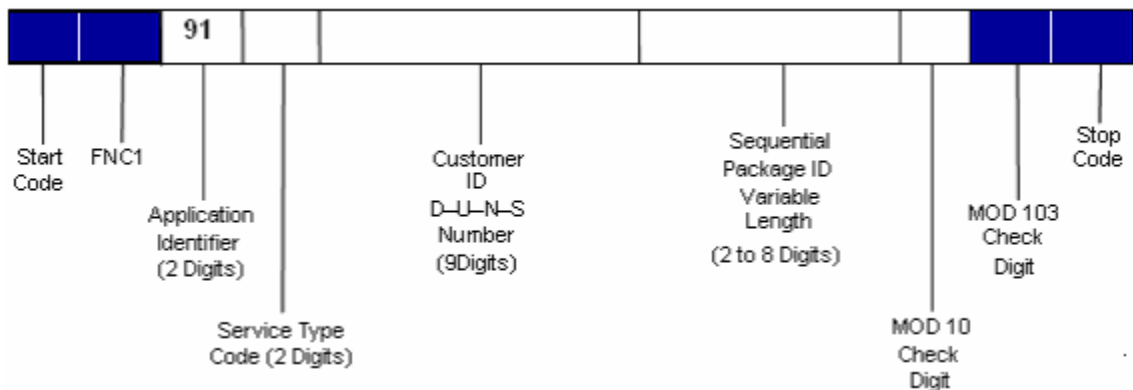
Exhibit 4-6
UCC/EAN Code 128 (Concatenated) Format

(When combined with Postal Service routing code)
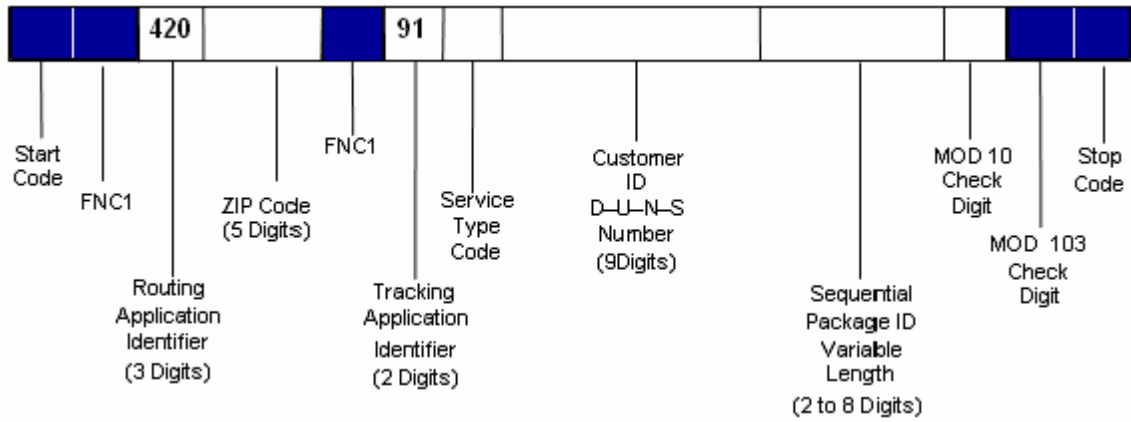
Exhibit 4-7
USS Code 128 Format
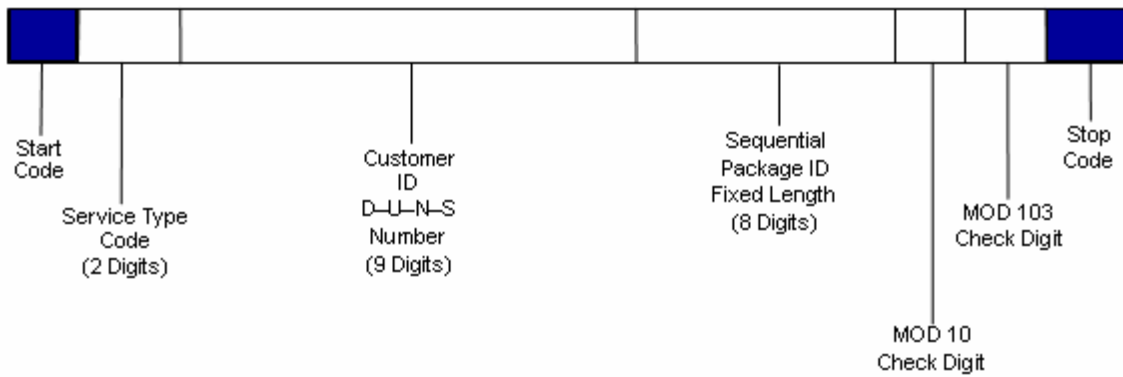
Exhibit 4-8
USS Code Interleaved 2 of 5 Format
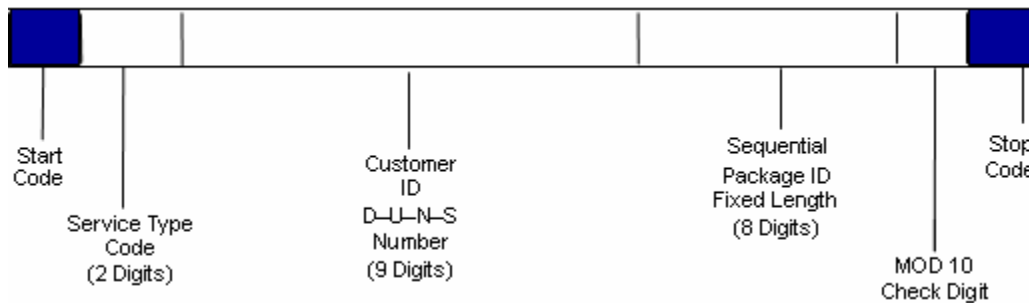
Exhibit 4-9
USS Code 3 of 9 Format
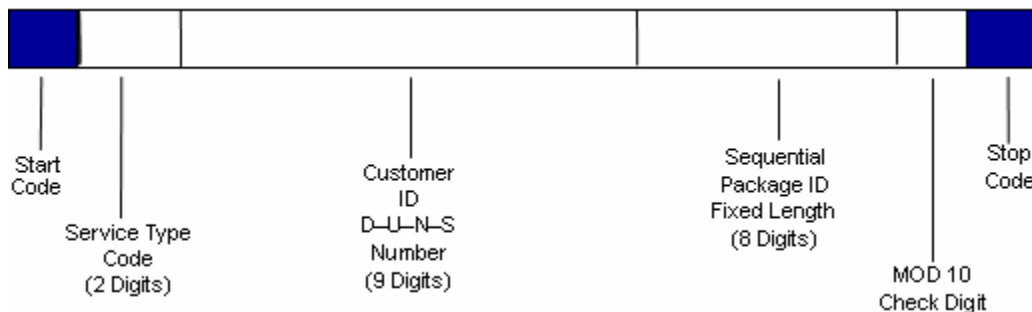
Calculating the MOD 10 Check Digit

Calculating the MOD 10 Check Digit for the Package Identification Code (PIC) using UCC/EAN Code 128

Example, assume the PIC is **9101 1234 5678 9000 0000 13**, and consists of:

Description	Number of Digits	Numbers
Application Identifier (UCC/EAN Code 128 only)	2	91
Service Type Code	2	01
DUNS Number	9	123456789
Sequential Package ID	8	00000001
MOD 10 check digit	1	3
Total Number of Digits	22	

The MOD 10 check digit is calculated using the following steps:

Step 1: Set up a two-row matrix, labeled 1 through 22, 1 being the most significant position in the matrix (i.e., the right-most position). Starting from the least significant position of the matrix (position 22), copy each digit of the PIC all the way to position 2 (excluding the position of the check digit shown in the example below by a "?").

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

Step 2: Starting from position 2 of the matrix, add the values in the even-numbered boxes.

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

For the example: $1 + 0 + 0 + 0 + 9 + 7 + 5 + 3 + 1 + 0 + 9 = 35$

Step 3: Multiply the result of step 2 by 3.

For the example: $35 \times 3 = 105$

Step 4: Starting from position 3 of the matrix, add up the values in the odd-numbered boxes, skipping position 1 because it is the position of the check digit.

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

For the example: $0 + 0 + 0 + 0 + 8 + 6 + 4 + 2 + 1 + 1 = 22$

Step 5: Add up the results for steps 3 and 4.

For the example: $105 + 22 = 127$

Step 6: The check digit is the smallest number which, when added to the result obtained through step 5, gives a number that is a multiple of 10.

For example:

$127 + X = 130$
$X = 3$

Note: The dimension of the matrix (the number of cells) will vary depending on the length of the Sequential Package ID. In this example, the Sequential Package ID is 8 digits long (00000001), requiring a matrix with a total of 22 cells (including the cell for the check digit).

MOD 10 Calculation for the Electronic File Number

The same process described above is used for calculating the check digit used within the Electronic File Number.

5 Electronic File Format

For the File

Things needed to get started

1. DUNS Number. DUNS Number of mailer transmitting the electronic file.

2. Entry Facility ZIP Code. ZIP Code of Postal Service facility where mail is tendered.

3. Customer Reference Number (If applicable).

4. Client DUNS Number (If applicable). DUNS Number of separate mailer/client in order to receive their own extract file.

5. Unique Developer ID Code and Shipping/Manifesting Software's Product Version Number (From the test kit sent to you by the Postal Service).

Things to know about file format

1. No embedded spaces.

2. The file is an ASCII text, fixed field length.

3. A line feed and carriage return is needed at the end of every record except the last record of the electronic file.

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Table 5-1
Header Record (130 bytes)

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001-002	Electronic File Header Record ID	A(2)	A two-character field that identifies an Electronic File Header Record.	H1	'H1' is required.
ALL	003	Electronic File Type	A(1)	'1' Postage Payment File '2' Tracking File '3' Postage & Tracking File '4' Bulk Insurance' 5' Electronic Verification	2	'2' Used for Confirmation Services. '3' Used for Express Mail Manifesting.
ALL	004-025	Electronic File Number	A(22)	Unique number assigned to identify the electronic file. **UCC/EAN 128 Symbology:** **2 digits** – Identifier "91" **2 digits** – Service Type Code **9 digits** – DUNS Number **8 digits** – Fixed-length sequential number **1 digit** – MOD 10 check digit **ALL OTHER SYMBOLOGIES:** **2 digits** – Service Type Code **9 digits** – DUNS Number **8 digits** – Fixed-length sequential number **1 digit** – MOD 10 check digit	91**50**123456789000000019 **50**123456789000000017	**Note:** This number should be inserted on PS Form 3152 or PS Form 8125. **UCC/EAN 128 Symbology:** Service Type Code must be **'50.'** Electronic File Number must be unique for 12 months from date of first use. **All Other Symbologies:** Service Type Code must be **'50.'** Electronic File Number must be unique for 12 months from date of first use.
ALL	026-033	Date of Mailing	N(8)	Date mail is tendered to the Postal Service.	20021124	**YYYYMMDD**
ALL	034-039	Time of Mailing	N(6)	Estimated time mail is tendered to Postal Service.	131500	**HHMMSS** 24-hour time format.
ALL	040-044	Entry Facility	N(5)	5-digit ZIP Code of Postal Service facility where the mail is tendered.	22201	Unique ZIP Code for each Postal Service facility.

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EM, IEM, BI	045-054	Payment Account Number	**N(10)**	Postal Service account number which this mailing will be paid from: ■ Permit Number ■ Express Mail Corporate Account Number ■ Federal Agency Number	**0012345678**	■ Leading zeroes required. ■ If using stamps, then fill with zeroes. ■ This field required if using Permit imprint, EMCA, or Federal Agency Number.
EM, IEM, BI	055-056	Method of Payment	**N(2)**	Payment system used for mailing: '01' Permit System '02' Express Mail Corporate Account '03' Federal Agency '04' Other	**01**	■ Must be Postal Service-approved payment method for mail being tendered. ■ Only one method of payment per electronic file.
BI	057-061	Post Office of Account ZIP Code	**N(5)**	5-digit ZIP Code of Post Office issuing permit number, meter license, or precanceled stamp.	**00000**	**Default is zeroes.** Not applicable for Express Mail service.
See rules →	062-073	DSAS Confirmation Number	**A(12)**	Confirmation number received when making a scheduled appointment for mail drop at a Postal Service facility.		**Default is spaces.** For drop shipments.
EM, IEM	074	Pickup Requested Indicator	**A(1)**	'Y' = Pickup SPACE = No pickup	**Y**	Indicator if mail is picked up by the Postal Service.
ALL	075-077	Postal Service Electronic File Version Number	**N(3)**	Postal Service Electronic File Version Number.	**013**	Current version 1.3.
ALL	078-080	Unique Developer ID Code	**A(3)**	A unique code provided by Postal Service to identify the developer of the shipping manifesting system.	**123**	Code provided by National Customer Support Center.
ALL	081-088	Shipping / Manifesting Software's Product Version Number	**A(8)**	Shipping/Manifesting Software's Product Version Number.	**5.02.3A _**	Left justified, trailing spaces. Unique number the software developer designates.

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	089-097	File Record Count	**N(9)**	Total number of all records in electronic file to include Header Records and all Detail Records.	**000001517**	Leading zeros required.
ALL	098-130	Filler	**A(33)**	Filler for future use.		**Must be spaces.**

Table 5-2
Detail Record 1 (200 bytes)

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001-002	Electronic File Detail Record ID	A(2)	A two-character field which identifies the Electronic File Detail Record 1.	**D1**	'**D1**' is required.
ALL	003-004	Class of Mail	A(2)	A two-character code for Class of Mail. Refer to Class of Mail table.	**PM**	Postal Service-defined values. See the Tables section.
ALL	005-026	Package Identification Code (PIC)	A(22)	Unique number assigned to identify a package. **UCC/EAN Code 128 Symbology:** **2 digits** "91" AI **2 digits** Service Type Code **9 digits** DUNS Number **8 digits** Variable-length sequential number from 2 to 8 digits. **1 digit** MOD 10 check digit **ALL OTHER SYMBOLOGIES:** **2 digits** Service Type Code **9 digits** DUNS Number **8 digits** Fixed-length sequential **1 digit** MOD 10 check digit	9101123456789000000013 01123456789000000011	**Note:** Express Mail PICs are alpha-numeric. **UCC/EAN Code 128 Symbology:** PIC must be unique for 12 months from date of first use. **All Other Symbologies:** PIC must be unique for 12 months from date of first use.
ALL	027-031	Destination ZIP Code	N(5)	Destination 5-digit ZIP Code for domestic.	**22201**	Must be 5 digits. All zeroes for international.
ALL	032-035	Destination ZIP+4	A(4)	Destination +4 add on of domestic ZIP Code.	**2804**	**Default is spaces** if not available.
IEM	036-037	Country Code	A(2)	Two-character standardized ISO international country code. Required for international pieces.		Mandatory for international. **Default is spaces** for domestic.
ALL	038-044	Postage	N(7)	Postage (excluding special service fees and surcharges) less any work share discount. For Standard Mail and Bound Printed Matter compute both the piece rate and pound rate and add together to obtain the package rate. For Standard Mail report the residual shape surcharge in record positions 1761–162.	$5.69 Entered as: **0005690**	**Default is zeroes.** Leading zeroes required. In unit of dollars and rounded to the nearest cent.

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EM, IEM, BI	045	Unit of Measure Code	N(1)	Unit of measurement for mail piece: '1' lbs. '2' oz. '3' kilos	1	**Default is zero.** Field must contain a Postal Service-defined valid code.
EM, IEM, BI	046-054	Weight	N(9)	Mail piece weight. In unit of measure and significant to four decimal positions. (Exclude weight of nonincidental enclosure here. See record position 181–189)	14.3 lbs. Entered as: **000143250**	**Default is zeroes.** Leading zeroes required.
See rules →	055	Processing Category	N(1)	'0' Cards '1' Letters '2' Flats '3' Machinable Parcels '4' Irregular Parcels '5' Outside/Nonmachinable		**Default is spaces** for nonapplicable products.
See rules →	056	Destination Rate Indicator	A(1)	'B' Destination BMC 'D' Destination Delivery Unit 'E' Inter-BMC Parcel Post 'I' International Service Office 'S' Destination SCF 'T' Intra-BMC Parcel Post 'N' None	N	Mandatory for Drop Ship mailers. **Default is 'N'** for nonapplicable services.
EM, IEM	057-058	Rate Indicator	A(2)	Refer to Rate Indicator Table. For Parcel Post with destination rates, use "Single Piece" for the Rate Indicator.		**Default is spaces.**
See rules →	059-060	Zone	A(2)	Individual mail piece zone. Valid Zones are: 'LC' – Local Zone '01' through '08' For Priority Mail pieces weighing 1 lb., no zone is required (use zero filler). For Priority Mail pieces > 1lb., zone data is required.	00	▪ **Default is zeroes** for nonapplicable products. ▪ Mandatory for products with rates based on zones. ▪ Leading zeroes required if numeric.
EM	061	PO Box Indicator	A(1)	'Y' Express Mail Manifesting addressed to a PO box.	N	**Default value is 'N'.** Mandatory for Express Mail Manifesting.

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
SC, EM	062	Waiver of Signature	A(1)	'Y' Mailer requests Waiver of Signature of delivery for Express Mail or Signature Confirmation. 'N' Mailer does not request Waiver of Signature.	N	**Default value is 'N'.** Mandatory for Express Mail Manifesting and Signature Confirmation service.
EM	063	No Weekend/ Holiday Delivery	N(1)	1 Normal (default), regular delivery for Express Mail Manifesting. 2 NO WEEKEND delivery. 3 NO HOLIDAY delivery. 4 NO WEEKEND or HOLIDAY delivery.	1	**Default value is '1'.** Mandatory for Express Mail Manifesting.
BI	064-070	Value of Article	N(7)	Wholesale cost or article.	$200.00 Entered as: **0020000**	**Default is zeroes.** Mandatory if insurance is being included as a Special Service. Required if insured.
BI See rules →	071-075	COD Amount Due Sender	N(5)	Dollar amount due on delivery.	$206.00 Entered as: **20600**	**Default is zeroes.** Required if package is COD.
BI See rules →	076-079	Handling Charge	N(4)	Handling charge for Registered Mail valued at more than $25,000.00.	$20.50 Entered as: **2050**	**Default is zeroes.**
See rules →	080-081	Special Service Code 1st Service	N(2)	Special Service Code. See Special Service Code table.	01	**Default is spaces.** Field contains one Special Service Code. Used when one Special Service is used.
See rules →	082-086	Fee for Special Service 1st Fee	N(5)	Fee for 1st Special Service Code.	$.25 Entered as: **00025**	**Default is zeroes.** Used when one Special Service is used.
See rules →	087-088	Special Service Code 2nd Service	N(2)	See Special Service Code table.	04	**Default is spaces.** Field contains one Special Service Code. Used when two Special Services are used. Example: Integrated bar code with Delivery Confirmation/Insurance.
See rules →	089-093	Fee for Special Service 2nd Fee	N(5)	Fee for 2nd Special Service Code.	$1.40 Entered as: **00140**	**Default is zeroes.** Used when two Special Services are used.

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
See rules →	094-095	Special Service Code 3rd Service	**N(2)**	See Special Service Code table.	**05**	**Default is spaces.** Field contains one Special Service Code. Used when three Special Services are used.
See rules →	096-100	Fee for Special Service 3rd Fee	**N(5)**	Fee for 3rd Special Service Code.	$.85 Entered as: **00085**	**Default is zeroes.** Used when three Special Services are used.
See rules →	101-102	Special Service Code 4th Service	**N(2)**	See Special Service Code table.	**06**	**Default is spaces.** Field contains one Special Service Code. Used when four Special Services are used.
See rules →	103-107	Fee for Special Service 4th Fee	**N(5)**	Fee for 4th Special Service Code.	$1.25 Entered as: **00125**	**Default is zeroes.** Used when four Special Services are used.
See rules →	108-109	Special Service Code 5th Service	**N(2)**	See Special Service Code table.	**10**	**Default is spaces.** Field contains one Special Service Code. Used when five Special Services are used.
See rules →	110-114	Fee for Special Service 5th Fee	**N(5)**	Fee for 5th Special Service Code.	$2.75 Entered as: **00275**	**Default is zeroes.** Used when five Special Services are used.
See rules →	115-116	Special Service Code 6th Service	**N(2)**	See Special Service Code table.	**11**	**Default is spaces.** Field contains one Special Service Code. Used when six Special Services are used.
See rules →	117-121	Fee for Special Service 6th Service	**N(5)**	Fee for 6th Special Service Code.	$5.40 Entered as: **00540**	**Default is zeroes.** Used when six Special Services are used.
ALL	122-130	Client DUNS Number	**N(9)**	This field is used for shippers that mail for other customers. DUNS Number for the company for which you are mailing.	**000000000**	**Default is zeroes.**
ALL	131-160	Customer Reference Number	**A(30)**	Used for customer internal identification purposes.	**ZZ123456X**	**Default is spaces.** If used with EM, an Express Mail charge back number must be in this field.
See rules →	161-162	Surcharge Type	**A(2)**	Surcharge Type Code. See Surcharge Type Code table.	**01**	Leading zeroes required. **Default is spaces.**

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
See rules →	163-169	Surcharge Amount	**N(7)**	In unit of dollars and rounded to the nearest cent.	$1.65 Entered as: **0000165**	Leading zeroes required. **Default is zeroes** for nonapplicable products. Numeric values (0–9) only.
See rules →	170-171	Non-Incidental Enclosure Rate Indicator	**A(2)**	See Rate Indicator table for valid codes for this field.		Used if applicable. **Default is spaces** if not applicable.
See rules →	172-173	Non-Incidental Enclosure Class	**A(2)**	Refer to Class of Mail codes shown above in *Class of Mail* field, positions 003–004.		Used if applicable. **Default is spaces** if not applicable.
See rules →	174-180	Non-Incidental Enclosure Postage	**N(7)**	Postage amount for the nonincidental enclosure. In unit of dollars and rounded to the nearest cent.	$.33 Entered as: **0000330**	**Default is zeroes.**
See rules →	181-189	Non-Incidental Enclosure Weight	**N(9)**	Individual weight of the nonincidental enclosure. In unit of lbs. and significant to four decimal positions.	0.2500 Entered as: **000002500**	**Default is zeroes.**
EM, IEM See rules →	190-198	Customer Design Agreement Number	**N(9)**	Customer design agreement number for Express Mail service.	**000000000**	Used if Express Mail Manifesting is customer design. **Default value is zeroes.**
ALL	199-200	Filler	**A(2)**	Filler area for future expansion.		**Must be spaces.**

Table 5-3
Detail Record 2 (352 bytes) — Is Not Currently Required

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001-002	Electronic File Detail Record ID	A(2)	A two-character field which identifies the Electronic File Detail Record 2.	D2	'D2' is required.
ALL	003-024	Package Identification Code (PIC)	A(22)	Unique number assigned to identify a package. **UCC/EAN Code 128 Symbology:** **2 digits** "91" AI **2 digits** Service Type Code **9 digits** DUNS Number **8 digits** Variable-length sequential number from 2 to 8 digits**.** **1 digit** MOD 10 check digit **ALL OTHER SYMBOLOGIES:** **2 digits** Service Type Code **9 digits** DUNS Number **8 digits** Fixed-length sequential **1 digit** MOD 10 check digit	9101**01**123456789000000013 01**01**123456789000000011	**Note:** Express Mail PICs are alpha-numeric. **UCC/EAN 128 Code Symbology:** PIC must be unique for 12 months from date of first use. **All Other Symbologies:** PIC must be unique for 12 months from date of first use.
ALL See rules →	025-072	Name of Addressee	A(48)	Name of addressee.	JOHN DOE	**Default is spaces.** Required for accountable mail and international mail.
See rules →	073-120	Miscellaneous Address Information	A(48)	Miscellaneous address information in the destination address.	BUILDING A	**Default is spaces.**
See rules →	121-168	Additional Address Information	A(48)	Secondary unit designator in the destination address.	SUITE 400	**Default is spaces.** This field is not to be used for the city or state.
ALL See rules →	169-216	Delivery Address	A(48)	Delivery address in the destination address. Contains secondary unit designator, such as APT or SUITE, for accountable mail.	123 MAIN ST	**Default is spaces.** Required for accountable mail and international mail.
ALL See rules →	217-244	City Name	A(28)	City name of the destination address.	Reston	Used for international mail.

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	245-246	State	**A(2)**	Two-character state code of the destination address.	**VA**	**Default is spaces** for international mail.
IEM See rules →	247-257	Postal Code	**A(11)**	Foreign country postal codes or POSTNET representation.	**A0A9A0**	Used for international mail to countries that use postal codes. Left justified. **Default is spaces.**
IEM See rules →	258-285	International Province Name	**A(28)**	International province name of the destination address.	**Ontario**	Used for international mail to countries with province names. **Default is spaces.**
IEM See rules →	286-295	Customs Category Article 1	**A(10)**	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 entered as: **17022022_ _**	For international mail. If used, first four characters are mandatory. Left justified trailing spaces. **Default is spaces.**
IEM See rules →	296-297	Customs Count Article 1	**N(2)**	Total number of articles in package of this customs category.	**20**	For international mail.
IEM See rules →	298-305	Customs Value Article 1	**N(8)**	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	$100.00 Entered as: **00010000**	For international mail.
IEM See rules →	306-315	Customs Category Article 2	**A(10)**	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 entered as: **17022022**	For international mail. If used, first four characters are mandatory. **Default is spaces.**
IEM See rules →	316-317	Customs Count Article 2	**N(2)**	Total number of articles in package of this customs category.	**10**	For international mail. **Default is zeros.**
IEM See rules →	318-325	Customs Value Article 2	**N(8)**	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	$50.00 Entered as: **00005000**	For international mail. **Default is zeros.**
IEM See rules →	326-335	Customs Category Article 3	**A(10)**	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 entered as: **17022022**	Left justified. **Default is spaces.** For international mail. If used, first four characters are mandatory.

Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size

Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.

Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance)

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
IEM See rules →	336-337	Customs Count Article 3	**N(2)**	Total number of articles in package of this customs category.	**15**	For international mail. **Default is zeros.**
IEM See rules →	338-345	Customs Value Article 3	**N(8)**	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	$300.99 Entered as: **00030099**	For international mail. **Default is zeros.**
ALL	346-352	Filler	**A(7)**	Filler for future use.		**Must be spaces.**

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6 Data File Formats

1. **Extract File Data Format**
2. **Confirmation Services Error/Warning Data File Format Header Record**
3. **Shipping Partner Event Detail Record**

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Table 6-1
Extract File Data Format (280 Bytes) (Quote and Comma-Delimited Fixed Length Strings)

Format (Size): A = ASCII text (alpha-numeric); **N** = Numeric; **Number in parenthesis** = field size

Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001	Delimiter	**A(1)**	Comma-delimited format.	"	
002–023	Package Identification Code (PIC)	**A(22)**	A two-character field which identifies the Electronic File Detail Record 1.	91219412333120000012348 21941233312000012348	Taken from the Electronic File Detail Record 1 positions 005–026.
024–026	Delimiter	**A(3)**	Comma-delimited format.	","	
027–048	Electronic File Number	**A(22)**	The PIC in positions 002–023 was contained in this electronic file.	91509412333120000012348 50941233312000012348	Taken from the Electronic File Header Record, positions 004–025.
049–051	Delimiter	**A(3)**	Comma-delimited format.	","	
052–060	Mailer ID	**N(9)**	DUNS Number unique to this mailer as shown in the Postal Service database.	**941233312**	Taken from the Electronic File Header Record, positions 005–026.
061–063	Delimiter	**A(3)**	Comma-delimited format,.	","	
064–083	Mailer Name	**A(20)**	Mailer name associated with Mailer ID.	**ABC Company**	
084–086	Delimiter	**A(3)**	Comma-delimited format.	","	
087–091	Destination ZIP Code	**A(5)**	Destination ZIP Code.	**33511**	Taken from the Electronic File Detail Record 1 positions 027–031.
092–094	Delimiter	**A(3)**	Comma-delimited format.	","	
095–098	Destination ZIP+4	**A(4)**	Destination ZIP+4.	**1857**	Taken from Detail Record 1, positions 032–035.
099–101	Delimiter	**A(3)**	Comma-delimited format.	","	
102–106	Scanning Facility ZIP	**N(5)**	If scanning event, 5-digit ZIP Code of facility. If manifest event, entry facility ZIP Code.	**21201**	
107–109	Delimiter	**A(3)**	Comma-delimited format.	","	
110–140	Scanning Facility Name	**A(31)**	Name of Postal Service facility or city/state where event happened.	**Baltimore, MD**	Provided by the Postal Service. Further defined for city/state event: 28 characters for city, one for comma, two for state alpha abbreviation.
141–143	Delimiter	**A(3)**	Comma-delimited format.	","	
144–145	Event Code	**A(2)**	Code for tracking event.	**01**	See Tables section for current listing of Event Codes.
146–148	Delimiter	**A(3)**	Comma-delimited format.	","	
149–188	Event Name	**A(40)**	Name of tracking event corresponding to Event Code.	**Delivered**	See Tables section for current listing of Event Codes descriptions.

Format (Size): A = ASCII text (alpha-numeric); **N** = Numeric; **Number in parenthesis** = field size

Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
189–191	Delimiter	A(3)	Comma-delimited format.	","	
192–199	Event Date	A(8)	Date of tracking event.	**20030320**	**YYYYMMDD**
200–202	Delimiter	A(3)	Comma-delimited format.	","	
203–206	Event Time	N(4)	Time of tracking event.	**1315**	**HHMM** 24-hour time format and time must be valid.
207–209	Delimiter	A(3)	Comma-delimited format.	","	
210–218	Client DUNS Number	N(9)	Client DUNS Number of the mailer also receiving extract data for this mail piece.	**941233312**	Taken from the Electronic File Detail Record 1, positions 122–130.
219–221	Delimiter	A(3)	Comma-delimited format.	","	
222–251	Customer Reference Number	A(30)	Customer's internal reference number.	**ZZ123456X**	Taken from the Electronic File Detail Record 1, positions 131–160.
252–254	Delimiter	A(3)	Comma-delimited format.	","	
255–256	Destination Country Code	A(2)	Destination Country Code.		**International mail only.** Taken from the Electronic File Detail Record 1, positions 036–044.
257–259	Delimiter	A(3)	Comma-delimited format.	","	
260–279	Recipient Name	A(20)	Name of recipient for Signature Confirmation service.	**J DOE**	First initial, space, last name.
280	Delimiter	A(1)	Comma-deliminated format.	"	

Table 6-2
Confirmation Services Error/Warning Data File Format Header Record (161 Bytes)

Format (Size): A = ASCII text (alpha-numeric); **N** = Numeric; **Number in parenthesis** = field size

Record Positions	Field Name	Format (Size)	Description	Example
001-009	DUNS Number	A(9)	DUNS Number of mailer transmitting file.	123456789
010	Delimiter	A(1)		'
011-019	Electronic File Number	A(9)	Number in Header Record representing the electronic file.	9150123456789000000019
020	Delimiter	A(1)		'
021-028	File Receipt Date	A(8)	YYYYMMDD Date received the electronic file.	20021209
029	Delimiter	A(1)		'
030-035	File Receipt Time	A(6)	HHMMSS Time the electronic file was received.	084000
036	Delimiter	A(1)		'
037-041	Entry Facility ZIP Code	A(5)	ZIP Code of Postal Service facility where mail was tendered.	20260
042	Delimiter	A(1)		'
043-050	Mailing Date	A(8)	YYYYMMDD The date mail was tendered to Postal Service.	20021209
051	Delimiter	A(1)		'
052-060	Records Read	A(9)	Records that were read by Postal Service server.	000000005
061	Delimiter	A(1)		'
062-070	Total Records Accepted	A(9)	Number of records from electronic file accepted into Postal Service database.	000000000
071	Delimiter	A(1)		'
072-80	Total Records Rejected	A(9)	Records were rejected due to error in file.	000000001
081	Delimiter	A(1)		'
082-090	Number of D1 Records Accepted	A(9)	Total number of D1 records accepted into Postal Service database (one record per mail piece).	000000000

Format (Size): A = ASCII text (alpha-numeric); **N** = Numeric; **Number in parenthesis** = field size

Record Positions	Field Name	Format (Size)	Description	Example
091	**Delimiter**	**A(1)**		'
092-100	**Number of D2 Records Accepted**	**A(9)**	Total number of D2 records accepted into Postal Service database (additional info on corresponding D1).	**000000000**
101	**Delimiter**	**A(1)**		'
102-161	**Summary Message**	**A(60)**	Test message, providing additional information.	**ENTIRE ELECTRONIC FILE REJECTED DUE TO HEADER RECORD ERROR.**

Table 6-3
Confirmation Services Error/Warning Data File Format Header Record (161 Bytes)

Format (Size): A = ASCII text (alpha-numeric); **N** = Numeric; **Number in parenthesis** = field size

Record Positions	Field Name	Format (Size)	Description	Example
001-009	Mailer DUNS	A(9)		**123456789**
010	Delimiter	A(1)		'
011-019	Electronic File Number Sequential Portion	A(9)	9150123456789**000000019**	**000000019**
020	Delimiter	A(1)		'
021	Error Warning Type	A(1)	E = Error and W = Warning	**E**
022	Delimiter	A(1)		'
023-031	File Line Number	A(9)		**000000001**
032	Delimiter	A(1)		'
033-054	PIC/File Number	A(9)		**HEADER RECORD**
055	Delimiter	A(1)		'
056–077	Field Error	A(22)		**02.0**
078	Delimiter	A(1)		'
079-138	Error Message	A(60)		**INVALID PRODUCT VERSION NUMBER**

Table 6-4

Shipping Partner Event Header Record (100 Bytes) (Quote and Comma-Deliminated Fixed Length Strings)

Format (Size): A = ASCII text (alpha-numeric); **N** = Numeric; **Number in parenthesis** = field size

Record Position	Field Name	Format (size)	Description	Example	Content Rules and Limitations
001-002	Shipping Partner Event File Header Record ID	**A(2)**	A two-character system constant, which identifies a Shipping Partner Event File Header Record.	**EH**	**'EH'** is required.
003-011	Shipping Partner's DUNS Number	**N(9)**	Must fill in a valid DUNS Number.	**123456789**	Must be the DUNS Number of the consolidator.
012-020	Shipping Partner Event File Number	**N(9)**	9-digit file identifier — Fixed length of 9 digits. Right justified with leading zeros.	**000000125**	No spaces. Leading zeroes required.
021-029	File Record Count	**N(9)**	Total number of all records in this file. Count to include Header Record and all Detail Records.	**000001517**	Leading zeros required.
030-050	Filler	**A(21)**	Filler for future use.		Must be spaces.

Table 6-5

Shipping Partner Event Detail Record (100 Bytes) (Quote and Comma-Deliminated Fixed Length Strings)

Format (Size): A = ASCII text (alpha-numeric); **N** = Numeric; **Number in parenthesis** = field size

Record Position	Field Name	Format (size)	Description	Example	Content Rules and Limitations
001-002	Shipping Partner Event File Detail Record ID	A(2)	Shipping Partner Event Detail Record ID.	**ED**	'**ED**' is required.
003-036	Package Identification Code (PIC)	A(34)	**UCC/EAN Code 128 concatenated bar code:** **3 digits** Concatenated AI '420' **5 digits** 5-digit routing ZIP Code **2 digits** Application Identifier '91' **2 digits** Service Type Code **9 digits** DUNS Number **8 digits** Fixed-length sequence number **1 digit** MOD 10 check digit **UCC/EAN Code 128:** **2 digits** Application Identifier **2 digits** Service Type Code **9 digits** DUNS Number **8 digits** Fixed-length sequence number **1 digit** MOD 10 check digit **ALL OTHER SYMBOLOGIES:** **2 digits** Service Type Code **9 digits** DUNS Number **8 digits** Fixed-length sequence number **1 digit** MOD 10 check digit	**42020037910194123331200012348** **9101941233312000012348** **01941233312000012348**	Fixed-length sequential number would be right justified with a total of 8 digits with leading zeroes. The PIC must remain unique for 12 months from date of first use. Left justified with trailing spaces if applicable.
037-038	Event Code	N(2)	Event Code.	**81**	Leading zeros required. Numeric only (0–9). Valid values are '80', '81', and '82'.
039-043	Event ZIP Code	N(5)	5-digit ZIP Code of event location.	**22201**	
044-047	Event ZIP+4	N(4)	ZIP+4 add on of domestic ZIP Code.	**2804**	**Default is spaces if not available.**
048-055	Event Date	A(8)	Date associated with movement of shipments by shipping partner.	**20030127**	**YYYYMMDD**
056-061	Event Time	A(6)	Time associated with movement of shipments by shipping partner.	**131500**	**HHMMSS** 24-hour time format.
062-070	Client DUNS Number	N(9)	For client to receive event information.	**000000000**	For client to receive event information, must be filled with the DUNS Number of the client.
071-100	Filler	N(30)	Filler for future use.		Must be spaces.

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7 Communications

Communication Using Dial-Up FTP

Throughout these instructions, the term postaluserid refers to the mailer's Postal Service Logon ID; for example, mmc001.

Establish a Dial-Up connection using your **PPP postaluserid** and dial-up Password **all in lowercase**. The Postal Service toll-free access number is **800-852-9437**.

Once connected to the Postal Service network, establish an FTP session.

Using FTP client software or the command line, connect to: **PTSMFTP.USPS.GOV** using your **postaluserid** and **password**. **postaluserid** and **password** are **case sensitive**. You are now connected to the Postal Service FTP server. The server uses standard FTP commands.

Sending Electronic Files

Change the directory to: **/postaluserid/inbound** (all lowercase). This is the directory where you will be placing your electronic files. The command used to change to this directory is:

cd /postaluserid/inbound

Set the transmission mode to ASCII unless you are sending compressed (zipped) files, in which case the mode must be binary. PKZip is the only compression method accepted. Change the transmission mode by entering the appropriate command:

ASCII or binary

Files must be sent using the following naming convention:

<postaluserid>.manifest
Example: mmcw93.manifest

If sending multiple separate files *in one session,* use the following naming convention for subsequent files to avoid overwriting your previous file(s).

<postaluserid><seq>.manifest Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.

Example: mmcw93a.manifest

Use the ***put*** command to transfer the file to the directory:

/postaluserid/inbound

Example: ***put <localfilename> <postaluserid>.manifest***

When sending **Shipping Partner Event Code Files**, use the following naming convention:

<postaluserid>.consolid

If sending multiple **Shipping Partner Event Code Files** *in one session,* use the following naming convention for subsequent files to avoid overwriting your previous file(s).

<postaluserid><seq>.consolid
Example: mmcw93a.consolid

Retrieving Reports Using Dial-Up FTP

Change the directory to: ***/postaluserid/outbound***. This is the directory from which your reports are retrieved. The command used to change to this directory is:

cd /postaluserid/outbound

To see what files are available for pickup, use the directory list command. The command is: ***dir.***

Use the ***get*** command to retrieve file(s) from the directory:

/postaluserid/outbound
Example: ***get ERRWRNO.RPT.11203520***

The following reports can be found in the outbound directory:

- ◼ Confirmation Services Error/Warning Report
- ◼ Extract File
- ◼ Shipping Partner Error/Warning Report

The naming convention used for these files are as follows:

- ◼ ***ERRWRNO.RPT.MMddhhmmss*** for the Confirmation Services Error/Warning Report.
- ◼ ***DETEXTRO.RPT.MMddhhmmss*** for the extract file.
- ◼ ***ERRWRNO1.RPT.MMddhhmmss*** for the Consolidator Error/Warning Report.

MMddhhmmss signifies the following:

- ◼ MM = numeric representation of the month.
- ◼ dd = day of the month.
- ◼ hhmmss = the hour, minute, and second that the file or report was generated.

Copy the files to your local computer. You may choose to delete the files from the Postal Service host. If you do not delete the files, the Postal Service host

site will automatically delete the oldest copy (generation) of each file type on the 31st generation of that file.

To delete the file, use the *del* command.

Example: del ERRWRNO.RPT.MMddhhmmss

Changing the FTP Password

Note: When you first receive your postalid, the corresponding password matches the ID. It is <u>highly recommended</u> that you change your password as soon as you first access your account.

To voluntarily change your password, the command *chpw* must be used. The command syntax is "*quote chpw <newpassword>*".

Example: quote chpw mspacman

Error Messages associated with Dial-up networking may be found on page 76 on the Dial-up Server Error Messages Table.

Communication Using Internet Server FTP

Throughout these instructions, the term postaluserid refers to the mailer's Postal Service Logon ID; for example, mmc001. When postaluserid is used within a directory or filename, your Logon ID should be substituted in your commands. For security purposes your Internet connection must have forward/reverse lookup enabled.

All file names, directories, *postaluserid* and *password* are *case sensitive*. The server *ftp-in.usps.gov* is where you will send files to the Postal Service. The server *ftp-out.usps.gov* is where you will retrieve files from the Postal Service. The servers use standard FTP commands and can be accessed using any standard GUI or command line client software.

The example commands used here are typical of command line FTP client software. Please refer to your software's documentation for specific information on using your software.

Sending Electronic Files

Connect to the Internet. Using FTP client software, connect to:

ftp-in.usps.gov using your *postaluserid* and *password*.

Change the directory to */home/delconf/incoming*. This is the directory where you will be placing your electronic files. The command is:

cd /home/delconf/incoming

Set the transmission mode to ASCII. Files sent to the Postal Service Internet server must not be compressed.

Files must be sent using the following naming convention:

<postaluserid>.manifest

Example: mmcw93.manifest

If sending multiple separate files, *in one session or in multiple sessions within a few minutes of each other,* use the following naming convention for subsequent files to avoid overwriting your previous file(s).

<postaluserid><seq>.manifest

Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.

Example: mmcw93a.manifest

Use the **put** command to transfer the file to the directory:

/home/delconf/incoming

Example: **put <localfilename> <postaluserid>.manifest**

When sending **Shipping Partner Event Code Files**, use the following naming convention:

<postaluserid>.consolid

If sending multiple **Shipping Partner Event Code Files**, *in one session or in multiple sessions within a few minutes of each other,* use the following naming convention for subsequent files to avoid overwriting your previous file(s):

<postaluserid><seq>.consolid
Example: mmcw93a.consolid

Retrieving Electronic Files

Connect to the Internet. Using FTP client software, connect to:

ftp-out.usps.gov using your **postaluserid** and **password**.

Change the directory to **/red/postaluserid/incoming** (all lowercase). This is the directory where you will be retrieving your electronic files. The command is:

cd /red/postaluserid/incoming

To see what files are available for pickup, use the directory list command. The command is: **dir.**

Retrieve the file(s) using the name(s) from the directory:

/red/postaluserid/incoming
Example: **get errwrno.rpt.11203520**

The following reports can be found in the incoming directory:

■   Confirmation Services Error/Warning Report.

■   Extract File.

■   Shipping Partner Error/Warning Report.

The naming conventions used for these files are as follows:

- ***errwrno.rpt.MMddhhmmss*** for the Confirmation Services Error/Warning Report.

- ***detextro.rpt.MMddhhmmss*** for the extract file.

- ***errwrno1.rpt.MMddhhmmss*** for the Consolidator Error/Warning Report.

MMddhhmmss signifies the following:

- MM = numeric representation of the month.

- dd = day of the month.

- hhmmss = the hour, minute and second that the file or report was generated.

Copy the files to your local computer. You may choose to delete the files from the Postal Service host. However, if you do not delete the files, the Postal Service host site will automatically delete the oldest copy (generation) of each file type on the 31st generation of that file.

To delete the file, use the ***del*** command.

Example: ***del errwrno.rpt.MMddhhmmss***

Changing the Internet FTP Password

To voluntarily change your password, establish a **Telnet** connection to either ***ftp-in.usps.gov*** or ***ftp-out.usps.gov***. Once connected, you will be prompted to enter your ***<password>*** again. Next, you will be prompted to enter and confirm your new password. Please note that the first six characters of the password must contain at least two alphabetic characters and at least one numeric or special character. You ***must*** change passwords on both ***ftp-in.usps.gov*** and ***ftp-out.usps.gov***, as the accounts and passwords are maintained independently.

Communication Using an Internet Browser

As an alternative to using standard FTP software, a Web-based site is available that enables uploading your electronic file to the Postal Service. Note that this site allows only sending files and is not for viewing or retrieving information.

From your Internet browser, open this page:
http://www.usps.gov/cttgate/upload.htm

Click the "Browse" button to select the file you want to upload. This will bring up your local directories and files. After you select the appropriate file, the full path and filename will be listed in the fill-in box on the Web page.

Click the "Upload File" button to begin the transfer. After the file transfer is complete, a screen will confirm that your file was received, giving the size of the file.

Files must not be compressed using this file transfer method.

Retrieving Electronic Reports

Enter the following URL using all lowercase letters and replacing the *<postaluserid>* and *<password>* fields with the *<postaluserid>* and *<password>* fields provided to you by the Postal Service.

Example: ***ftp:// postaluserid:password@ftp-out.usps.gov/****

A Web page will show your home directory. Click on "incoming" to access the proper directory. Click on the report in the displayed list that you want to view or download.

* Depending on which Internet browser you are using, you may arrive at an FTP root directory instead of your home directory. If this occurs, select the red directory and then select the directory that contains your *<postaluserid>*. You also may access the correct directory by entering the extended URL.

ftp://postaluserid:password@ftp-out.usps.gov/red/user/incoming

Communication Using Electronic Data Interchange (EDI)

Mailers wishing to use Electronic Data Interchange should call Technical Support, 877-264-9693, option 1, to be established as an EDI trading partner.

8 Tables

- Class of Mail/Service Type Codes
- Special Services Codes
- Surcharge Type Codes
- Event Codes
- Rate Indicators
- Electronic File Error Messages
- Detail Record Error Messages That Cause Nonacceptance of Record
- Dial-up Server Error Messages Table

Class of Mail/Service Type Codes

Class of Mail Code (Detail Record Positions 003–004)

Service Type Code (Detail Record Positions 007–008 with UCC/EAN Code 128 or with all others 005–006)

Class of Mail Code	Service Type Code	Service Level	Other/Special Service	Text Above Bar Code
Delivery Confirmation Service				
PM	01	Priority Mail	None	USPS DELIVERY CONFIRMATION
FC	01	First-Class Mail Parcels	None	USPS DELIVERY CONFIRMATION
BB	02	Package Services — Bound Printed Matter	None	USPS DELIVERY CONFIRMATION
BL	02	Package Services — Library Mail	None	USPS DELIVERY CONFIRMATION
BP	02	Package Services — Parcel Post	None	USPS DELIVERY CONFIRMATION
BS	02	Package Services — Media Mail	None	USPS DELIVERY CONFIRMATION
PS	02	Parcel Select	None	USPS DELIVERY CONFIRMATION
SA	02	Standard Mail Parcels	None	USPS DELIVERY CONFIRMATION
PM/BP	14	Priority Mail/Package Services	For use by software vendors only. (Approval required through Program Office.)	USPS DELIVERY CONFIRMATION
Signature Confirmation Service				
PM	21	Priority Mail	None	USPS SIGNATURE CONFIRMATION
FC	21	First-Class Mail Parcels	None	USPS SIGNATURE CONFIRMATION
BB	22	Package Services — Bound Printed Matter	None	USPS SIGNATURE CONFIRMATION
BL	22	Package Services — Library Mail	None	USPS SIGNATURE CONFIRMATION
BP	22	Package Services — Parcel Post	None	USPS SIGNATURE CONFIRMATION
BS	22	Package Services — Media Mail	None	USPS SIGNATURE CONFIRMATION
PS	22	Parcel Select	None	USPS SIGNATURE CONFIRMATION

Tables

Class of Mail Code	Service Type Code	Service Level	Other/Special Service	Text Above Bar Code
PM/BP	34	Priority Mail/Package Services	For use by software vendors only. (Approval required through Program Office.)	USPS SIGNATURE CONFIRMATION
Combinations with Delivery Confirmation Service				
PM	05	Priority Mail	Insured (value > $50)	USPS INSURED
FC	05	First-Class Mail Parcels	Insured (value > $50)	USPS INSURED
BB	06	Package Services — Bound Printed Matter	Insured (value > $50)	USPS INSURED
BL	06	Package Services — Library Mail	Insured (value > $50)	USPS INSURED
BP	06	Package Services — Parcel Post	Insured (value > $50)	USPS INSURED
BS	06	Package Services — Media Mail	Insured (value > $50)	USPS INSURED
PS	06	Parcel Select Service	Insured (value > $50)	USPS INSURED
PM	07	Priority Mail	Insured (value ≤ $50)	USPS DELIVERY CONFIRMATION
BB	08	Package Services — Bound Printed Matter	Insured (value ≤ $50)	USPS DELIVERY CONFIRMATION
BL	08	Package Services — Library Mail	Insured (value ≤ $50)	USPS DELIVERY CONFIRMATION
BP	08	Package Services — Parcel Post	Insured (value ≤ $50)	USPS DELIVERY CONFIRMATION
BS	08	Package Services — Media Mail	Insured (value ≤ $50)	USPS DELIVERY CONFIRMATION
PS	08	Parcel Select Service	Insured (value ≤ $50)	USPS DELIVERY CONFIRMATION
Combinations with Signature Confirmation Service				
PM	25	Priority Mail	Insured (all values)	USPS INSURED
FC	25	First-Class Mail Parcels	Insured (all values)	USPS INSURED
BB	26	Package Services — Bound Printed Matter	Insured (all values)	USPS INSURED
BL	26	Package Services — Library Mail	Insured (all values)	USPS INSURED
BP	26	Package Services — Parcel Post	Insured (all values)	USPS INSURED
BS	26	Package Services — Media Mail	Insured (all values)	USPS INSURED
PS	26	Parcel Select Service	Insured (all values)	USPS INSURED

Class of Mail Code	Service Type Code	Service Level	Other/Special Service	Text Above Bar Code
Merchandise Return With Delivery Confirmation Service				
N/A	82	Priority Mail, Package Services, Standard Mail Parcels	None	USPS DELIVERY CONFIRMATION
N/A	83	Priority Mail, Package Services, Standard Mail Parcels	Insured (value ≤ $50)	USPS DELIVERY CONFIRMATION
N/A	85	Priority Mail, Package Services, Standard Mail Parcels	Insured (value > $50)	USPS DELIVERY CONFIRMATION
Electronic File Header Record*				
N/A	50	Priority Mail/First-Class Mail Parcels, Package Services, and Standard Mail Parcels *USED IN THE HEADER RECORD/Electronic File Number Field ONLY	None	N/A
Insurance*				
N/A	73	Priority Mail/First-Class Mail Parcels, Package Services, and Standard Mail Parcels *Important Note: Insurance-only items cannot be included in an electronic file	Insured ONLY (value >$50)	USPS INSURED
Passive Enroute Scan				
N/A	56	Priority Mail/First-Class Mail Parcels, and Package Services	None	No Horizontal ID bars or human-readable bar code text
Retail Service				
N/A	03	Priority Mail/First-Class Mail Parcels, and Package Services	Delivery Confirmation	Printed by the Postal Service
N/A	04	Priority Mail & Package Services	Delivery Confirmation	USPS DELIVERY CONFIRMATION
N/A	23	Priority Mail/First-Class Mail Parcels, and Package Services	Signature Confirmation	Printed by the Postal Service
N/A	24	Priority Mail/Package Services	Signature Confirmation	USPS SIGNATURE CONFIRMATION

Special Services Codes

Special Service Codes	
Detail Record 1 Positions *080–081 087–088 094–095 101–102 108–109 115–116*	
01	Delivery Confirmation
02	Signature Confirmation
03	Certified Mail
04	Insured Mail
05	COD (Collect on Delivery)
06	Return Receipt
07	Return Receipt for Merchandise
08	Restricted Delivery
09	Certificate of Mailing
10	Registered Mail
11	Special Handling (less than or equal to 10 lbs.)
12	Special Handling (more than 10 lbs.)
13	Bulk Insurance
14	Recorded Delivery — International Mail
15	Special Delivery — International Mail
16	PAL (Parcel Air Lift) APO/FPO

Surcharge Type Codes

Surcharge Type Codes	
Detail Record 1 Positions 161–162	
S1	Nonstandard Surcharge
S2	Balloon Surcharge — Priority Mail
S3	Balloon Surcharge — Parcel Post
S4	Nonmachinable Surcharge
S5	Oversize Surcharge
S6	Residual Shape Surcharge

Event Codes

Event Code	Event Name
MA	Electonic Shipping Info Received
BE	Bulk Enroute
01	Delivered
02	Attempted / Notice Left
03	Accept or Pickup (by carrier)
04	Refused
05	Undeliverable as Addressed
06	Forwarded
07	Arrival at Unit
08	Missent
09	Return to Sender
10	Enroute
11	Dead Letter
14	Arrival at Pickup Point
15	Mis-shipped
16	Available for Pickup
17	Picked Up by Agent
18	Random Sampling
19	DC/eVS Arrive
80	Picked Up by Shipping Partner
81	Arrived Shipping Partner Facility
82	Departed Shipping Partner Facility

→

Subset of Return To Sender (09)	
21	No Such Number
22	Insufficient Address
23	Moved, Left No Address
24	Forward Expired
25	Addressee Unknown
26	Vacant
27	Unclaimed
28	Deceased
29	Other

Rate Indicators

	Rate Indicators Table	
	Detail Record 1 Positions 057–058 and 170–171	
Rate Indicator	**Description**	**Possible Classes of Mail**
CD	Custom Designed	EX
PP	Post Office to Post Office	EX
PA	Post Office to Addressee	EX, IE
E1	Express Mail Flat Rate Same Day Airport	EX
E3	Express Mail Flat Rate Post Office to Post Office	EX
E4	Express Mail Flat Rate Post Office to Addressee	EX
SM	Single Piece	FC, PM, BS, BL, BP, PS
S1	Single Piece Flat	BB
S2	Single Piece Parcel	BB
PB	Pre-bar coded Single Piece	BS, BL, BB, BP, PS
FR	Priority Mail Flat Rate	PM
PG	Priority Mail weighing less than 15 lbs. but measuring more than 84" girth chargeable at 15-lb. rate for that zone	PM
RB	Presorted Basic Rate Parcel	SA, BB
BP	Basic Bound Printed Matter Pre-bar coded	BB
5S	Presorted 3/5 Rate Parcel	SA
S5	Media Mail [*formerly* Special Standard] 5-Digit	BS
SB	Media Mail [*formerly* Special Standard] BMC	BS
PS	Media Mail [*formerly* Special Standard] BMC Pre-bar coded	BS
IM	Parcel Post including Parcel Select between 108"–130" subject to oversize rate	BP, PS
IG	Parcel Post including Parcel Select with combined length and girth more than 84" <= 108" weighing less than 15 lbs. but subject to 15-lb. rate	BP, PS
OS	OBMC Presort	BP, PS
PO	OBMC Presort Pre-bar coded	BP, PS
BS	BMC Presort	BP, PS
PM	BMC Presort Pre-bar coded	BP, PS

Electronic File Error Messages

Error Messages That Cause Rejection of Entire Electronic File	
Error Messages	**What They Mean**
H1 HEADER REC TYPE MISSING	Header Record is missing.
H1/D1 HDR/DTL REC TYPES MISSING	The Electronic File Header Record ID of H1 and the Electronic File Detail Record ID of D1 are missing.
D1 – MANIFEST DETAIL RECORD(S) MISSING	There were no Detail Records sent with the Header Record.
MANIFEST SERVICE TYPE CODE NOT = 50	The first two characters of the Electronic File Number in the Header Record must be Service Type Code 50.
INVALID DUNS NUMBER	The DUNS Number in the Electronic File Number field of the Header Record does not appear in the Customer Table. It is not a certified customer DUNS Number.
DUNS NUMBER NOT NUMERIC	The DUNS Number in Electronic File Number field of the Header Record is not a numeric value.
MANF SEQ NBR NOT NUMERIC	The sequential digits in the Electronic File Number field of the Header Record are not numeric (all spaces).
INVALID SEQ NBR IN MANIFEST FILE-ID	The sequential digits in the Electronic File Number field of the Header Record are not numeric.
INVALID MAILING DATE	The Mailing Date field in the Header Record must be between 01 and 12.
MAILING DATE IS NOT NUMERIC	The Mailing Date field in the Header Record is not a numeric value (no hyphens, slash symbols, etc.).
INVALID MAILING TIME	The Mailing Time field in the Header Record is not a valid time.
MAILING TIME IS NOT NUMERIC	The Mailing Time field in the Header Record is not a numeric value >0 and <=2400.
INVALID ENTRY FACILITY	The Entry Facility field in the Header Record is not a valid 5-digit ZIP Code of a Postal Service facility that can accept this type of mailing.
INVALID USPS MANIFEST VERSION NUMBER	The Postal Service Electronic File Version Number field in the Header Record is not a valid number.
USPS MANIFEST VERSION NBR NOT NUMERIC	The Postal Service Electronic File Version Number field in the Header Record is not a numeric value of 9(3).
INVALID DEVELOPER ID CODE	The Developer ID Code found in your Header Record is not in our database. Please call the NCSC in Memphis to receive a valid Developer ID Code.
INVALID PRODUCT VERSION NUMBER	The Product Version Number found in your Header Record is not in our database.
INVALID BAR CODE FORMAT FOR HEADER	Not a valid bar code for an Electronic File Header Record.

Tables

Error Messages That Cause Rejection of Entire Electronic File

Error Messages	What They Mean
DUPLICATE MANIFEST – CORRECTIONS MUST BE WITHIN 30 DAYS	The manifest ID was already posted to the database. This file is being considered a correction to the errors contained in the first manifest, but it is being rejected because it is outside the window for making corrections.
DUPLICATE MANIFEST – MUST USE SAME DT/TM	The manifest ID was already posted to the database. This file is being considered a correction to the errors contained in the first manifest, but it is being rejected because it does not have the same date and time of mailing as the original manifest.

Detail Record Error Messages That Cause Nonacceptance of Record

Error Messages	What They Mean
INVALID DETAIL RECORD	Unrecognizable record; not a valid record.
INVALID CLASS OF MAIL	The Class of Mail field in Detail Record 1 is not a valid class of mail. See record layout and description for this field.
INVALID SERVICE TYPE CODE IN PIC	The Service Type Code in (positions 7–8, 1–2, or 3–4 depending on symbology of PIC NOT 7–8) Detail Record 1 is not a valid Service Type Code.
INVALID DUNS NUMBER IN PIC	The DUNS Number in positions 9–17 starting in position 3 or 5 of PIC depending on symbology of the Package Identification Code (PIC) field in Detail Record 1 does not appear in the Customer table. It is entered into the table as part of the Certification process.
INVALID SEQ NUMBER IN PIC	The significant digits in the Package Identification Code (PIC) field of Detail Record 1 are not numeric.
ERROR IN D1 - REJECTING D2	An error found in Detail Record 1 automatically rejects the matching Detail Record 2.
D2 FOUND WITHOUT MATCHING D1	There is no Detail Record 1 to match Detail Record 2.
LABEL AND 3-DIGIT DEST ZIP PREVIOUSLY MANIFESTED	The combination of Package Identification Code (PIC) field in Detail Record 1 with the Destination ZIP Code field in Detail Record 1 indicates this record is duplicated from a previously submitted electronic file.
INVALID BAR CODE FORMAT FOR TRACKING MANIFEST	The bar code does not pass the Postal Service bar code edits specific to a tracking electronic file.
INVALID CTRY CODE	Class of Mail field in Detail Record 1 is "IE" and Country Code field contains an invalid country code.
INVALID BAR CODE IN DETAIL	The bar code does not pass the Postal Service bar code edits in general.

Dial-up Server Error Messages Table	
Error Message Received by User	**Explanation**
NO ERROR MESSAGE IS RECEIVED BUT THE FILE IS IGNORED AND NO RESULTS ARE RETURNED. THE FILE IS NOT REMOVED AUTOMATICALLY FROM THE INBOUND DIRECTORY.	An inbound file is not named properly. Inbound files must be named ***mmcxxxy.manifest*** or ***mmcxxxy.consolid.*** Note that the file names are case sensitive, that **xxx** is unique for each customer and that the suffix **y** is optional. E.g. mmc001.manifest, mmc001z.manifest.
INVALID COMMAND	An incorrect command for the File Transfer Protocol (FTP) has been entered. Please refer to the transferring file instructions. **NOTE:** An electronic file needs to be transferred as either ***ASCII*** (used for sending unzipped manifest files), or ***binary*** (used for sending zipped manifest files).
LOGIN INCORRECT LOGIN FAILED	The Logon ID or Password is incorrect. Try to log on again. See Communications section for changing Password. If problems persist, contact Postal Service Communications Support at 877-264-9693.
NO SUCH FILE OR DIRECTORY	1. The inbound or outbound directory (where the manifest files are stored) was not specified correctly. The inbound directory is ***/postaluserid/inbound***. The outbound directory is ***/postaluserid/outbound***. These directory names are case sensitive and must be in lowercase. 2. You have attempted to get a file that does not exist. Most likely this is a keying error; remember that file names are case sensitive. Enter the command again being careful of spelling and case.
UNKNOWN HOST INVALID LITERAL ADDRESS	The server name was specified incorrectly. The correct server is ***ptsmftp.usps.gov.***

9 Forms

- PS Form 5051, *Confirmation Services — Electronic Option Application*
- PS Form 1357-S, *Request for Computer Access*
- PS Form 5052, *Printer Certification Submission*
- PS Form 3152, *Confirmation Services Certification*
- PS Form 8125, *Plant-Verified Drop Shipment (PVDS) — Verification and Clearance*

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UNITED STATES POSTAL SERVICE ®

Confirmation Services
Electronic Option Application

A. Customer Information
(Please print or type)

1. Company Name	8. Telephone Number, including Area Code and Extension
2. Dun & Bradstreet (DUNS®) Number	9. Fax Number including Area Code
3. Point(s) of Contact	10. E-mail Address of Company Point(s) of Contact
4. Street Address *(Number, street, suite, apt., etc.)*	11. How will you send your electronic file? NOTE: You can obtain this information from your software vendor. a. ☐ Internet FTP b. ☐ Dial-up (modem) FTP c. ☐ No Transmission From This Site
5. City	12. Name of Shipping/Manifesting System
6. State 7. ZIP+4®	13. Will you print your own bar coded labels? ☐ Yes ☐ No 14. Application Date

B. Optional Customer Information

15. Please provide additional information unique to your process, or discuss other issues.

C. Postal Service™ Information (to be completed by USPS® Representative)

16. Name	17. Title
18. Telephone Number, including Area Code and Extension	19. Area and District

D. Application Processing

Fax *and* mail PS Form 5051 and PS Form 1357-S to:

PRODUCT INFORMATION REQUIREMENTS
PRODUCT DEVELOPMENT
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ RM 425 PROMENADE
WASHINGTON DC 20260-0425
Fax Number: 202-268-4620

Privacy Notice: See our Privacy Policy on www.usps.com

Note: If you have questions about completing this form, call Confirmation Services Technical Support Center at 877-264-9693, Option 1.

PS Form **5051**, June 2004 *(Page 1 of 2)*   *(Complete Checklist on Reverse Side)*

Customer Completion Checklist

(Upon completing each task, place a check in the box and write in the date. Please retain a copy of the checklist for your records.)

☐ _____ 1. Obtain a DUNS ® number by contacting Dun & Bradstreet at 800-333-0505, or by accessing their website at *www.dnb.com*. If your company has any questions about obtaining a DUNS number, call Confirmation Services Technical Support at 877-264-9693, Option 1, for assistance.

☐ _____ 2. If purchasing a shipping/manifesting system, obtain a listing of Confirmation Services Certified Vendors at *www.usps.com*; search on "Certified Vendors."

☐ _____ 3. Complete page 1 of this form and PS Form 1357-S, *Request for Computer Access.*

☐ _____ 4. Fax *and* mail completed PS Form 5051(page 1 only) and PS Form 1357-S to:

> PRODUCT INFORMATION REQUIREMENTS
> PRODUCT DEVELOPMENT
> UNITED STATES POSTAL SERVICE
> 475 L'ENFANT PLZ RM 425 PROMENADE
> WASHINGTON DC 20260-0425
> Fax Number 202-268-4620

☐ _____ 5. Receive Test Kit and login ID information from the Postal Service.

☐ _____ 6. Call Technical Support at 877-264-9693, Option 1, to receive password.

☐ _____ 7. Create electronic test file that represents 100 packages.

☐ _____ 8. If you are printing your own labels, print 20 test labels from each printer. Complete PS Form 5052, *Confirmation Services Printer Certification,* supplied in Publication 91, and mail it with the test labels to the address on the form.

☐ _____ 9. Call Confirmation Services Certification Support at 877-264-9693, Option 3, before sending your test file.

☐ _____ 10. After successfully completing certification, you will receive PS Form 3152, *Confirmation Services Certification,* and an acceptance letter from the U.S. Postal Service®. If requested, you will need to present a copy of this form to your local U.S. Postal Facility as proof of mailing at the electronic rate.

Confirmation Services Support Line: 877- 264-9693

The telephone number for the Confirmation Services Support Line is **877-264-9693**. The options are explained below. Please select the appropriate option when making the call.

Option 1, Technical Support Hours: 8 AM to 6 PM (ET) Monday - Friday	Assists with electronic file formats — e.g., Confirmation Services, Delivery and Signature Confirmation, Express Mail Manifesting, and Merchandise Return. Provide Test Kit, login ID, and password.
Option 2, Connectivity Support Request Management Center Hours: 24 hours everyday (24/7)	Assists with transmitting an electronic file or connecting to the Postal Service network.
Option 3, Certification Support Hours: 7:30 AM to 5 PM (CT) Monday - Friday	Assists with certification, transmitting test files, and formatting labels.

PS Form **5051,** June 2004 *(Reverse)*

Shaded Boxes for US Postal Service use Only

Original PS 1357-S Located at:	U.S. Postal Service **Request for Computer Access** (Instructions for completing form on reverse side.)	Logon ID Assigned

Section A: User Identification

1. Requestor's Name	2. eAccess Unique ID or Last 4 Digits of SSN	3. Area N/A	4. Finance No. N/A

5. Requestor's Job Title	6. Employment Status *(Check one)* ☐ Contractor ☐ Temporary ☐ Career ☐ Casual ☐ Foreign **X** Nonpostal

7. USPS Organization/Department **N/A**	8. USPS or Company Mailing Address (Include ZIP+4)
9. Telephone No.	
10. District Code and Name **N/A**	

11. User Responsibility Agreement Statement

I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for Section A whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

(Read Privacy Act Statement on reverse side before signing. Note: Privacy Act Statement **MUST** be on reverse side of this form.)

Signature   Date

12. Manager Responsibility Agreement Statement

I agree that modifications to existing service agreements will require additional PS Form 1357 requests. I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

USPS Manager's Name (Please print)   Logon ID   Signature   Date   Telephone No.

Section B: Computer Access Requested

13a. Describe Support Required

X Logon ID (Circle one): (New) Change Delete   **X** Facility Where Access Is Required: **Eagan Data Center / San Mateo Data Center**

☐ DDE/DR: Access Code: _____ User Type: _____   ☐ List Existing Logon IDs & Facilities: _____

Access for Delivery Confirmation System ☐ PPP Dial-up Account Access to: PTSMFTP.USPS.GOV ☐ Internet Access	**Access for Confirm System** ☐ Web Site Access ☐ File Transmission Account
Access for Entry Information System ☐ Web Site Access ☐ File Transmission Account	**Access for Performance Reporting System** ☐ Web Site Access

13b. Resource Name (Additional room is available on the reverse side)	13c. Sensitive or Proprietary	13d. Access Level Required (See instructions)

Section C: Computer Access Approvals

14. Contractor Information (Must be completed by the Contracting Officer's Representative (COR))

a. Does the Contract Contain Provisions for (Circle Yes or No):   b. Contract Number: _____

   1. Screening?   Yes   No

   2. Security of Information?   Yes   No   c. Contract Expiration Date: _____

   3. Privacy of Information?   Yes   No

   4. Contractor Screening by the Inspection Service?   Yes   No   d. USPS Organization/Department: _____

15. USPS COR's Name (Please Print)	Signature	Date	Telephone No.
16. Functional System Coordinator's Name (Please Print)	Signature	Date	Telephone No.
17. Logon ID Administrator's Name (Please Print)	Signature	Date	Telephone No.

PS Form **1357-S,** September 2003 *(Page 1 of 2)*

Instructions for Completing PS Form 1357-S

Note: Please print all entries except for signatures. Incomplete information may cause delays in implementation or return of this form.

Section A: User Identification

1. Print your full name.
2. Enter your eAccess Unique Identifier or last 4 digits of Social Security Number.
3. Enter your Area.
4. Enter your Finance Number.
5. Enter your official job title.
6. Enter your employment status.
7. Specify your work organization.
8. Enter your USPS or company mailing address (include ZIP+4).
9. Enter your telephone number.
10. Enter your District Code and District Name, if applicable.
11. Read and understand the User Responsibility Agreement Statement * and Privacy Act Statement (printed below) before signing and dating this document.
12. Your USPS manager must read and understand the Manager Responsibility Agreement Statement * prior to affixing his/her name, Logon ID (Unique Identifier), signature, date, and phone number.

Section B: Computer Access Requested

13a. Please check, circle, and describe the support that you will require. Specify any system compilers or other special software required in support of your request. Include all data access (CICS transaction IDs, IDMS codes, etc.) requirements or any special security required of the system or data. Include any support services (data entry, etc.) needed. Estimate the number of service hours required per week in support of your request. Special access request to the DDE/DR system will require DDE/DR Functional System Coordinator to supply the access code and user type.

13b. Enter the name of the application(s) or resources to which access is sought.
13c. Specify if applications or files within applications are sensitive or proprietary.
13d. Specify the appropriate access level to applications and files.

READ access allows a user to read and copy, but not to change a filename or it's contents.

WRITE access allows a user to change the contents of or delete a file, to create files within a catalog or directory, and may permit renaming and relocating files.

EXECUTE access allows a user to execute or use a program file, but generally not to see or change it.

ALLOCATE access allows a user to delete, rename, catalog, uncatalog, or archive a file.

Section C: Computer Access Approvals

14a-d. The Contracting Officer's Representative (COR) will complete this block -- reference the Administrative Support Manual (ASM); Procurement Manual (PM); and Handbook AS-805. If the contractor has not been screened, the contractor must complete and attach PS Forms 2025 and 2181 with this request.
15. The COR will complete Block 14 before entering his/her name, signature, date, and phone number.
16. To approve grants of access, the Functional System Coordinator enters his/her name, signature, date, and phone number.
17. The person (Logon ID Administrator) responsible for creating a logon ID for a user enters his/her name, signature, phone number, and date. The Logon ID Administrator must also indicate in the upper left hand corner of PS Form 1357-S where the original of this PS Form 1357-S will be kept and in the upper right hand corner the Logon ID assigned.

* Additional responsibilities can be found in Handbook AS-805 and Administrative Support Manual (ASM).

Privacy Act Statement

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer logon IDs by which access to data and/or files on computer systems is limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board or Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted a computer logon ID.

13b. Resource Name (Continued from front)	13c. Sensitive or Proprietary	13d. Access Level Required (See instructions)

PS Form **1357-S,** September 2003 *(Page 2 of 2)*

Forms

UNITED STATES POSTAL SERVICE®

Printer Certification Submission

Customer Information   *(Please print or type)*

1. Company/Customer Name	2. Date	3. Company Website

4. Street Address *(No., street, ste. no., city, state, ZIP + 4)*	5. Point(s) of Contact
	6. Email Address of Company Point(s) of Contact

7. Phone Number and Extension	8. Fax Number	9. Dun & Bradstreet (DUNS®) Number

One Printer Certification Form must be completed for each site that will be printing labels

1. Are you applying for electronic file certification and printer certification?   Yes ☐   No ☐

2. Are you applying for printer certification only?   Yes ☐   No ☐

Instructions for providing printer information

Enclose, with this form, the labels from each printer that will be used to print labels with barcode numbers (minimum 20 per printer). List those printers below with their brand names, model numbers, and serial numbers. On each group of labels from one printer, write on the first label or attach a note indicating the printer number from the list below.

Printer Number	Printer Brand Name	Printer Model Number	Printer Serial Number

Send completed form, with the labels enclosed and identified by printer number, to:

ATTENTION: CONFIRMATION SERVICES CERTIFICATION SUPPORT

NATIONAL CUSTOMER SUPPORT CENTER

UNITED STATES POSTAL SERVICE

6060 PRIMACY PARKWAY SUITE 201

MEMPHIS, TN 38188-0001

Signature of Contact Person _____   Date _____

Privacy Notice: See our Privacy Policy on USPS.com

PS Form **5052,** September 2003

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UNITED STATES POSTAL SERVICE

Confirmation Services Certification

Company Information

Company Name

Address *(Number, street, suite no.)*

D-U-N-S® Number

City

State

ZIP +4®

Electronic File

The electronic file submitted by the company shown above has been certified by the National Customer Support Center (NCSC) to be complete and accurate in both content and transmission and to meet the requirements as defined in Publication 91, *Confirmation Services Technical Guide.*

Authorized Signature

Date Signed

Bar Coded Labels

The bar coded labels printed and submitted by the company shown above have been certified by the NCSC to meet the standards and specifications as prescribed in Publication 91 and the appropriate standards published by ANSI or AIM .

Authorized Signature

Date Signed

Instructions for Mailer

Keep the original of this form in a safe place. For each mailing make a photocopy of the original, and in the space below place a UCC/EAN 128 bar code representing the Confirmation Services Electronic File Number from the electronic file. If you cannot print the bar code, fill in the sequence number and check digit (the last nine characters) from your Electronic File Number. This information is in the header record of the electronic file, positions 17-25.

Place the bar code here, OR write the sequence number and check digit of the electronic file in the spaces provided.

Confirmation Services Electronic File Number

9 1 5 0 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

AI   STC   D-U-N-S® Number   Sequence Number   Check Digit

Instructions for Acceptance Employee

If mailings are presented under an authorized manifest mailing system, verify payment of postage and fees, where applicable, using standard sampling procedures for pieces with special services. In addition, check the bar code formatting for the following:

(1) Horizontal bars above and below the bar code.
(2) Human-readable numbers below the bar code.
(3) Depending on the Confirmation Service used, the words "USPS DELIVERY CONFIRMATION," "USPS DELIVERY CONFIRM," "USPS SIGNATURE CONFIRMATION," "USPS SIGNATURE CONFIRM," or "INSURED."

USPS®, Delivery Confirmation™, and Signature Confirmation™ are registered trademarks of the United States Postal Service®.

Date and Time of Verification

Date and Time of Mailing *(If different from date of verification)*

PS Form **3152,** January 2005

For information regarding our Privacy Policy visit *www.usps.com*

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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

23. Round Stamp *(Required)*

22c. Signature of Verifying Employee

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 such 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)*