



## Confirmation Services Technical Guide

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- A. Explanation.** This publication contains information for customers who are interested in participating in Confirmation Services such as Delivery Confirmation and Signature Confirmation.
- B. Availability.** This publication is accessible on the Internet at <http://www.usps.com> (click on "Info," then "Postal Periodicals and Publications," then "Publications" (either "PDF Format" or "Text Format"), and then scroll down to Publication 91).
- C. Comments on Content.** Send written comments about the content of this publication to the following address:
  - PRODUCT INFORMATION REQUIREMENTS
  - US POSTAL SERVICE
  - 475 L'ENFANT PLAZA SW RM 4000
  - WASHINGTON DC 20260-4000
- D. Cancellations.** All previous issues of Publication 91 are obsolete.
- E. Mail classes.** Mail classes categorized as 'Competitive' under the Postal Accountability and Enhancement Act are now referred to as products.
- F. Effective Date.** This publication is effective May 2008.

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# 1 General Information

## Overview

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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 prices and fees.

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.

Exhibit 1-1 provides an overview of how Confirmation Services work.

Exhibit 1-1

**How Confirmation Services Work**

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

1. The mailer puts a barcoded 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 barcodes 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 barcode and get a signature if applicable, and this information will be available for your access.

This guide provides the details on how to construct the files, the specifications of the barcodes 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 price Confirmation Services through the Postal Service's Web site, [www.usps.com](http://www.usps.com), through the Click-N-Ship® application.

| <b>Delivery Confirmation</b>   | <b>vs.</b> | <b>Signature Confirmation</b>  |
|--|------------|--|
| 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 e-mail, fax, or mail at the requestor's choice. Requests for signatures may be made at <a href="http://www.usps.com">www.usps.com</a> or by using the toll-free number, 800-222-1811 |
| Delivery information is made available sixteen 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 <a href="http://www.usps.com">www.usps.com</a> ; click <i>Track &amp; Confirm</i> . |            | Signature Confirmation information is made available in the same manner as Delivery Confirmation.  |
| The Delivery Confirmation service electronic fee is no extra charge on Priority Mail® and Parcel Select Destination Entry®. The fee is reduced when using Delivery Confirmation with Package Services parcels, First-Class Mail® parcels, Parcel Select (non-destination entry), and Standard Mail® parcels.   |            | The Signature Confirmation service electronic fee is reduced when the electronic option is used. This option is available for Priority Mail, Packages Services, and First-Class Mail parcels.  |

***As a new user of Confirmation Services, you will need to complete a short “test” before using the service in order to certify that you’re all set with your barcodes, files, and ability to transmit information to the Postal Service.***

**Integrated Barcode**

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Integrated barcodes enable you to use two or more of our Extra Services, such as Delivery Confirmation service, insurance, etc., and apply a single barcode representing the options you have selected. This eliminates the need to put one barcode on for Delivery Confirmation service

## General Information

and another barcode on 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 barcoded label with the Service Type Code that represents the options you want for that particular package.

To change the barcode to incorporate two or more Extra Services into an integrated barcode (as shown in Exhibit 1-2), change the following:

1. The text above the barcode to identify the service requested.
2. The Service Type Code in the barcode.

Exhibit 1-2

### Integrated Barcode Solution



The Service Type Codes and the text above the barcode used with integrated barcodes may be found in Table 8-1 in chapter 8.

Exhibit 1-3 shows samples of “before” and “after” integrated barcodes applied to packages.

Exhibit 1-3

### “Before/After” — Integrated Barcode Solution



*Before Integrated Barcode*



*After Integrated Barcode*

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## 2 Getting Started

### Welcome to Confirmation Services

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#### How to Get Started With Confirmation Services

Complete and return PS Form 5051, *Confirmation Services — Electronic Option Application*, and, if you will be sending electronic files and/or receiving electronic data, also complete PS Form 1357-S, *(Customer) Request for Computer Access*. Copies of these forms are provided in chapter 9. We will process your application and contact you with your User ID and Password that you will use to connect to the Postal Service.

#### Qualifying for the Electronic Price of Confirmation Services

To qualify for the reduced prices 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 chapter 7. Once the application process is complete, a short test examining the quality of your electronic file and barcodes is required before using Confirmation Services. See the last section in this chapter for a complete description of the certification process.

#### Information About Your Package and Delivery

Information about your package's delivery is obtained by downloading 16 daily extract files or looking up the status on our Track/Confirm Web site. Paper receipts for your mail are not part of the electronic option, though if needed, PS Form 3877, *Firm Mailing Book for Accountable Mail*, may be used by the mailer and will provide proof of mailing.

#### Customer Support

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

|  |  |
|--|--|
| Option 1, Technical Support<br>Hours: 7 a.m. to 5 p.m. (CT)<br>Monday–Friday                   | Assists with applications, electronic file formats — e.g., Delivery and Signature Confirmation, Express Mail Manifesting, and Merchandise Return. Provides Test Instructions, User ID, and Password. |
| Option 2, Connectivity Support<br>Request Management Center<br>Hours: 24 hours everyday (24/7) | Assists with transmitting an electronic file or connecting to the Postal Service network.  |
| Option 3, Certification Support<br>Hours: 7 a.m. to 5 p.m. (CT)<br>Monday–Friday               | Assists with certification, transmitting test files, and formatting labels.  |

#### USPS Web Tools APIs

The USPS Web Tools Application Program Interfaces (APIs) are a suite of services that allow your Web site, software application, or custom software implementation to gather shipping information and receive completed shipping labels (with Confirmation Services barcodes) 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 in chapter 3. Go to [www.uspswebtools.com](http://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 PS Form 3152, *Confirmation Services Certification*. To see the current list of certified vendors, go to our Web site at [www.usps.com](http://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 barcode 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](http://www.usps.com), search "certified vendors."

### **Electronic Price Option Certification Process**

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To qualify for the electronic price option, your electronic file and barcoded labels must be certified prior to mailing with Confirmation Services. Steps for the electronic file and label certification are outlined below.

After we have received your application, the Confirmation Services Technical Support Center will send you certification test instructions that provide detailed instructions for this test.

#### **Testing includes the following:**

- File transmission.
- Format, accuracy, and content of the file.
- Ensuring that the Package Identification Code (PIC) on your test barcode labels matches the appropriate record in the file (for either Postal Service preprinted labels or labels you print yourself).
- Ensuring that the barcoded label analysis includes format, readability, and reflectance in accordance with the specifications in chapter 4.

Confirmation Services Certification Support will verify the accuracy of the file content and will review any errors and warnings with you.

When the electronic file is certified and your barcoded labels have passed the analysis, you will receive PS Form 3152, *Confirmation Services Certification*. The form will be signed in the appropriate positions by the Postal Service confirming your type of certification. 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 copy of the signed form to the requesting facility.

## 3 The Details

### Electronic File Content

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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 them 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 mailpiece 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 used only with specific types of mail. If you do not have a specific requirement to use Detail Record 2, we recommend you omit it. 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 an entry facility ZIP Code for that mailing. The Electronic File Number must not be repeated for a period of 6 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 Mailer ID 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 6-month period from the date of first use.

#### Package Identification Code (PIC)

Each Confirmation Services PIC consists of the following:

- The 2-digit Application Identifier (AI) “91.”
- A 2-digit Service Type Code that denotes the products or calss of mail and/or the service being requested.
- Your company’s 9-digit Mailer ID.
- 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

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

**Note:** Although 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. If you find that 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.

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 before or at the time that 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 number (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 format 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 chapter 7 for details about FTP transmission.

### 2. Electronic Data Interchange (EDI)

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

## Retrieving Confirmation Services Delivery Data

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Delivery information about your mailpieces 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 mailpiece 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 occurs any time a barcoded label on your mailpiece is scanned — i.e., when a carrier scans a mailpiece at the delivery point, when a package passes through an automated scanner in a Postal Service facility, or when the barcode on PS Form 3152, *Confirmation Services Certification*, or PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, is scanned. Mailpieces may receive as many scan events in a single extract file as the mailpiece received 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 30 days 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. Sixteen times daily, extract files are created and placed in your account.



## The Details

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](http://www.usps.com) by inputting the Package Identification Code (referred to on the site as the "Label/Receipt Number").

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 Track & Confirm Web page at [www.usps.com](http://www.usps.com) or by calling the Postal Service toll-free number at 800-222-1811. The copy will be sent via e-mail, 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 mailpieces. The price structure for electronic Confirmation Services mailpieces provides for delivery/signature data to be provided in the above-mentioned extract files and/or via [www.usps.com](http://www.usps.com).

## **Integrating the Package Identification Code (PIC) for Online Tracking**

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Many mailers who have a Web presence and/or provide their customers a link to tracking their order may consider integrating the Package Identification Code (PIC) into a Uniform Resource Locator (URL). Using the Postal Service's Delivery/Signature Confirmation service, this integration will allow the end user to simply click on the link and bring up the status of the package from the Track/Confirm function in the Product Tracking System Database. The URL may be configured to represent the Package Identification Code, an order number, or any other meaningful representation.

The following is the URL to be used for this purpose:

<http://trkcnfrm1.smi.usps.com/PTSIInternetWeb/InterLabelInquiry.do?origTrackNum=xxxxxxxxxxx>  
xxxxxxxx (x represents your tracking number).

## **Express Mail Manifesting at a Glance**

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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 for Express Mail Manifesting mirrors Confirmation Services in that mailers:

- } Apply the barcoded label on the package.
- } Send a file with the barcode and related information to the Postal Service.
- } Tender the mail to the Postal Service.
- } Receive delivery information in their extract files or look up on the Postal Service Web site at [www.usps.com](http://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.

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

## Bulk Proof of Delivery Program

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The Bulk Proof of Delivery program gives mailers the ability to receive signature Proof of Delivery records on applicable mailpieces 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, mailers who participate in the Signature Confirmation electronic option program, the electronic Certified Mail program, and mailers who print their own labels using the Signature Confirmation retail option. Other Extra Services are also available with Bulk Proof of Delivery (see Publication 80).

The mailer's Mailer ID (or the Mailer ID of a registered third-party with whom the mailer is working) must be used in the barcoded label or be placed in an electronic file to participate. Mailers can receive Bulk Proof of Delivery records on CD-ROM or a signature extract file accessed using FTP. CD-ROMs are produced every 2 weeks. The signature extract file is produced weekly. Records are provided in PDF format. You may use Adobe Acrobat Reader for viewing, searching, and printing.

Additional information can be found in Publication 80, *Bulk Proof of Delivery Program*, which is available online at [www.usps.com](http://www.usps.com); click *All Products & Services*, then *Publications*, then *Postal Periodicals & Publications*, and then *Publications* (available in PDF or HTML format). See also chapter 9 for a copy of the program application, PS Form 5053, *Bulk Proof of Delivery Application*.

## Priority Mail Open and Distribute Service

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Priority Mail Open and Distribute is a premium service that allows mailers to expedite the transportation of shipments of other classes of mail to destination delivery units and mail processing facilities using Priority Mail. Customers must place mailpiece contents into an approved USPS Priority Mail container (sack, tray, or tub), affix the standard Priority Mail Open and Distribute address label barcode that includes Service Type Code 55 to the container, and present the container at a Business Mail Entry Unit (BMEU) or authorized acceptance location.

The contents of the Priority Mail Open and Distribute container may include any products or classes of mail. Postage is paid based on the weight of the contents of the Priority Mail Open and Distribute container. Once received at the destination facility, the container address label barcode is scanned and the enclosed mail is processed appropriately to the mail class.

A few basic steps are required to use Priority Mail Open and Distribute service.

1. For each container, the mailer will affix a GS1 - 128, Service Type Code 55 address label barcode with human readable text above the barcode of "USPS Scan On Arrival", on a green Tag 161 going to mail processing facilities (BMC, SCF, ADC, or ASF) or on pink Tag 190 for destination delivery units (DDU) or orange Label 23 that is used for both processing facilities and DDU's.
2. The mailer sends an electronic file, consistent with the rules outlined in the latest version of Publication 91 that includes the Service Type Code 55 label ID for the Priority Mail Open and Distribute container.
3. The mailer presents the container with the affixed address label barcode and tag to the Business Mail Entry Unit or authorized USPS facility with a prepared Confirmation Services statement, PS Form 3152. If the mailing within the container is paid by Permit Imprint the mailers must present the entire mailing to the Business Mail Entry Unit where the permit is held.
4. After contents and postage of each Priority Mail Open and Distribute container are verified, the barcode label will be scanned as accepted by the BMEU or authorized acceptance location.

## The Details

Priority Mail Open and Distribute service provides the date, time, city, state, and ZIP Code™ of the location where the package was received. Mailers may expect to see a new scan event, "Received at Opening Unit," for their Priority Mail Open and Distribute containers. Information is made available 16 times daily via an extract file, which contains all scan events that occurred on the address label barcode since the previous extract file. The container may also be tracked using the Postal Service Track & Confirm Web page at [www.usps.com](http://www.usps.com); click *Track & Confirm*.

Priority Mail Open and Distribute may be used on electronic file type "2" (Tracking File) or type "E" (Mixed Classes) when the mailer has been certified to use that particular file type. The mailer notes the file type in the H1 record, position 003 (see Table 5-2 in chapter 5). Customers who use Priority Mail Open and Distribute must ensure that the 2-digit Service Type Code in the Package Identification Code is 55. This is included in the D1 record, positions 005-026 (see Table 5-2 in Chapter 5). Customers who use Priority Mail Open and Distribute must include the applicable Destination Rate Indicator in the D1 record, position 056 (see Table 5-2 in chapter 5) of the Confirmation Services Electronic File Detail Record as one of the following:

- A = Area Distribution Center (ADC)
- B = Destination Bulk Mail Center (DBMC)
- D = Destination Delivery Unit (DDU)
- F = Auxiliary Service Facility (ASF)
- S = Destination Sectional Center Facility (DSCF )

The destination facility ZIP Code used in the Electronic File Detail Records must be validated using the Facility Access and Shipment Tracking (FAST) available at the Postal Service Web site at <https://fast.usps.com>. Follow these steps for facility information:

1. Go to <https://fast.usps.com>
2. Select Reports > Mail Direction Search > Report View > Drop Entry Point View > Create
3. From the FAST report page, select the fields, including a ZIP Code of 3 digits for a mail processing facility or 5 digits for a DDU.

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

## **Confirmation Services Error/Warning Report**

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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, then reconnect to your Postal Service account and view or download the Confirmation/Error/Warning Report.

You may choose to receive this report in either a Report Format (Default) or Data Format. Your Postal Service account must be established with the method you choose to receive the file. The format for the data file is shown in Tables 6-2 and 6-3 in chapter 6, and an example of the Report Format is shown in Exhibit 3-1.

This report will verify that 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 mailpiece 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 of 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 customers whose barcoded 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 barcode as delivered, but this information will be withheld pending receipt of the electronic file. If mistakenly or accidentally an electronic file 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.

The Details

Exhibit 3-1

**Confirmation/Error/Warning Report — Report Format**

|  |                                   |                       |
|--|-----------------------------------|-----------------------|
| REPORT: CBD514C0   | CONFIRMATION/ERROR/WARNING REPORT | DATE:                 |
| 04/02/2008   |                                   |                       |
| TIME: 02:04:58   |                                   |                       |
| MAILER: 805213808  |                                   | ENTRY FACILITY: 93940 |
| E-FILE: 000000025  |                                   | MAILING DATE:         |
| 04/02/2008   |                                   |                       |
| RECEIPT DATE: 04/02/2008                                   |                                   |                       |
| RECEIPT TIME: 02.03.29                                     |                                   |                       |
| *****<br>*****   |                                   |                       |
| ENTIRE ELECTRONIC FILE REJECTED DUE TO HEADER RECORD ERROR |                                   |                       |
| *****<br>*****   |                                   |                       |
| RECORDS READ:  | 000000003                         |                       |
| RECORDS REJECTED:  | 000000003                         |                       |
| TOTAL RECORDS ACCEPTED:                                    | 000000000                         |                       |
| #D1 RECORDS ACCEPTED:                                      | 000000000                         |                       |
| #D2 RECORDS ACCEPTED:                                      |                                   |                       |
| ERR/ E-FILE  |                                   |                       |
| WRN LINE NO. PIC/E-FILE NUMBER ERROR FIELD ERROR MESSAGE   |                                   |                       |
| E 000000001  | HEADER RECORD                     | P CUSTOMER            |
| PENDING FOR TRACKING                                       |                                   |                       |
| -----  |                                   |                       |
| USPS   | PRODUCT TRACKING SYSTEM           |                       |
| PAGE: 1  |                                   |                       |
| REPORT: CBD514C0   | CONFIRMATION/ERROR/WARNING REPORT | DATE:                 |
| 04/02/2008   |                                   |                       |
| TIME: 01:08:45   |                                   |                       |
| MAILER: 805213808  |                                   | ENTRY FACILITY:       |
| 96820  |                                   |                       |
| E-FILE: 030008086  |                                   | MAILING DATE:         |
| 04/01/2008   |                                   |                       |
| RECEIPT DATE: 04/02/2008                                   |                                   |                       |
| RECEIPT TIME: 01.07.28                                     |                                   |                       |
| RECORDS READ:  | 000000340                         |                       |
| RECORDS REJECTED:  | 000000000                         |                       |
| TOTAL RECORDS ACCEPTED:                                    | 000000340                         |                       |
| #D1 RECORDS ACCEPTED:                                      | 000000339                         |                       |
| #D2 RECORDS ACCEPTED:                                      |                                   |                       |
| ERR/ E-FILE  |                                   |                       |
| WRN LINE NO. PIC/E-FILE NUMBER ERROR FIELD ERROR MESSAGE   |                                   |                       |

**Mixed Mail Electronic File for PC Postage Mailers**

PC Postage mailers now have the ability to consolidate several different classes of mail in one electronic file for online prepaid labels. In combination with PS Form 5630, *Shipment Confirmation Acceptance Notice* (SCAN), certified PC Postage mailers may create a new electronic file — File Type "E," Mixed Classes — that supports the following classes of mail: First-Class Mail, Express Mail, Priority Mail, Parcel Post, bound printed matter, library mail, and Media Mail®, Global Express Mail®, Global Airmail® parcel post, Global Economy®, Global Express

Guaranteed®, Global Airmail letter-post, and Global Economy letter-post. As with other electronic files, the Postal Service will create a manifest acknowledgement (MA) event for each mailpiece contained in the File Type "E" after the mailer makes the successful transmission to the Postal Service.

PC Postage mailers who use electronic File Type "E" have the ability to print out a PS Form 3650 *Shipment Confirmation Acceptance Notice* (SCAN) — that represents a group of prepaid PC Postage packages. PS Form 5630 includes a barcode that is the representation of the Electronic File Number from the File Type "E." PC Postage mailers must complete the certification process for PS Form 5630, electronic file format, and encryption before tendering mailings under this program, and the Postal Service will reject any files submitted by unregistered users. For more information on this file type and service, visit the Postal Service website at <http://www.usps.com/clicknship/scan-form.htm>.

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## 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 Mailer ID for the company applying. The USPS National Customer Support Center will provide the Mailer ID when the application is processed.

### 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 User ID and Password that is unique to each mailer. To receive this User ID and Password, you will need to submit PS Form 1357-S, *(Customer) Request for Computer Access*. This form may be submitted via fax to expedite the process.

**Note:** Mailers using Electronic Data Interchange exclusively are not required to submit 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 barcoded labels, the labels will require testing and certification prior to using Confirmation Services. This will help ensure your labels are correctly scanned by our automated equipment and our carriers using barcode scanners. Confirmation Services Certification Support 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 PS Form 5052, please call 877-264-9693, option 3.

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## 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 prices. A signed original PS Form 3152 is provided to mailers by Confirmation Services Certification Support 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.

## The Details

Mailers may also use PS Form 3152 to receive an “electronic acceptance” record for their mail by printing a barcode on PS Form 3152 that represents the Electronic File Number for the mailpieces 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 mailpiece tracking number is queried on the Postal Service Track & Confirm Web 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 3152 barcode 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 barcode on PS Form 3152, he or she may write the Electronic File Number by hand, ensuring the complete number is used.

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

Mailers using drop shipments that include Confirmation Services mailpieces are encouraged to print a barcode representing the Electronic File Number on PS Form 8125. The barcode label must include the text “USPS SCAN” above the barcode and bold bars above and below the barcode. The “Comment” section in the lower right-hand corner of PS Form 8125 has been designated as the location for this barcode, and this area must not be used for any other type of barcode. The Postal Service facility will scan the barcode 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 mailpiece tracking number is queried on the Postal Service Track & Confirm Web 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 barcode 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 PS Form 8125, which include the following:*

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

For a sample of PS Form 8125 with this barcode, see chapter 9.

### **Tracking Your Mailpieces “Processed”**

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Mailers who use Package Services and want to receive tracking information about their mailpieces as they move through our plants may print on their shipping label a barcode that will provide a “processed” scan. Our automated scanners will provide this information on packages as they are processed at the Postal Service bulk mail centers (BMCs). This service is available with machinable Package Services and Standard Parcels only. There is no charge for the processed scan information. The information for this type of mailpiece is provided in the extract files only and cannot be tracked using the Track & Confirm Web site.

The barcode content is similar to Confirmation Services barcodes. The Service Type Code used within the enroute barcode is “56.” The barcode must be placed on the address label itself or must be on the same side of the package as the address label.

These barcodes must not be transmitted to the Postal Service in the Delivery Confirmation electronic files as they will be rejected.

The barcoded label 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 barcode representation may be used if required

by the mailer for internal purposes. Only Service Type Code "56" may be used within the passive enroute barcode.

In Exhibit 3-2, Example A depicts a label format separate from the addressing information, whereas Example B shows a barcode that has been printed directly onto the shipper's address label.



## The Details

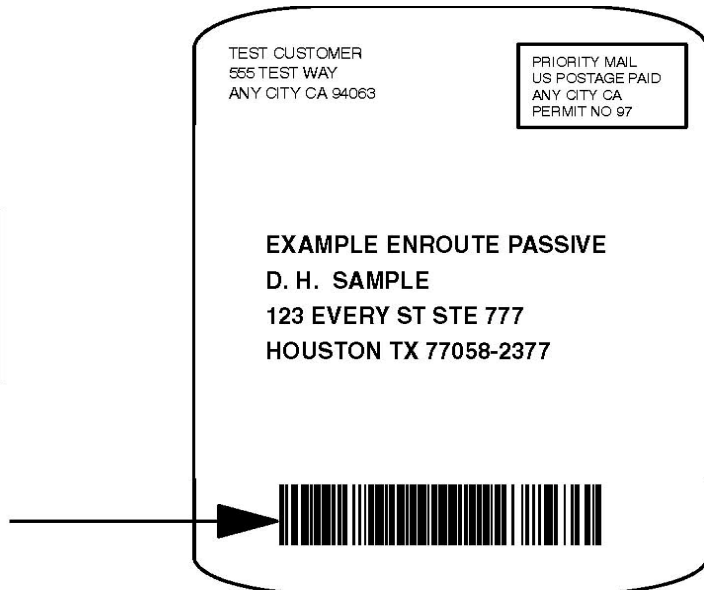
Exhibit 3-2

### Enroute Package Services Barcode and Label

#### A. Separate Enroute Label/Barcode



#### B. Integrated into Shipping Label



## Shipping Partner Event Codes

The Postal Service has additional Event Codes that allow shipping partners and other mailers to provide their customers with 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 mailpiece 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 Confirmation Services Certification Support.
- Mailers previously certified for Delivery Confirmation/Signature Confirmation Service must notify Technical Support at 877-264-9693, option 1 that they intend to use Shipping Partner Event Codes. This ensures that the customer'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 who are 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 chapter 2. 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

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### USPS Web Tools — Application Program Interfaces for Confirmation Services

The USPS Web Tools is a set of Application Program Interfaces (API's) 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). 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](http://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 access the Web Tools Documentation Center, where you may download and read the technical guides that 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/Barcoding.

### 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 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/Barcoding

Ideal for small-volume shippers, our Delivery Confirmation and Signature Confirmation service APIs allow you to generate a barcoded 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 barcode. You need only provide the postage on the label. Further, these barcoded labels may be mailed at the "electronic option" price. This means that you receive a reduced price for the Confirmation Services fee (for current fees, visit [www.usps.com](http://www.usps.com)). Optional features for this API include a post-date request and e-mail notification to the recipient.

### Priority Mail Open and Distribute Address Labels/Barcoding

This service option is practical for mailers and shippers who would like to expedite the transportation of their shipments of other classes of mail to mail processing facilities and

The Details

destination delivery units. The API will generate an Open and Distribute address label. The address label is placed on Tag 161 or Tag 190 or Label 23 for letter trays, for Priority Mail Open and Distribute containers.

Below are examples of Priority Mail barcoded labels to destination mail processing facilities.

Exhibit 3-3

**Priority Mail Barcoded Label for a Destination Area Distribution Center (ADC)**

Exhibit 3-4

**Priority Mail Barcoded Label for a Destination Bulk Mail Center (BMC)**

|   |   |
|---|---|
| <b>P</b>  | US POSTAGE PAID<br>EAST WINDSOR, CT<br>PERMIT NO. 1 |
|   | <b>USPS PRIORITY MAIL</b> ®                         |
| ABC COMPANY<br>99 MAIN ST.<br>EAST WINDSOR CT 06088                                 |   |
| OPEN AND DISTRIBUTE AT:<br><b>ADC WASHINGTON DC 200</b>                             |   |
| MAIL CLASS ENCLOSED: PERIODICALS FLATS  |   |
| <b>USPS SCAN ON ARRIVAL</b>   |   |
|  |   |
| 420 20018 9155 8052 1368 3041 9430 45   |   |

|  |   |
|--|---|
| <b>P</b>   | US POSTAGE PAID<br>EAST WINDSOR, CT<br>PERMIT NO. 1 |
|  | <b>USPS PRIORITY MAIL</b> ®                         |
| ABC COMPANY<br>99 MAIN ST.<br>EAST WINDSOR CT 06088                                  |   |
| OPEN AND DISTRIBUTE AT:<br><b>BMC CAPITOL HEIGHTS MD 20799</b>                       |   |
| MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS   |   |
| <b>USPS SCAN ON ARRIVAL</b>  |   |
|  |   |
| 420 20799 9155 8052 1368 3052 4288 07  |   |

**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](http://www.uspswebtools.com)
- USPS Web Tools e-mail address: [webtools@email.usps.gov](mailto:webtools@email.usps.gov)
- USPS Internet Customer Care Center: 800-344-7779

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## 4 Labels and Barcodes

### Barcode Symbologies

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Confirmation Services uses a standardized barcode to uniquely identify mailpieces 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 mailpieces. The PIC is printed in barcode format on the label, and it must be unique and must not be repeated for 6 months from first use. *The use of these barcodes in this format is only for electronic price Delivery Confirmation and Signature Confirmation and may not be used for other purposes such as a mailer's internal routing. The passive enroute barcode (Service Type Code 56) may be used when Delivery Confirmation and Signature Confirmation is not required.*

Only barcodes with symbology of GS1-128 may be used.

There are three barcode 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 Delivery Confirmation and Signature Confirmation 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.

### Barcoded Label Certification Process

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The following is the process for completing this testing. Questions on the certification process may be directed to Confirmation Services Certification Support at 877-264-9693, option 3. Print at least 10 test barcoded labels per printer and complete a PS Form 5052, *Printer Certification Submission*, for each site where you will print labels. Mail the barcode samples and PS Form(s) 5052 to the following address:

ATTN: CONFIRMATION SERVICES CERTIFICATION SUPPORT  
NATIONAL CUSTOMER SUPPORT CENTER  
US POSTAL SERVICE  
6060 PRIMACY PWY STE 101  
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 barcodes.

If you choose to print your own labels, you will be required to have them tested. For specific details see "Electronic Rate Option Certification Process" in chapter 2.

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

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

Mailers wishing to send Priority Mail Open and Distribute containers must be certified to print the Priority Mail Open and Distribute Service barcode (using GS1-128 symbology and Service Type Code 55). Mailers who have already obtained a confirmation services certification must also obtain specific Priority Mail Open and Distribute certification in order to use the service.

## Barcode and Label Placement

### Barcode Placement on Address/Shipping Label

Mailers printing their own barcoded labels should allow adequate space between the Confirmation Services barcode and any others used on their label. This will help to ensure that our carriers identify the correct Confirmation Services barcode and do not scan a barcode 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 0.5 inch between the label and the address. This will help to ensure that the carrier sees the barcode label.
- Similarly, place a customer-printed Confirmation Services barcode label that is separate from a prepared address label on the same side of the package as the address label.
- Do not cover the barcode label with tape or plastic wrap. Barcode scanners cannot read through some plastic-wrap labels or those that are bent or wrapped around a package.

Exhibit 4-1

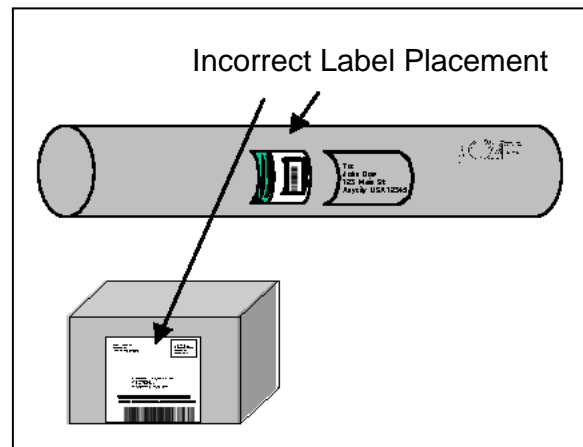
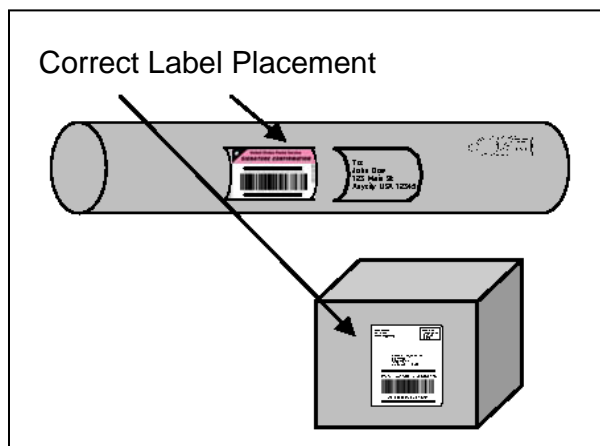
#### Label Placement

### Merchandise Return Service Label

The barcodes used on labels must be in symbology GS1-128. Prior to use, the design of the label must be approved by the local postmaster and must be in compliance with *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®), which contains information on the label format for merchandise return service labels.

### Barcode Specifications

The barcoded label on Confirmation Services



mailpieces must meet, at a minimum, the specifications outlined and illustrated below.

The dimensions for GS1-128 are shown in Exhibit 4-2 and discussed in the following sections.

Exhibit 4-2

#### Dimensions for GS1 - 128



All other barcode elements must be in accordance with the DMM.

Mailers who are certified for the Confirmation Services at the electronic price and who also use postage evident payment such as stamps or meter strips must print the text "ELECTRONIC RATE APPROVED # <Mailer ID>" 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 price and will not be confused with standard retail prices when presenting "e/" label price items at Post Office™ retail counters. Customers using a permit imprint as a method of payment are not required to use the "e/" endorsement.

## Barcode Identification Format

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### Human-Readable Description of Mailpiece Specifications

- The text above the barcode 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 in Table 8-1 in chapter 8.
- The typeface must be sans serif bold, and the size must be a minimum of 12-point type (14-point typeface 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 barcode.
- The human-readable representation of the barcode symbol must be placed below the bottom clear zone of the barcode.
- The font must be sans serif bold, and the size must be a minimum of 10 point.
- 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 barcode must contain the appropriate Extra Service — i.e., "USPS DELIVERY CONFIRMATION SERVICE," "USPS SIGNATURE CONFIRMATION," "USPS INSURED," etc. The text may be 12-14 point.

- See the section titled “e/ Endorsement Label” later in this chapter 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 barcode symbol. The larger text should not exceed the length of the barcode.
- The text must be printed in uppercase letters and must be placed above the top clear zone of the barcode.

### Numbers

- A human-readable numeric representation of the barcode must appear no less than 0.125 inch and no more than 0.5 inch below the barcode. The numeric representation may be no less than 10 point.
- The font must be sans serif bold, and the size must be a minimum of 10-point type.
- Application Identifiers “91” and “420” must not appear in parentheses.

### Parsing

- The human-readable representation of the barcode must be parsed into groups of four with the remaining digits grouped at the end.

For labels with only a Package Identification Code (PIC), there are no changes. The human-readable representation of the barcode must be parsed into groups of four with any remaining digits grouped at the end.

#### Example (PIC):

9101 0268 3733 1000 0395 21

For a concatenated barcode (which has a PIC and a Postal Routing Code), the parsing allows easy visibility of the Postal Service routing code and is used as follows: The first group is the 3-digit “420” Application Identifier, followed by a single space; the second group is the 5-digit Postal Service routing code, followed by a single space; the third group is the 4-digit ZIP+4® (if used), followed by a single space; and the remaining human-readable numbers are parsed in groups of four, with any remaining digits grouped at the end.

#### Example (concatenated barcode):

420 22153 9101 0268 3733 1000 0395 21

For a concatenated barcode, *all elements of the barcode* must be displayed in human-readable text below the barcode. For current and future automated mail processing purposes, the Postal Service prefers that all mailers include a routing ZIP Code on their package labels and also prefers the use of a concatenated barcode format. (Postal Service routing codes are required for Standard Mail and Package Services parcel barcodes.)





## 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 barcode from other information on the shipping label. At a minimum, the line length must extend the width of the barcode, but it can extend the width of the label.

## Print Specifications

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### 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 and no greater than 0.021 inch. All bars must be at least 0.75 inch high.

### 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 0.25 inch is recommended.

### Reflectance

When measured in the red spectral range between 630 nanometers and 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 barcode verifier.

### Barcode Quality

The print quality of the barcodes 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  
25 W 43RD ST, 4<sup>TH</sup> FL.  
NEW YORK NY 10036-7414

Telephone: 212-642-4900  
Web site: [www.ansi.org](http://www.ansi.org)

### Specification

GS1-128 Application Identifier standard is based on the ANSI specification, which can be obtained from:

AIM GLOBAL  
125 WARRENDALE-BAYNE RD STE 100  
WARRENDALE PA 15086-7570

Telephone: 724-934-4470 (ask for Technical Department)  
Web site: [www.aimglobal.org](http://www.aimglobal.org)

## Barcode Elements

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### Barcode Elements

| Data   | Overhead     |
|--|--------------|
|  | Start Code   |
|  | Function One |
| Routing Application Identifier                   |              |
| Destination ZIP Code                             |              |
|  | Function One |
| Tracking Application Identifier                  |              |
| Service Type Code — 2-digit                      |              |
| Customer ID — 9-digit Mailer ID                  |              |
| Variable-Length Sequential Package ID — 8 digits |              |
| Check Digit — MOD 10                             |              |
|  | MOD 103      |
|  | Stop Code    |

### Start Code

The barcodes 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 must follow the symbol start character and is part of the symbology overhead. The FNC1 is also used to concatenate successive barcode 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.

### Routing Application Identifier (AI)

This is a code used within GS1-128 that identifies this as a Postal Service barcode. The application identifier, used used with the concatenated version, is “420.” This must be shown as part of the human-readable format. Do not put the “420” in parentheses.

### Destination ZIP Code

This is the 5-digit destination ZIP Code of the package.

### Tracking Application Identifier (AI)

This is a code used within GS1-128 that identifies this as a Postal Service barcode. The tracking application identifier, used in both the concatenated and non-concatenated versions, is “91” This must be shown in human-readable format. Do not put the “91” in parentheses.

### Service Type Code (STC)

Service Type Codes (STCs) 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 barcode to identify the products or Class of Mail and/or type of Extra Services included on that specific mail item. *The Service Type Codes for Delivery Confirmation and Signature Confirmation are designated for use with these services only and should not be used for other purposes.* See Table 8-1 in chapter 8.

### Sequential Package ID

Customers normally assign an 8-digit Sequential Package Identifier, though the string of numbers may be a variable length field of 2–8 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 the section titled “Calculating the MOD 10 Check Digit” later in this chapter.

### Stop Code

All barcodes 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

Mailers who use electronic price Confirmation Services and pay the postage by what we refer to as “postage-evident” means — i.e., 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 price” and will not be confused with standard retail prices when presenting “e/” label rate items at Post Office retail counters. “ELECTRONIC RATE APPROVED # <Mailer ID>” must be printed directly below the bottom horizontal identification bar.

Exhibit 4-3

#### Sample “e/” Endorsement Label (Not to Scale)

|  |  |
|--|--|
| <b>P</b>   | US POSTAGE PAID<br>WASHINGTON DC<br>PERMIT NO. 12345 |
| <b>USPS PRIORITY MAIL®</b>   |  |
| Sample Mailer<br>1123 Main St<br>Test City DC 20260  | PKG ID 00000101<br>2 LBS 3 OZ<br>1 of 1              |
| ADDRESS SERVICE REQUESTED  |  |
| SHIP WILLIAM SMITH<br>TO: ONLINE SPECIALISTS<br>2345 GLENDALE DR RM 245<br>ATLANTA GA 30328-3474                   |  |
| <b>e/ USPS DELIVERY CONFIRMATION</b>   |  |
| <br>9101 0268 3733 1000 0010 16 |  |
| ELECTRONIC RATE APPROVED # 026837331   |  |

Exhibit 4-4

**Sample PS Label 314 (Not to Scale)****ZIP Code Identifier for Concatenated Barcodes**

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

As shown in Exhibit 4-5, one of the following two options must be incorporated:

- The word “ZIP” must be printed above the barcode, left-justified with a hyphen to separate text.
- The word “ZIP” must be printed to the left of the barcode in 12 point or larger sans serif type. A clear zone between the end of the word “ZIP” and the beginning of the barcode 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 0.5 inch to the left of the barcode. A clear zone of 0.25 inch is recommended.

Exhibit 4-5

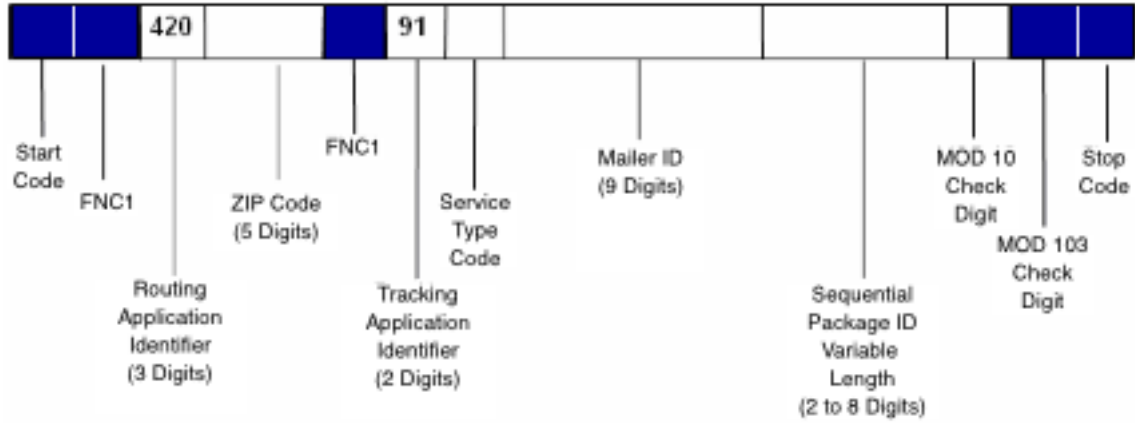
**ZIP Code Identifier for Concatenated Barcodes**

## Barcode Formats

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Exhibit 4-6

### UCC/EAN Code 128 Format



## Calculating the MOD 10 Check Digit

### Calculating the MOD 10 Check Digit for the Package Identification Code (PIC)

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

| Description                   | Number of Digits | Numbers   |
|-------------------------------|------------------|-----------|
| Application Identifier        | 2                | 91        |
| Service Type Code             | 2                | 01        |
| Mailer ID                     | 9                | 123456789 |
| Sequential Package ID         | 8                | 00000001  |
| MOD 10 check digit            | 1                | 3         |
| <b>Total Number of Digits</b> | <b>22</b>        |           |

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

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#### Things Needed to Get Started

1. Mailer ID. Mailer ID 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 Mailer ID (if applicable). Mailer ID of separate mailer/client so that client can receive their own extract file.
5. Unique Developer ID Code and Shipping/Manifesting Software's Product Version Number (obtained from the software vendor). If writing your own software, call 877-264-9693, option 1.

#### 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.

This chapter contains the following tables:

- Table 5-1, Header Record.
- Table 5-2, Detail Record 1.
- Table 5-3, Detail Record 2 (not currently required).
- Table 5-4, Header Record for Electronic File Type "E."
- Table 5-5, Detail Record 1 for Electronic File Type "E."
- Table 5-6, Detail Record 2 for Electronic File Type "E."



Electronic File Format

Table 5-1

**Header Record (130 bytes)**

| <b>Header Record (130 bytes)</b>  |                         |                                  |                      |   |                        |   |
|---|-------------------------|----------------------------------|----------------------|---|------------------------|---|
| <b>Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size</b>   |                         |                                  |                      |   |                        |   |
| <b>Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.</b>   |                         |                                  |                      |   |                        |   |
| <b>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)</b> |                         |                                  |                      |   |                        |   |
| <b>Required Code</b>  | <b>Record Positions</b> | <b>Field Name</b>                | <b>Format (Size)</b> | <b>Description</b>  | <b>Example</b>         | <b>Content Rules and Limitations</b>  |
| ALL   | 001–002                 | Electronic File Header Record ID | <b>A(2)</b>          | A two-character field that identifies an Electronic File Header Record.   | <b>H1</b>              | 'H1' is required.   |
| ALL   | 003                     | Electronic File Type             | <b>A(1)</b>          | '1' Postage Payment File<br>'2' Tracking File<br>'3' Postage & Tracking File<br>'4' Bulk Insurance<br>'5' Electronic Verification<br>'C' Parcel Return Service  | <b>2</b>               | '2' Used for Confirmation Services.<br>'3' Used for Express Mail Manifesting.   |
| ALL   | 004–025                 | Electronic File Number           | <b>A(22)</b>         | Unique number assigned to identify the electronic file.<br><b>2 digits</b> - Identifier "91"<br><b>2 digits</b> - Service Type Code<br><b>9 digits</b> - Mailer ID<br><b>8 digits</b> - Fixed-length sequential number<br><b>1 digit</b> - MOD 10 check digit | 9150123456789000000019 | <b>Note:</b> This number should be inserted on PS Form 3152 or PS Form 8125.<br><br>Service Type Code must be '50.'<br>Electronic File Number must be unique for 6 months from date of first use.   |
| ALL   | 026–033                 | Date of Mailing                  | <b>N(8)</b>          | Date mail is tendered to the Postal Service.  | <b>20021124</b>        | <b>YYYYMMDD</b>   |
| ALL   | 034–039                 | Time of Mailing                  | <b>N(6)</b>          | Estimated time mail is tendered to Postal Service.  | <b>131500</b>          | <b>HHMMSS</b><br>24-hour time format.   |
| ALL   | 040–044                 | Entry Facility                   | <b>N(5)</b>          | 5-digit ZIP Code of Postal Service facility where the mail is tendered.   | <b>22201</b>           | Unique ZIP Code for each Postal Service facility where mail will be tendered.   |
| EM, IEM, BI, PM   | 045–054                 | Payment Account Number           | <b>N(10)</b>         | Postal Service account number from which this mailing will be paid.<br><ul style="list-style-type: none"> <li>▪ Permit Number</li> <li>▪ Express Mail Corporate Account Number</li> <li>▪ Federal Agency Number</li> </ul>                                    | <b>0012345678</b>      | <ul style="list-style-type: none"> <li>▪ Leading zeroes required.</li> <li>▪ If using stamps, then fill with zeroes.</li> <li>▪ This field required if using Permit imprint, EMCA, or Federal Agency Number.</li> <li>▪ Commercial Parcel Mailers must populate this field</li> </ul> |
| EM, IEM, BI, PM   | 055–056                 | Method of Payment                | <b>N(2)</b>          | Payment system used for mailing:<br>'01' Permit System<br>'02' Express Mail Corporate Account<br>'03' Federal Agency<br>'04' Other  | <b>01</b>              | <ul style="list-style-type: none"> <li>▪ Must be Postal Service–approved payment method for mail being tendered.</li> <li>▪ Only one method of payment per electronic file.</li> <li>▪ Commercial Parcel Mailers must populate this field</li> </ul>                                  |

Table 5-1 (continued)

| <b>Header Record (130 bytes)</b>  |         |  |              |  |                  |  |
|---|---------|--|--------------|--|------------------|--|
| <b>Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size</b>   |         |  |              |  |                  |  |
| <b>Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.</b>   |         |  |              |  |                  |  |
| <b>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)</b> |         |  |              |  |                  |  |
| BI, PM  | 057-061 | Post Office of Account ZIP Code                          | <b>N(5)</b>  | 5-digit ZIP Code of Post Office issuing permit number, meter license, or precanceled stamp.                  | <b>00000</b>     | <b>Default is zeroes.</b><br>Not applicable for Express Mail service. Commercial Parcel Mailers must populate this field   |
| See rules →   | 062-073 | DSAS Confirmation Number                                 | <b>A(12)</b> | Confirmation number received when making a scheduled appointment for mail drop at a Postal Service facility. |                  | <b>Default is spaces.</b><br>For drop shipments.   |
| EM, IEM   | 074     | Pickup Requested Indicator                               | <b>A(1)</b>  | 'Y' = Pickup<br>SPACE = No pickup  | <b>Y</b>         | Indicator denotes if mail is picked up by the Postal Service.  |
| ALL   | 075-077 | Postal Service Electronic File Version Number            | <b>N(3)</b>  | Postal Service Electronic File Version Number.   | <b>013</b>       | Current version 1.3.   |
| ALL   | 078-080 | Unique Developer ID Code                                 | <b>A(3)</b>  | A unique code provided by Postal Service to identify the developer of the shipping manifesting system.       | <b>123</b>       | Code provided by USPS Technical Support.   |
| ALL   | 081-088 | Shipping / Manifesting Software's Product Version Number | <b>A(8)</b>  | Shipping/Manifesting Software's Product Version Number.  | <b>5.02.3A _</b> | Left justified, trailing spaces. Unique number designated by the software developer or provided by USPS Technical Support. |
| ALL   | 089-097 | File Record Count  | <b>N(9)</b>  | Total number of all records in electronic file to include Header Records and all Detail Records.             | <b>000001517</b> | Leading zeros required.  |
| ALL   | 098-130 | Filler   | <b>A(33)</b> | Filler for future use.   |                  | <b>Must be spaces.</b>   |

Electronic File Format

Table 5-2

**Detail Record 1 (200 bytes)**

| Detail Record 1 (200 bytes)   |                  |                                   |               |   |   |   |
|---|------------------|-----------------------------------|---------------|---|---|---|
| <b>Format (Size):</b> A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size   |                  |                                   |               |   |   |   |
| <b>Shaded Areas:</b> The following shaded record positions are not required for Confirmation Services and set to default: 045, 046–054, 055, 059–060, 061, 062, 062, 063, 064–070, 071–075, and 076–079.                                      |                  |                                   |               |   |   |   |
| <b>Required Code:</b> ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; PMOD = Priority Mail Open and Distribute) |                  |                                   |               |   |   |   |
| Required Code   | Record Positions | Field Name                        | Format (Size) | Description   | Example                                 | Content Rules and Limitations   |
| ALL   | 001–002          | Electronic File Detail Record ID  | <b>A(2)</b>   | A two-character field that identifies the Electronic File Detail Record 1.  | <b>D1</b>                               | 'D1' is required.   |
| ALL   | 003–004          | Products or calss of mail         | <b>A(2)</b>   | A two-character code for Products or Class of Mail. Refer to Products or Class of Mail table.   | <b>PM</b>                               | Postal Service–defined values. See the Tables section.  |
| ALL   | 005–026          | Package Identification Code (PIC) | <b>A(22)</b>  | Unique number assigned to identify a package.<br><b>2 digits</b> "91" AI<br><b>2 digits</b> Service Type Code<br><b>9 digits</b> Mailer ID<br><b>8 digits</b> Variable-length sequential number from 2 to 8 digits.<br><b>1 digit</b> MOD 10 check digit  | 9101123456789000000013                  | <b>Note:</b> Express Mail PICs are alpha-numeric. PIC must be unique for 6 months from date of first use.                           |
| ALL   | 027–031          | Destination ZIP Code              | <b>N(5)</b>   | Destination 5-digit ZIP Code for domestic.  | <b>22201</b>                            | Must be 5 digits. All zeroes for international.   |
| ALL   | 032–035          | Destination ZIP + 4               | <b>A(4)</b>   | Destination + 4 add on of domestic ZIP Code.  | <b>2804</b>                             | <b>Default is spaces</b> if not available. Do not include dash (-).   |
| IEM   | 036–037          | Country Code                      | <b>A(2)</b>   | Two-character standardized ISO international country code. Required for international pieces.   |   | Mandatory for international. <b>Default is spaces</b> for domestic.   |
| ALL   | 038–044          | Postage                           | <b>N(7)</b>   | 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 161–162. | \$5.69<br>Entered as:<br><b>0005690</b> | <b>Default is zeroes.</b> Leading zeroes required. In unit of dollars and rounded to the nearest cent.                              |
| EM, IEM, BI   | 045              | Unit of Measure Code              | <b>N(1)</b>   | Unit of measurement for mailpiece:<br>'1' lbs.<br>'2' oz.<br>'3' kilos  | <b>1</b>                                | <b>Default is zeros.</b> Field must contain a Postal Service–defined valid code. Commercial Parcel Mailers must populate this field |

Table 5-2 (continued)

| Detail Record 1 (200 bytes)  |                  |                            |               |   |  |   |
|--|------------------|----------------------------|---------------|---|--|---|
| Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size   |                  |                            |               |   |  |   |
| Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046-054, 055, 059-060, 061, 062, 062, 063, 064-070, 071-075, and 076-079.                                      |                  |                            |               |   |  |   |
| 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; PMOD = Priority Mail Open and Distribute) |                  |                            |               |   |  |   |
| Required Code  | Record Positions | Field Name                 | Format (Size) | Description   | Example                                      | Content Rules and Limitations   |
| EM, IEM, BI  | 046-054          | Weight                     | <b>N(9)</b>   | Mailpiece 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.<br>Entered as:<br><b>000143250</b> | <b>Default is zeroes.</b><br>Leading zeroes required.<br>Commercial Parcel Mailers must populate this field   |
| See rules →  | 055              | Processing Category        | <b>N(1)</b>   | '0' Cards<br>'1' Letters<br>'2' Flats<br>'3' Machinable Parcels<br>'4' Irregular Parcels<br>'5' Outside/Non-machinable  |  | <b>Default is spaces</b> for non-applicable products.<br>Commercial Parcel Mailers must populate this field   |
| See rules →  | 056              | Destination Rate Indicator | <b>A(1)</b>   | 'A' Area Distribution Center ADC<br>'B' Destination BMC<br>'D' Destination Delivery Unit<br>'E' Inter-BMC Parcel Post<br>'F' Auxiliary Service Facility ASF<br>'I' International Service Office<br>'S' Destination SCF<br>'T' Intra-BMC Parcel Post<br>'N' None | <b>N</b>                                     | Mandatory for Drop Ship mailers.<br>Priority Mail Open and Distribute mailers must use 'A', 'B', 'D', 'F', or 'S' only.<br><b>Default is 'N'</b> for non-applicable services.   |
| EM, IEM  | 057-058          | Rate Indicator             | <b>A(2)</b>   | Refer to Rate Indicator Table.<br>For Parcel Post with destination rates, use "Single Piece" for the Rate Indicator.  |  | <b>Default is spaces.</b>   |
| See rules →  | 059-060          | Zone                       | <b>A(2)</b>   | Individual mailpiece zone. Valid Zones are:<br>'LC' - Local Zone<br>'01' through '08'<br>For Priority Mailpieces weighing 1 lb., no zone is required (use zero filler).<br>For Priority Mailpieces > 1lb., zone data is required.                               | <b>00</b>                                    | <ul style="list-style-type: none"> <li>▪ <b>Default is zeroes</b> for non-applicable products.</li> <li>▪ Mandatory for products with rates based on zones.</li> <li>▪ Leading zeroes required if numeric.</li> </ul> |
| EM   | 061              | PO Box Indicator           | <b>A(1)</b>   | 'Y' Express Mail Manifesting addressed to a PO box.   | <b>N</b>                                     | <b>Default value is 'N'.</b><br>Mandatory for Express Mail Manifesting.   |

Electronic File Format

Table 5-2 (continued)

| <b>Detail Record 1 (200 bytes)</b>  |                         |                                  |                      |   |   |  |
|---|-------------------------|----------------------------------|----------------------|---|---|--|
| <b>Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size</b>   |                         |                                  |                      |   |   |  |
| <b>Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046-054, 055, 059-060, 061, 062, 062, 063, 064-070, 071-075, and 076-079.</b>                                      |                         |                                  |                      |   |   |  |
| <b>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; PMOD = Priority Mail Open and Distribute)</b> |                         |                                  |                      |   |   |  |
| <b>Required Code</b>  | <b>Record Positions</b> | <b>Field Name</b>                | <b>Format (Size)</b> | <b>Description</b>  | <b>Example</b>                            | <b>Content Rules and Limitations</b>   |
| SC, EM  | 062                     | Waiver of Signature              | <b>A(1)</b>          | 'Y' Mailer requests Waiver of Signature of delivery for Express Mail. 'N' Mailer does not request Waiver of Signature.                                      | <b>N</b>                                  | <b>Default value is 'N'.</b> Mandatory for Express Mail Manifesting.   |
| EM  | 063                     | No Weekend/Holiday Delivery      | <b>N(1)</b>          | 1 Normal (default), regular delivery for Express Mail Manifesting.<br>2 NO WEEKEND delivery.<br>3 NO HOLIDAY delivery.<br>4 NO WEEKEND or HOLIDAY delivery. | <b>1</b>                                  | <b>Default value is '1'.</b> Mandatory for Express Mail Manifesting.   |
| BI  | 064-070                 | Value of Article                 | <b>N(7)</b>          | Wholesale cost of article.  | \$200.00<br>Entered as:<br><b>0020000</b> | <b>Default is zeroes.</b> Mandatory if insurance is being included as a Special Service. Required if insured.  |
| BI<br>See rules →   | 071-075                 | COD Amount Due Sender            | <b>N(5)</b>          | Dollar amount due on delivery.  | \$206.00<br>Entered as:<br><b>20600</b>   | <b>Default is zeroes.</b> Required if package is COD.  |
| BI<br>See rules →   | 076-079                 | Handling Charge                  | <b>N(4)</b>          | Handling charge for Registered Mail valued at more than \$25,000.00.  | \$20.50<br>Entered as:<br><b>2050</b>     | <b>Default is zeroes.</b>  |
| See rules →   | 080-081                 | Special Service Code 1st Service | <b>N(2)</b>          | Special Service Code. See Special Service Code table.   | <b>01</b>                                 | <b>Default is spaces.</b> Field contains one Special Service Code. Used when one Special Service is used. Commercial Parcel Mailers must populate this field   |
| See rules →   | 082-086                 | Fee for Special Service 1st Fee  | <b>N(5)</b>          | Fee for 1 <sup>st</sup> Special Service Code.   | \$.25<br>Entered as:<br><b>00025</b>      | <b>Default is zeroes.</b> Used when one Special Service is used. Commercial Parcel Mailers must populate this field  |
| See rules →   | 087-088                 | Special Service Code 2nd Service | <b>N(2)</b>          | See Special Service Code table.   | <b>04</b>                                 | <b>Default is spaces.</b> Field contains one Special Service Code. Used when two Special Services are used. Example: Integrated barcode with Delivery Confirmation/insurance. Commercial Parcel Mailers must populate this field |

Table 5-2 (continued)

| <b>Detail Record 1 (200 bytes)</b>  |                         |                                  |                      |   |                                       |   |
|---|-------------------------|----------------------------------|----------------------|---|---------------------------------------|---|
| <b>Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size</b>   |                         |                                  |                      |   |                                       |   |
| <b>Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046-054, 055, 059-060, 061, 062, 062, 063, 064-070, 071-075, and 076-079.</b>                                      |                         |                                  |                      |   |                                       |   |
| <b>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; PMOD = Priority Mail Open and Distribute)</b> |                         |                                  |                      |   |                                       |   |
| <b>Required Code</b>  | <b>Record Positions</b> | <b>Field Name</b>                | <b>Format (Size)</b> | <b>Description</b>                            | <b>Example</b>                        | <b>Content Rules and Limitations</b>  |
| See rules<br>→  | 089-093                 | Fee for Special Service 2nd Fee  | <b>N(5)</b>          | Fee for 2 <sup>nd</sup> Special Service Code. | \$1.40<br>Entered as:<br><b>00140</b> | <b>Default is zeroes.</b><br>Used when two Special Services are used.<br>Commercial Parcel Mailers must populate this field   |
| See rules<br>→  | 094-095                 | Special Service Code 3rd Service | <b>N(2)</b>          | See Special Service Code table.               | <b>05</b>                             | <b>Default is spaces.</b><br>Field contains one Special Service Code.<br>Used when three Special Services are used.<br>Commercial Parcel Mailers must populate this field |
| See rules<br>→  | 096-100                 | Fee for Special Service 3rd Fee  | <b>N(5)</b>          | Fee for 3 <sup>rd</sup> Special Service Code. | \$.85<br>Entered as:<br><b>00085</b>  | <b>Default is zeroes.</b><br>Used when three Special Services are used.<br>Commercial Parcel Mailers must populate this field   |
| See rules<br>→  | 101-102                 | Special Service Code 4th Service | <b>N(2)</b>          | See Special Service Code table.               | <b>06</b>                             | <b>Default is spaces.</b><br>Field contains one Special Service Code.<br>Used when four Special Services are used.<br>Commercial Parcel Mailers must populate this field  |
| See rules<br>→  | 103-107                 | Fee for Special Service 4th Fee  | <b>N(5)</b>          | Fee for 4 <sup>th</sup> Special Service Code. | \$1.25<br>Entered as:<br><b>00125</b> | <b>Default is zeroes.</b><br>Used when four Special Services are used.<br>Commercial Parcel Mailers must populate this field  |
| See rules<br>→  | 108-109                 | Special Service Code 5th Service | <b>N(2)</b>          | See Special Service Code table.               | <b>10</b>                             | <b>Default is spaces.</b><br>Field contains one Special Service Code.<br>Used when five Special Services are used.<br>Commercial Parcel Mailers must populate this field  |
| See rules<br>→  | 110-114                 | Fee for Special Service 5th Fee  | <b>N(5)</b>          | Fee for 5 <sup>th</sup> Special Service Code. | \$2.75<br>Entered as:<br><b>00275</b> | <b>Default is zeroes.</b><br>Used when five Special Services are used.<br>Commercial Parcel Mailers must populate this field  |

Electronic File Format

Table 5-2 (continued)

| <b>Detail Record 1 (200 bytes)</b>  |                         |   |                      |   |   |   |
|---|-------------------------|---|----------------------|---|---|---|
| <b>Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size</b>   |                         |   |                      |   |   |   |
| <b>Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046–054, 055, 059–060, 061, 062, 062, 063, 064–070, 071–075, and 076–079.</b>                                      |                         |   |                      |   |   |   |
| <b>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; PMOD = Priority Mail Open and Distribute)</b> |                         |   |                      |   |   |   |
| <b>Required Code</b>  | <b>Record Positions</b> | <b>Field Name</b>                       | <b>Format (Size)</b> | <b>Description</b>  | <b>Example</b>                          | <b>Content Rules and Limitations</b>  |
| See rules →   | 115–116                 | Special Service Code 6th Service        | <b>N(2)</b>          | See Special Service Code table.   | <b>11</b>                               | <b>Default is spaces.</b><br>Field contains one Special Service Code. Used when six Special Services are used. Commercial Parcel Mailers must populate this field |
| See rules →   | 117–121                 | Fee for Special Service 6th Service     | <b>N(5)</b>          | Fee for 6 <sup>th</sup> Special Service Code.   | \$5.40<br>Entered as:<br><b>00540</b>   | <b>Default is zeroes.</b><br>Used when six Special Services are used. Commercial Parcel Mailers must populate this field  |
| ALL   | 122–130                 | Client Mailer ID                        | <b>N(9)</b>          | This field is used for shippers that mail for other customers. Mailer ID for the company for which you are mailing. | <b>00000000</b>                         | <b>Default is zeroes.</b>   |
| ALL   | 131–160                 | Customer Reference Number               | <b>A(30)</b>         | Used for customer internal identification purposes.   | <b>ZZ123456X</b>                        | <b>Default is spaces.</b><br>If used with EM, an Express Mail charge back number must be in this field.   |
| See rules →   | 161–162                 | Surcharge Type                          | <b>A(2)</b>          | Surcharge Type Code. See Surcharge Type Code table.   | <b>01</b>                               | Leading zeroes required.<br><b>Default is spaces.</b>   |
| See rules →   | 163–169                 | Surcharge Amount                        | <b>N(7)</b>          | In unit of dollars and rounded to the nearest cent.   | \$1.65<br>Entered as:<br><b>0000165</b> | Leading zeroes required.<br><b>Default is zeroes</b> for nonapplicable products. Numeric values (0–9) only.   |
| See rules →   | 170–171                 | Non-Incidental Enclosure Rate Indicator | <b>A(2)</b>          | See Rate Indicator table for valid codes for this field.  |   | Used if applicable.<br><b>Default is spaces</b> if not applicable.  |
| See rules →   | 172–173                 | Non-Incidental Enclosure Class          | <b>A(2)</b>          | Refer to Products or Class of Mail codes shown above in <i>Products or class of mail</i> field, positions 003–004.  |   | Used if applicable.<br><b>Default is spaces</b> if not applicable.  |
| See rules →   | 174–180                 | Non-Incidental Enclosure Postage        | <b>N(7)</b>          | Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest cent.                | \$.33<br>Entered as:<br><b>0000330</b>  | <b>Default is zeroes.</b>   |

Table 5-2 (continued)

| <b>Detail Record 1 (200 bytes)</b>  |                         |                                  |                      |   |   |   |
|---|-------------------------|----------------------------------|----------------------|---|---|---|
| <b>Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size</b>   |                         |                                  |                      |   |   |   |
| <b>Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046–054, 055, 059–060, 061, 062, 062, 063, 064–070, 071–075, and 076–079.</b>                                      |                         |                                  |                      |   |   |   |
| <b>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; PMOD = Priority Mail Open and Distribute)</b> |                         |                                  |                      |   |   |   |
| <b>Required Code</b>  | <b>Record Positions</b> | <b>Field Name</b>                | <b>Format (Size)</b> | <b>Description</b>  | <b>Example</b>                            | <b>Content Rules and Limitations</b>  |
| See rules<br>→  | 181–189                 | Non-Incidental Enclosure Weight  | <b>N(9)</b>          | Individual weight of the non-incidental enclosure. In unit of lbs. and significant to four decimal positions. | 0.2500<br>Entered as:<br><b>000002500</b> | <b>Default is zeroes.</b>   |
| EM, IEM<br>See rules<br>→   | 190–198                 | Custom Designed Agreement Number | <b>N(9)</b>          | Custom Designed agreement number for Express Mail service.  | <b>000000000</b>                          | Used if Express Mail Manifesting is Custom Designed.<br><b>Default value is zeroes.</b> |
| ALL   | 199–200                 | Filler                           | <b>A(2)</b>          | Filler area for future expansion.   |   | <b>Must be spaces.</b>  |



Table 5-3

**Detail Record 2 (352 bytes)—Not Currently Required**

| <b>Detail Record 2 (352 bytes) —Not Currently Required</b>  |                         |                                   |                      |  |                        |   |
|---|-------------------------|-----------------------------------|----------------------|--|------------------------|---|
| <b>Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size</b>   |                         |                                   |                      |  |                        |   |
| <b>Shaded Areas: The following shaded record positions are not required for Confirmation Services and default to spaces: 306–315, 316–317, 318–325, 326–335, 336–337, and 338–345.</b>              |                         |                                   |                      |  |                        |   |
| <b>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)</b> |                         |                                   |                      |  |                        |   |
| <b>Required Code</b>  | <b>Record Positions</b> | <b>Field Name</b>                 | <b>Format (Size)</b> | <b>Description</b>   | <b>Example</b>         | <b>Content Rules and Limitations</b>  |
| ALL   | 001–002                 | Electronic File Detail Record ID  | <b>A(2)</b>          | A two-character field that identifies the Electronic File Detail Record 2.   | <b>D2</b>              | 'D2' is required.   |
| ALL   | 003–024                 | Package Identification Code (PIC) | <b>A(22)</b>         | Unique number assigned to identify a package.<br><b>2 digits</b> "91" AI<br><b>2 digits</b> Service Type Code<br><b>9 digits</b> Mailer ID<br><b>8 digits</b> Variable-length sequential number from 2 to 8 digits.<br><b>1 digit</b> MOD 10 check digit | 9101123456789000000013 | <b>Note:</b> Express Mail PICs are alpha-numeric.<br>PIC must be unique for 6 months from date of first use.    |
| ALL<br>See rules →  | 025–072                 | Name of Addressee                 | <b>A(48)</b>         | Name of addressee.   | <b>JOHN DOE</b>        | <b>Default is spaces.</b><br>Required for accountable mail and international mail.                              |
| See rules →   | 073–120                 | Miscellaneous Address Information | <b>A(48)</b>         | Miscellaneous address information in the destination address.  | <b>BUILDING A</b>      | <b>Default is spaces.</b>   |
| See rules →   | 121–168                 | Additional Address Information    | <b>A(48)</b>         | Secondary unit designator in the destination address.  | <b>SUITE 400</b>       | <b>Default is spaces.</b><br>This field is not to be used for the city or state.                                |
| ALL<br>See rules →  | 169–216                 | Delivery Address                  | <b>A(48)</b>         | Delivery address in the destination address.<br>Contains secondary unit designator, such as APT or SUITE, for accountable mail.  | <b>123 MAIN ST</b>     | <b>Default is spaces.</b><br>Required for accountable mail and international mail.                              |
| ALL<br>See rules →  | 217–244                 | City Name                         | <b>A(28)</b>         | City name of the destination address.  | <b>Reston</b>          | Used for international mail.  |
| ALL   | 245–246                 | State                             | <b>A(2)</b>          | Two-character state code of the destination address.   | <b>VA</b>              | <b>Default is spaces</b> for international mail.  |
| IEM<br>See rules →  | 247–257                 | Postal Code                       | <b>A(11)</b>         | Foreign country postal codes or POSTNET representation.  | <b>A0A9A0</b>          | Used for international mail to countries that use postal codes.<br>Left justified.<br><b>Default is spaces.</b> |
| IEM<br>See rules →  | 258–285                 | International Province Name       | <b>A(28)</b>         | International province name of the destination address.  | <b>Ontario</b>         | Used for international mail to countries with province names.<br><b>Default is spaces.</b>                      |

Table 5-3 (continued)

| <b>Detail Record 2 (352 bytes) —Not Currently Required</b>  |                         |                                  |                      |   |   |  |
|---|-------------------------|----------------------------------|----------------------|---|---|--|
| <b>Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size</b>   |                         |                                  |                      |   |   |  |
| <b>Shaded Areas: The following shaded record positions are not required for Confirmation Services and default to spaces: 306–315, 316–317, 318–325, 326–335, 336–337, and 338–345.</b>              |                         |                                  |                      |   |   |  |
| <b>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)</b> |                         |                                  |                      |   |   |  |
| <b>Required Code</b>  | <b>Record Positions</b> | <b>Field Name</b>                | <b>Format (Size)</b> | <b>Description</b>  | <b>Example</b>                                  | <b>Content Rules and Limitations</b>   |
| IEM<br>See rules<br>→   | 286–295                 | Customs<br>Category<br>Article 1 | <b>A(10)</b>         | Code of article in package using USITC Harmonized Tariff Schedule.  | 1702.20.22<br>entered as:<br><b>17022022_ _</b> | For international mail.<br>If used, first four characters are mandatory.<br>Left justified trailing spaces.<br><b>Default is spaces.</b> |
| IEM<br>See rules<br>→   | 296–297                 | Customs<br>Count<br>Article 1    | <b>N(2)</b>          | Total number of articles in package of this customs category.   | <b>20</b>                                       | For international mail.  |
| IEM<br>See rules<br>→   | 298–305                 | Customs<br>Value Article<br>1    | <b>N(8)</b>          | Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent. | \$100.00<br>Entered as:<br><b>00010000</b>      | For international mail.  |
| IEM<br>See rules<br>→   | 306–315                 | Customs<br>Category<br>Article 2 | <b>A(10)</b>         | Code of article in package using USITC Harmonized Tariff Schedule.  | 1702.20.22<br>entered as:<br><b>17022022</b>    | For international mail.<br>If used, first four characters are mandatory.<br><b>Default is spaces.</b>                                    |
| IEM<br>See rules<br>→   | 316–317                 | Customs<br>Count<br>Article 2    | <b>N(2)</b>          | Total number of articles in package of this customs category.   | <b>10</b>                                       | For international mail.<br><b>Default is zeros.</b>  |
| IEM<br>See rules<br>→   | 318–325                 | Customs<br>Value Article<br>2    | <b>N(8)</b>          | Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent. | \$50.00<br>Entered as:<br><b>00005000</b>       | For international mail.<br><b>Default is zeros.</b>  |
| IEM<br>See rules<br>→   | 326–335                 | Customs<br>Category<br>Article 3 | <b>A(10)</b>         | Code of article in package using USITC Harmonized Tariff Schedule.  | 1702.20.22<br>entered as:<br><b>17022022</b>    | Left justified.<br><b>Default is spaces.</b><br>For international mail.<br>If used, first four characters are mandatory.                 |
| IEM<br>See rules<br>→   | 336–337                 | Customs<br>Count<br>Article 3    | <b>N(2)</b>          | Total number of articles in package of this customs category.   | <b>15</b>                                       | For international mail.<br><b>Default is zeros.</b>  |
| IEM<br>See rules<br>→   | 338–345                 | Customs<br>Value Article<br>3    | <b>N(8)</b>          | Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent. | \$300.99<br>Entered as:<br><b>00030099</b>      | For international mail.<br><b>Default is zeros.</b>  |
| ALL   | 346–352                 | Filler                           | <b>A(7)</b>          | Filler for future use.  |   | <b>Must be spaces.</b>   |

Electronic File Format

Table 5-4

**File Type “E” Header Record (130 bytes)**

**File Type “E” Header Record (130 bytes)**

**Format (Size):** A = ASCII text (alpha-numeric) – Default spaces unless otherwise noted, N = Numeric – Default zeroes unless otherwise noted. Number in parenthesis = field size

**Shaded Areas:** the following shaded record positions are not required for Electronic File “E” and default to spaces: 045–054, 057–061, and 062–073

**Required Code:** ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail

| Required Code | Record Positions | Field Name                       | Format (Size) | Description  | Example                | Content Rules and Limitations   |
|---------------|------------------|----------------------------------|---------------|--|------------------------|---|
| ALL           | 001–002          | Electronic File Header Record ID | <b>A(2)</b>   | A two-character field that identifies an Electronic File Header Record.  | H1                     | 'H1' is required.   |
| ALL           | 003              | Electronic File Type             | <b>A(1)</b>   | 'E' Mixed Classes  | 'E'                    | 'E' is required.  |
| ALL           | 004–025          | Electronic File Number           | <b>A(22)</b>  | Unique number assigned to identify the electronic file.<br><br><b>GS1-128 Symbology:</b><br>2 digits – Identifier “91”<br>2 digits – Service Type Code “50”<br>9 digits – Mailer ID<br>8 digits – Fixed-length sequential number<br>1 digit – MOD 10 check digit | 9150123456789000000019 | Note: This number should be inserted on PS Form 5630.<br>Service Type Code must be '50'.<br>Electronic File Number must be unique for 6 months from date of first use.            |
| ALL           | 026–033          | Date of Mailing                  | <b>N(8)</b>   | Date mail is tendered to the Postal Service  | 20060224               | YYYYMMDD.   |
| ALL           | 034–039          | Time of Mailing                  | <b>N(6)</b>   | Estimated time mail is tendered to the Postal Service  | 131500                 | HHMMSS<br>24-hour time format.  |
| ALL           | 040–044          | Entry Facility                   | <b>N(5)</b>   | 5-digit ZIP Code of Postal Service facility where the mail is tendered   | 22201                  | Unique ZIP Code for each Postal Service facility.   |
| See rules →   | 045–054          | Payment Account Number           | <b>N(10)</b>  | Postal Service account number which this mailing will be paid from:<br>Permit Number<br>Express Mail Corporate Account Number<br>Federal Agency Number   | 0012345678             | Leading zeros is required.<br>If using stamps, then fill with zeroes.<br>This field is required if using Permit Imprint, Express Mail Corporate Account or Federal Agency Number. |
| ALL           | 055–056          | Method of Payment                | <b>N(2)</b>   | Payment system used for mailing:<br>'01' Permit Imprint<br>'02' Express Mail Corporate Account<br>'03' Federal Agency<br>'04' Other  | 04                     | 'Other' method of payment is required for PC Postage Online applications.   |

Table 5-4 (continued)

| <b>File Type "E" Header Record (130 bytes)</b>  |                         |  |                      |  |                |   |
|---|-------------------------|--|----------------------|--|----------------|---|
| <b>Format (Size): A = ASCII text (alpha-numeric) – Default spaces unless otherwise noted, N = Numeric – Default zeroes unless otherwise noted. Number in parenthesis = field size</b>   |                         |  |                      |  |                |   |
| <b>Shaded Areas: the following shaded record positions are not required for Electronic File "E" and default to spaces: 045–054, 057–061, and 062–073</b>  |                         |  |                      |  |                |   |
| <b>Required Code: ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail</b> |                         |  |                      |  |                |   |
| <b>Required Code</b>  | <b>Record Positions</b> | <b>Field Name</b>  | <b>Format (Size)</b> | <b>Description</b>   | <b>Example</b> | <b>Content Rules and Limitations</b>  |
| See rules →   | 057–061                 | Post Office of Account ZIP Code                          | <b>N(5)</b>          | 5-digit ZIP Code of Post Office issuing permit number, meter license, or precancelled stamp permit.                    | 20066          | <b>Default is zeroes.</b><br>This field is required if using Permit Imprint, Express Mail Corporate Account or Federal Agency Number. |
| See rules →   | 062–073                 | DSAS Confirmation Number                                 | <b>A(12)</b>         | Confirmation number received when making a scheduled appointment for mail drop shipments at a Postal Service facility. | AB123456789C   | Default is spaces.<br>For drop shipment mailings only.  |
| ALL   | 074                     | Pickup Requested Indicator                               | <b>A(1)</b>          | 'Y' = Pickup<br>SPACE = No pickup  | Y              | Indicator if mail is picked up by the Postal Service.   |
| ALL   | 075–077                 | Postal Service Electronic File Version Number            | <b>N(3)</b>          | Postal Service Electronic File Version Number  | 013            | Current version 1.3.  |
| ALL   | 078–080                 | Unique Developer ID Code                                 | <b>A(3)</b>          | A unique code provided by Postal Service to identify the developer of the shipping manifesting system.                 | 123            | Code provided by USPS Technical Support.  |
| ALL   | 081–088                 | Shipping / Manifesting Software's Product Version Number | <b>A(8)</b>          | Shipping / Manifesting Software's Product Version Number   | 5.02.3A_       | Left justified, trailing spaces.<br>Unique number provided by the software developer or USPS, Technical Support.                      |
| ALL   | 089–097                 | File Record Count  | <b>N(9)</b>          | Total number of all records in electronic file to include Header Records and all Detail Records.                       | 000001517      | Leading zeros required.   |
| ALL   | 098–130                 | Filler   | <b>A(33)</b>         | Filler for future use.   |                | Must be spaces.   |

Electronic File Format

Table 5-5

**File Type “E” Detail Record 1 (200 bytes)**

**File Type “E” Detail Record 1 (200 bytes)**

**Format (Size):** A = ASCII text (alpha-numeric)–Default spaces unless otherwise noted, N = Numeric–Default zeroes unless otherwise noted. Number in parenthesis = field size

**Shaded Areas:** The following shaded record positions are not required for Electronic File “E” and default to spaces: 055, 071–075, and 076–079.

**Required Code:** ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail

| Required Code | Record Positions | Field Name                       | Format (Size) | Description   | Example | Content Rules and Limitations   |
|---------------|------------------|----------------------------------|---------------|---|---------|---|
| ALL           | 001–002          | Electronic File Detail Record ID | <b>A(2)</b>   | A 2-character system constant, which identifies an electronic file detail record. | D1      | ‘D1’ is required.   |
| ALL           | 003–004          | Products or Class of Mail        | <b>A(2)</b>   | A 2-character code for Products or Class of Mail.                                 | PM      | <ul style="list-style-type: none"> <li>▪ Priority Mail = PM.</li> <li>▪ First Class Mail = FC.</li> <li>▪ Bound Printed Matter = BB.</li> <li>▪ Library Mail = BL.</li> <li>▪ Parcel Post = BP.</li> <li>▪ Media Mail = BS.</li> <li>▪ Express Mail = EX.</li> <li>▪ Global Express Mail = IE.</li> <li>▪ Global Air Parcel Post = CP.</li> <li>▪ Global Economy Parcel Post = IP.</li> <li>▪ Global Priority Mail = GP.</li> <li>▪ Global Air Letter Post = LC.</li> <li>▪ Global Economy Letter Post = IC.</li> </ul> |

Table 5-5 (continued)

| File Type "E" Detail Record 1 (200 bytes)  |                  |                                   |               |   |                        |  |
|--|------------------|-----------------------------------|---------------|---|------------------------|--|
| Format (Size): A = ASCII text (alpha-numeric)–Default spaces unless otherwise noted, N = Numeric–Default zeroes unless otherwise noted. Number in parenthesis = field size   |                  |                                   |               |   |                        |  |
| Shaded Areas: The following shaded record positions are not required for Electronic File "E" and default to spaces: 055, 071–075, and 076–079.   |                  |                                   |               |   |                        |  |
| Required Code: ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail |                  |                                   |               |   |                        |  |
| Required Code  | Record Positions | Field Name                        | Format (Size) | Description   | Example                | Content Rules and Limitations  |
| ALL  | 005–026          | Package Identification Code (PIC) | A(22)         | <p>Unique number assigned to identify the package.</p> <p><b>GS1-128 Symbology:</b><br/>           2 digits–Identifier "91"<br/>           2 digits–Service Type Code<br/>           9 digits–Mailer ID<br/>           8 digits–Variable-length sequential number<br/>           1 digit–MOD 10 check digit</p> | 9101123456789000000013 | <p>Delivery Confirmation, Signature Confirmation, Insured, and Certified:<br/>           2 digit Application Identifier "91"+ 2 digit Service Type Code + 9 digit Mailer ID + 8 digit serial number + 1 digit check number.</p>  |
|  |                  |                                   |               | <p>2 digits–Alpha prefix 'EA' or 'LC'<br/>           8 digits–Serial or Sequential Package ID<br/>           1 digit–Check Digit (MOD 11)<br/>           2 digit–Alpha suffix or Product Code 'US'<br/>           For Express Mail International refer to Publication 97.</p>                                   | EA123456789US          | <p>First Class Mail International<br/>           ■ 2 alpha Service Type Code + 8 digit serial number + 1 digit check number + US.</p> <p>Express Mail and Express Mail International<br/>           ■ 2 alpha Service Type Code + 8 digit serial number + 1 digit check number + US.</p> <p>Priority Mail International:<br/>           ■ 2 alpha Service Type Code + 8 digit serial number + 1 digit check number + US.</p> |
| ALL  | 027–031          | Destination ZIP Code              | N(5)          | <p>Destination 5-digit ZIP Code for Domestic.<br/>           All Zeroes for International.</p>  | 22201                  | <p>Must be 5 digits.<br/>           Numeric values (0-9) only.<br/>           All zeroes for international.</p>  |
| ALL  | 032–035          | Destination ZIP +4                | A(4)          | <p>Destination +4 Add On of Domestic ZIP Code.</p>  | 2804                   | <b>Default is spaces if not available.</b>   |

Electronic File Format

Table 5-5 (continued)

**File Type "E" Detail Record 1 (200 bytes)**

**Format (Size):** A = ASCII text (alpha-numeric)–Default spaces unless otherwise noted, N = Numeric–Default zeroes unless otherwise noted. Number in parenthesis = field size

**Shaded Areas:** The following shaded record positions are not required for Electronic File "E" and default to spaces: 055, 071–075, and 076–079.

**Required Code:** ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail

| Required Code           | Record Positions | Field Name           | Format (Size) | Description   | Example                        | Content Rules and Limitations   |
|-------------------------|------------------|----------------------|---------------|---|--------------------------------|---|
| IEM, GA, GE, GP, AL, EL | 036–037          | Country Code         | <b>A(2)</b>   | Two character standardized 2-digit ISO International country code.<br>Required for International pieces.  | JP                             | <b>Default is spaces</b> for Domestic.<br>Required for International only.  |
| All                     | 038–044          | Postage              | <b>N(7)</b>   | 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 161-162. | \$5.69 entered as 0005690      | <b>Default is zeroes.</b><br>Leading zeroes required.<br>Numeric values (0-9) only; In unit of dollars and rounded to the nearest cent. |
| EM, IEM, GA, GE, GP     | 045              | Unit of Measure Code | <b>N(1)</b>   | Unit of measurement for mail piece:<br>'1' - LBS<br>'2' - OZ<br>'3' - KILOS   | 1                              | Field must contain a USPS defined valid code.   |
| EM, IEM, GA, GE, GP     | 046–054          | Weight               | <b>N(9)</b>   | Mail piece weight. In unit of measure and significant to 4 decimal positions. (Exclude weight of non-incident enclosure here - see Pos. 181-189)  | 14.3 lbs. Entered as 000143000 | <b>Default is zeroes.</b><br>Leading zeroes required.<br>Numeric values (0-9) only.   |
| See rules →             | 055              | Processing Category  | <b>N(1)</b>   | '0' Cards<br>'1' Letters<br>'2' Flats<br>'3' Machineable Parcels<br>'4' Irregular Parcels<br>'5' Outside/Nonmachineable Parcels   | 3                              | <b>Default is spaces for nonapplicable products.</b>  |

Table 5-5 (continued)

| File Type "E" Detail Record 1 (200 bytes)  |                  |                             |               |   |         |  |
|--|------------------|-----------------------------|---------------|---|---------|--|
| Format (Size): A = ASCII text (alpha-numeric)–Default spaces unless otherwise noted, N = Numeric–Default zeroes unless otherwise noted. Number in parenthesis = field size   |                  |                             |               |   |         |  |
| Shaded Areas: The following shaded record positions are not required for Electronic File "E" and default to spaces: 055, 071–075, and 076–079.   |                  |                             |               |   |         |  |
| Required Code: ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail |                  |                             |               |   |         |  |
| Required Code  | Record Positions | Field Name                  | Format (Size) | Description   | Example | Content Rules and Limitations  |
| See rules →  | 056              | Destination Rate Indicator  | A(1)          | 'A' Area Distribution Center ADC<br>'B' Destination BMC<br>'D' Destination Delivery Unit<br>'E' Inter-BMC Parcel Post<br>'F' Auxiliary Service Facility ASF<br>'I' International Service Center<br>'S' Destination SCF<br>'T' Intra-BMC Parcel Post<br>'N' None | N       | <b>Mandatory for Drop Shipment mailers.</b><br><b>Default is 'N' for non-applicable services.</b>  |
| All  | 057–058          | Rate Indicator              | A(2)          | Refer to Rate Indicator Table.  | PA      | <b>Default is spaces.</b>  |
| See rules →  | 059–060          | Zone                        | A(2)          | Individual mailpiece zone.<br>Valid Zones are:<br>LC-Local Zone<br>'01' through '08'<br>For Priority Mail weighing 1 lb. or less, no zone is required (use zero filler).<br>For Priority Mail weighing more than 1 lb., zone data is required.                  | 00      | <b>Default is zeroes for nonapplicable products.</b><br><b>Mandatory for products with rates based on zones.</b><br><b>Leading zeroes required if numeric.</b> |
| EM   | 061              | PO Box Indicator            | A(1)          | 'Y' = Express Mail addressed to a PO Box.   | Y       | <b>Default value is 'N'.</b><br>Required for Express Mail.   |
| EM   | 062              | Waiver of Signature         | A(1)          | 'Y' = Mailer requests Waiver of Signature on delivery for Express Mail<br>'N' = Mail does not request Waiver of Signature   | N       | <b>Default value is 'N'.</b><br>Required for Express Mail.   |
| EM   | 063              | No Weekend/Holiday Delivery | N(1)          | 1 = Normal (default) = regular delivery for Express Mail.<br>2 = NO WEEKEND delivery<br>3 = NO HOLIDAY delivery<br>4 = NO WEEKEND or HOLIDAY delivery   | 1       | <b>Default value is '1'.</b><br>Required for Express Mail.   |



Electronic File Format

Table 5-5 (continued)

**File Type "E" Detail Record 1 (200 bytes)**

**Format (Size):** A = ASCII text (alpha-numeric)–Default spaces unless otherwise noted, N = Numeric–Default zeroes unless otherwise noted. Number in parenthesis = field size

**Shaded Areas:** The following shaded record positions are not required for Electronic File "E" and default to spaces: 055, 071–075, and 076–079.

**Required Code:** ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail

| Required Code | Record Positions | Field Name                          | Format (Size)   | Description  | Example                            | Content Rules and Limitations   |
|---------------|------------------|-------------------------------------|-----------------|--|------------------------------------|---|
| See rules →   | 064–070          | Value of Article                    | <b>N(7)</b>     | Wholesale cost of article.<br>Required if insured.                   | \$200.00<br>Entered as:<br>0020000 | <b>Default is zeroes.</b><br>Required if insurance is being included as a Special Service.                          |
| See rules →   | 071–075          | COD Amount Due Sender               | <b>N(5)</b>     | Dollar amount due on delivery  | \$206.00<br>Entered as:<br>\$20600 | <b>Default is zeroes.</b><br><b>Required if package is COD.</b>   |
| See rules →   | 076–079          | Handling Charge                     | <b>N(4)</b>     | Handling charge for Registered Mail valued at more than \$25,000.00. | \$20.50<br>entered as:<br>2050     | <b>Default is zeroes.</b><br><b>Required for Registered Mail valued at more than \$25,000.00.</b>                   |
| ALL           | 080–081          | Special Service Code<br>1st Service | <b>N(2)</b>     | Special Service code.<br>See Special Service Codes table.            | 01                                 | <b>Default is spaces.</b><br>Field contains one Special Service code.<br>Required when 1 Special Service is used.   |
| ALL           | 082–086          | Fee for Special Service<br>1st Fee  | <b>N(5)</b>     | Fee for 1st Special Service Code.                                    | \$.25<br>Entered as:<br>00025      | <b>Default is zeroes.</b><br>Required when 1 Special Service is used.   |
| ALL           | 087–088          | Special Service Code<br>2nd Service | <b>N(2)</b>     | Special Service code.<br>See Special Service Codes tables.           | 04                                 | <b>Default is spaces.</b><br>Field contains one Special Service code.<br>Required when 2 Special Services are used. |
| ALL           | 089–093          | Fee for Special Service<br>2nd Fee  | <b>N(5)</b>     | Fee for 2nd Special Service Code.                                    | \$1.40<br>Entered as:<br>00140     | <b>Default is zeroes.</b><br>Required when 2 Special Services are used.   |
| ALL           | 094–095          | Special Service Code<br>3rd Service | <b>N(2)</b>     | Special Service code.<br>See Special Service Codes tables.           | 05                                 | <b>Default is spaces.</b><br>Field contains one Special Service code.<br>Required when 3 Special Services are used. |
| ALL           | 096–100          | Fee for Special Service<br>3rd Fee  | <b>N(5) (2)</b> | Fee for 3rd Special Service Code                                     | \$.85<br>Entered as:<br>00085      | <b>Default is zeroes.</b><br>Required when 3 Special Services are used.   |

Table 5-5 (continued)

| <b>File Type "E" Detail Record 1 (200 bytes)</b>  |                         |  |                      |   |                                |   |
|---|-------------------------|--|----------------------|---|--------------------------------|---|
| <b>Format (Size): A = ASCII text (alpha-numeric)–Default spaces unless otherwise noted, N = Numeric–Default zeroes unless otherwise noted. Number in parenthesis = field size</b>   |                         |  |                      |   |                                |   |
| <b>Shaded Areas: The following shaded record positions are not required for Electronic File "E" and default to spaces: 055, 071–075, and 076–079.</b>   |                         |  |                      |   |                                |   |
| <b>Required Code: ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail</b> |                         |  |                      |   |                                |   |
| <b>Required Code</b>  | <b>Record Positions</b> | <b>Field Name</b>                      | <b>Format (Size)</b> | <b>Description</b>  | <b>Example</b>                 | <b>Content Rules and Limitations</b>  |
| ALL   | 101–102                 | Special Service Code<br>4th Service    | <b>N(2)</b>          | Special Service code.<br>See Special Service Codes tables.  | 06                             | <b>Default is spaces.</b><br>Field contains one Special Service code.<br>Required when 4 Special Services are used. |
| ALL   | 103–107                 | Fee for Special Service<br>4th Fee     | <b>N(5)</b>          | Fee for 4th Special Service Code  | \$1.25<br>Entered as:<br>00125 | <b>Default is zeroes.</b><br>Required when 4 Special Services are used.   |
| ALL   | 108–109                 | Special Service Code<br>5th Service    | <b>N(2)</b>          | Special Service code.<br>See Special Service Codes tables.  | 10                             | <b>Default is spaces.</b><br>Field contains one Special Service code.<br>Required when 5 Special Services are used. |
| ALL   | 110–114                 | Fee for Special Service<br>5th Fee     | <b>N(5)</b>          | Fee for 5th Special Service Code  | \$2.75<br>Entered as:<br>00275 | <b>Default is zeroes.</b><br>Required when 5 Special Services are used.   |
| ALL   | 115–116                 | Special Service Code<br>6th Service    | <b>N(2)</b>          | Special Service code.<br>See Special Service Codes tables.  | 11                             | <b>Default is spaces.</b><br>Field contains one Special Service code.<br>Required when 6 Special Services are used. |
| ALL   | 117–121                 | Fee for Special Service<br>6th Service | <b>N(5)</b>          | Fee for 6th Special Service Code  | \$5.40<br>Entered as:<br>00540 | <b>Default is zeroes.</b><br>Required when 6 Special Services are used.   |
| ALL   | 122–130                 | Client Mailer ID                       | <b>N(9)</b>          | This field is used for shippers that mail for other customers. Mailer ID for the company for which you are mailing. | 123456789                      | <b>Default is zeroes. Numeric value only. If used, must be valid Mailer ID registered with USPS.</b>                |
| ALL   | 131–160                 | Customer Reference Number              | <b>A(30)</b>         | Used for customer internal identification purposes.   | ZZ123456X                      | <b>Default is spaces.</b>   |
| See rules →   | 161–162                 | Surcharge Type                         | <b>A(2)</b>          | Surcharge type code.<br>See Surcharge Type Code table.  | 01                             | <b>Default is spaces.</b><br>Leading zeroes required.   |

Electronic File Format

Table 5-5 (continued)

**File Type "E" Detail Record 1 (200 bytes)**

**Format (Size):** A = ASCII text (alpha-numeric)–Default spaces unless otherwise noted, N = Numeric–Default zeroes unless otherwise noted. Number in parenthesis = field size

**Shaded Areas:** The following shaded record positions are not required for Electronic File "E" and default to spaces: 055, 071–075, and 076–079.

**Required Code:** ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail

| Required Code          | Record Positions | Field Name                              | Format (Size) | Description  | Example                            | Content Rules and Limitations   |
|------------------------|------------------|---|---------------|--|------------------------------------|---|
| See rules →            | 163–169          | Surcharge Amount                        | <b>N(7)</b>   | In unit of dollars and rounded to the nearest cent.  | \$1.65<br>Entered as:<br>0000165   | <b>Default is zeroes</b> for non-applicable products.<br>Leading zeroes required.<br>Numeric values (0-9) only. |
| See rules →            | 170–171          | Non-Incidental Enclosure Rate Indicator | <b>A(2)</b>   | See Rate Indicator table for valid codes for this field.   | SP                                 | <b>Default is spaces</b> if not applicable.<br>Required if applicable.  |
| See rules →            | 172–173          | Non-Incidental Enclosure Class          | <b>A(2)</b>   | Refer to Products or Class of Mail codes shown above in <i>Products or Class of Mail</i> field, positions 003-004. | FC                                 | <b>Default is spaces</b> if not applicable.<br>Required if applicable.  |
| See rules →            | 174–180          | Non-Incidental Enclosure Postage        | <b>N(7)</b>   | Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest cent.               | \$.33<br>Entered as:<br>0000330    | <b>Default is zeroes.</b>   |
| See rules →            | 181–189          | Non-Incidental Enclosure Weight         | <b>N(9)</b>   | Individual weight of the non-incidental enclosure. In unit of lbs. and significant to 4 decimal positions.         | 0.2500<br>Entered as:<br>000002500 | <b>Default is zeroes.</b>   |
| EM, GEM<br>See rules → | 190–198          | Custom Design Agreement Number          | <b>N(9)</b>   | Custom Designed Agreement Number for Express Mail.   | 202123499                          | <b>Default value is zeroes.</b><br>Required if Express Mail is Custom Design.                                   |
| ALL                    | 199–200          | Filler                                  | <b>A(2)</b>   | Filler area for future expansion.  |                                    | <b>Must be spaces.</b>  |

Table 5-6

**File Type “E” Detail Record 2 (352 bytes)**

**File Type “E” Detail Record 2 (352 bytes)–Required for Certified, Insured, Global Express Mail, Global Priority Mail, Global Air Parcel Post, and Global Economy Parcel Post Mail only**

**Format (Size): A = ASCII text (alpha-numeric)–Default spaces unless otherwise noted, N = Numeric–Default zeroes unless otherwise noted. Number in parenthesis = field size.**

**Required Code: ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail**

| Required Code           | Record Positions | Field Name                        | Format (Size) | Description   | Example       | Content Rules and Limitations   |
|-------------------------|------------------|-----------------------------------|---------------|---|---------------|---|
| ALL                     | 001–002          | Electronic File Detail Record ID  | <b>A(2)</b>   | A 2-character system constant that identifies an electronic file detail record.   | D2            | 'D2' is required.   |
| ALL                     | 003–024          | Package Identification Code (PIC) | <b>A(22)</b>  | Unique number assigned to identify the package.   | EA123456789US | See rules for Detail Record 1 PIC, positions 005-026. Must be same PIC as in corresponding D1 Record.                         |
| IEM, GA, GE, GP, IN, CE | 025–072          | Name of Addressee                 | <b>A(48)</b>  | Ship to name of addressee.  | JOHN DOE      | <b>Default is spaces.</b>   |
| IEM, GA, GE, GP, IN, CE | 073–120          | Miscellaneous Address Information | <b>A(48)</b>  | Miscellaneous Address Information in the destination address.   | BUILDING A    | <b>Default is spaces.</b>   |
| IEM, GA, GE, GP, IN, CE | 121–168          | Secondary Unit Designator         | <b>A(48)</b>  | Secondary Unit Designator in the destination address. (This element may appear as part of the Delivery Address.) This field is not to be used for the city or state.                  | SUITE 400     | <b>Default is spaces.</b>   |
| IEM, GA, GE, GP, IN, CE | 169–216          | Delivery Address                  | <b>A(48)</b>  | Delivery Address in the destination address. (May contain secondary unit designator, such as APT or SUITE, for Accountable mail.) This field is not to be used for the city or state. | 123 MAIN ST   | <b>Default is spaces.</b>   |
| IN, CE                  | 217–244          | City Name                         | <b>A(28)</b>  | City name of the destination address.   | Reston        | <b>Default is spaces.</b>   |
| IN, CE                  | 245–246          | State                             | <b>A(02)</b>  | Two character state code of the destination address.  | VA            | <b>Default is spaces.</b>   |
| See rules →             | 247–257          | Postal Code                       | <b>A(11)</b>  | Foreign country postal codes or POSTNET representation.   | A0A9A0        | <b>Default is spaces.</b><br>Used for international mail to countries that use postal codes.<br>Left justified, space filled. |
| See rules →             | 258–285          | International Province Name       | <b>A(28)</b>  | International Province Name of the destination address.   | Ontario       | <b>Default is spaces.</b><br>Used for international mail to countries with Province Names.                                    |

Electronic File Format

Table 5-6 (continued)

**File Type "E" Detail Record 2 (352 bytes)–Required for Certified, Insured, Global Express Mail, Global Priority Mail, Global Air Parcel Post, and Global Economy Parcel Post Mail only**

**Format (Size): A = ASCII text (alpha-numeric)–Default spaces unless otherwise noted, N = Numeric–Default zeroes unless otherwise noted. Number in parenthesis = field size.**

**Required Code: ALL indicates required for any mail piece; DC = Delivery Confirmation; SC = Signature Confirmation; IN = Insured; CE = Certified; AL = Air Letter-Post; EL Economy Letter-Post; EM = Express Mail; IEM = Global Express Mail; GA = Global Air Parcel Post; GE = Global Economy Parcel Post; GP = Global Priority Mail**

| Required Code | Record Positions | Field Name                 | Format (Size) | Description   | Example                               | Content Rules and Limitations   |
|---------------|------------------|----------------------------|---------------|---|---------------------------------------|---|
| See rules →   | 286–295          | Customs Category Article 1 | <b>A(10)</b>  | Code of article in package using USITC Harmonized Tariff Schedule.  | 1702.20.22<br>entered as:<br>17022022 | <b>Default is spaces.</b><br>For international mail.<br>If used, first four characters are required. Left justified, trailing spaces. |
| See rules →   | 296–297          | Customs Count Article 1    | <b>N(2)</b>   | Total number of articles in package of this customs category.   | 20                                    | For international mail.<br>If Customs Category Article 1 is valued, must be numeric and greater than 0.<br>Default is zeroes.         |
| See rules →   | 298–305          | Customs Value Article 1    | <b>N(8)</b>   | Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent. | \$100.00<br>Entered as:<br>00010000   | For international mail.<br>If Customs Category Article 1 is valued, must be numeric and greater than 0.<br>Default is zeroes.         |
| See rules →   | 306–315          | Customs Category Article 2 | <b>A(10)</b>  | Code of article in package using USITC Harmonized Tariff Schedule.  | 1702.20.22<br>entered as:<br>17022022 | <b>Default is spaces</b><br>For international mail.<br>If used, first four characters are required. Left justified, space filled.     |
| See rules →   | 316–317          | Customs Count Article 2    | <b>N(2)</b>   | Total number of articles in package of this customs category.   | 10                                    | For international mail.<br>If Customs Category Article 2 is valued, must be numeric and greater than 0.<br>Default is zeroes.         |
| See rules →   | 318–325          | Customs Value Article 2    | <b>N(8)</b>   | Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent. | \$50.00<br>Entered as:<br>00005000    | For international mail.<br>If Customs Category Article 2 is valued, must be numeric and greater than 0.<br>Default is zeroes.         |
| See rules →   | 326–335          | Customs Category Article 3 | <b>A(10)</b>  | Code of article in package using USITC Harmonized Tariff Schedule.  | 1702.20.22<br>entered as:<br>17022022 | <b>Default is spaces</b><br>For international mail.<br>If used, first four characters are required. Left justified, space filled.     |

Table 5-6 (continued)

| Required Code  | Record Positions | Field Name                    | Format (Size) | Description   | Example                             | Content Rules and Limitations   |
|----------------|------------------|-------------------------------|---------------|---|-------------------------------------|---|
| See rules<br>→ | 336–337          | Customs<br>Count<br>Article 3 | <b>N(2)</b>   | Total number of articles in package of this customs category.   | 15                                  | For international mail.<br>If Customs Category Article 3 is valued, must be numeric and greater than 0.<br>Default is zeroes. |
| See rules<br>→ | 338–345          | Customs<br>Value<br>Article 3 | <b>N(8)</b>   | Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent. | \$300.99<br>Entered as:<br>00030099 | For international mail.<br>If Customs Category Article 3 is valued, must be numeric and greater than 0.<br>Default is zeroes. |
| ALL            | 346–352          | Filler                        | <b>A(7)</b>   | Filler for future use.  |                                     | Must be spaces.   |

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## **6 Data File Formats**

This chapter contains the following tables:

- Table 6-1, Extract File Data Format.
- Table 6-2, Confirmation Services Error/Warning Data File Format Header Record.
- Table 6-3, Confirmation Services Error/Warning Data File Format for Detail Record.
- Table 6-4, Shipping Partner Event Code Error/Warning Data File Format for Header Record.
- Table 6-5, Shipping Partner Event Code Error/Warning Data File Format for Detail Record.
- Table 6-6, Shipping Partner Event Header Record.
- Table 6-7, Shipping Partner Event Detail Record.



Data File Formats

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              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | “                      |  |
| 002–023          | Package Identification Code (PIC) | <b>A(22)</b>  | Barcoded label number used to identify the package.  | 9121941233312000012348 | Taken from the Electronic File Detail Record 1 positions 005–026.  |
| 024              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | “                      |  |
| 025              | Delimiter                         | <b>A(1)</b>   | “Comma-delimited” format.  | ,                      |  |
| 026              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | ”                      |  |
| 027–048          | Electronic File Number            | <b>A(22)</b>  | Electronic File number of the electronic file that included this Product Identification Code (PIC).. | 9150941233312000012348 | Taken from the Electronic File Header Record, positions 004–025.   |
| 049              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | “                      |  |
| 050              | Delimiter                         | <b>A(1)</b>   | “Comma-delimited” format.  | ,                      |  |
| 051              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | ”                      |  |
| 052–060          | Mailer ID                         | <b>N(9)</b>   | Mailer ID unique to this mailer as shown in the Postal Service database.                             | <b>941233312</b>       | Taken from the Electronic File Header Record, positions 005–026.   |
| 061              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | “                      |  |
| 062              | Delimiter                         | <b>A(1)</b>   | “Comma-delimited” format.  | ,                      |  |
| 063              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | ”                      |  |
| 064–083          | Mailer Name                       | <b>A(20)</b>  | Mailer name associated with Mailer ID.   | <b>ABC Company</b>     |  |
| 084              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | “                      |  |
| 085              | Delimiter                         | <b>A(1)</b>   | “Comma-delimited” format.  | ,                      |  |
| 086              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | ”                      |  |
| 087–091          | Destination ZIP Code              | <b>A(5)</b>   | Destination ZIP Code.  | <b>33511</b>           | Taken from the Electronic File Detail Record 1 positions 027–031.  |
| 092              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | “                      |  |
| 093              | Delimiter                         | <b>A(1)</b>   | “Comma-delimited” format.  | ,                      |  |
| 094              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | ”                      |  |
| 095–098          | Destination ZIP + 4               | <b>A(4)</b>   | Destination ZIP + 4.   | <b>1857</b>            | Taken from Detail Record 1, positions 032–035.   |
| 099              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | “                      |  |
| 100              | Delimiter                         | <b>A(1)</b>   | “Comma-delimited” format.  | ,                      |  |
| 101              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | ”                      |  |
| 102–106          | Scanning Facility ZIP             | <b>N(5)</b>   | If scanning event, 5-digit ZIP Code of facility. If e-file event, entry facility ZIP Code.           | <b>21201</b>           |  |
| 107              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | “                      |  |
| 108              | Delimiter                         | <b>A(1)</b>   | “Comma-delimited” format.  | ,                      |  |
| 109              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | ”                      |  |
| 110–140          | Scanning Facility Name            | <b>A(31)</b>  | Name of Postal Service facility or city/state where event happened.                                  | <b>Baltimore, MD</b>   | Provided by the Postal Service. Further defined for city/state event: 28 characters for city, one for comma, two for state alpha abbreviation. |
| 141              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | “                      |  |
| 142              | Delimiter                         | <b>A(1)</b>   | “Comma-delimited” format.  | ,                      |  |
| 143              | Text Qualifier                    | <b>A(1)</b>   | “Comma-delimited” format.  | ”                      |  |

Table 6-1 (continued)

| Record Positions | Field Name                | Format (Size) | Description  | Example          | Content Rules and Limitations   |
|------------------|---------------------------|---------------|--|------------------|---|
| 144–145          | Event Code                | <b>A(2)</b>   | Code for tracking event.   | <b>01</b>        | See Tables section for current listing of Event Codes.  |
| 146              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | “                |   |
| 147              | Delimiter                 | <b>A(1)</b>   | “Comma-delimited” format.  | ,                |   |
| 148              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | ”                |   |
| 149–188          | Event Name                | <b>A(40)</b>  | Name of tracking event corresponding to Event Code.                            | <b>Delivered</b> | See Tables section for current listing of Event Code descriptions.                                    |
| 189              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | “                |   |
| 190              | Delimiter                 | <b>A(1)</b>   | “Comma-delimited” format.  | ,                |   |
| 191              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | ”                |   |
| 192–199          | Event Date                | <b>A(8)</b>   | Date of tracking event.  | <b>20030320</b>  | <b>YYYYMMDD</b>   |
| 200              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | “                |   |
| 201              | Delimiter                 | <b>A(1)</b>   | “Comma-delimited” format.  | ,                |   |
| 202              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | ”                |   |
| 203–206          | Event Time                | <b>N(4)</b>   | Time of tracking event.  | <b>1315</b>      | <b>HHMM</b><br>24-hour time format and time must be valid.  |
| 207              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | “                |   |
| 208              | Delimiter                 | <b>A(1)</b>   | “Comma-delimited” format.  | ,                |   |
| 209              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | ”                |   |
| 210–218          | Client Mailer ID          | <b>N(9)</b>   | Client Mailer ID of the mailer also receiving extract data for this mailpiece. | <b>941233312</b> | Taken from the Electronic File Detail Record 1, positions 122–130.                                    |
| 219              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | “                |   |
| 220              | Delimiter                 | <b>A(1)</b>   | “Comma-delimited” format.  | ,                |   |
| 221              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | ”                |   |
| 222–251          | Customer Reference Number | <b>A(30)</b>  | Customer’s internal reference number.  | <b>ZZ123456X</b> | Taken from the Electronic File Detail Record 1, positions 131–160.                                    |
| 252              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | “                |   |
| 253              | Delimiter                 | <b>A(1)</b>   | “Comma-delimited” format.  | ,                |   |
| 254              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | ”                |   |
| 255–256          | Destination Country Code  | <b>A(2)</b>   | Destination Country Code.  |                  | <b>International mail only.</b><br>Taken from the Electronic File Detail Record 1, positions 036–044. |
| 257              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | “                |   |
| 258              | Delimiter                 | <b>A(1)</b>   | “Comma-delimited” format.  | ,                |   |
| 259              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | ”                |   |
| 260–279          | Recipient Name            | <b>A(20)</b>  | Name of recipient for Signature Confirmation and Express Mail service.         | <b>DOE J</b>     | Last Name, space, First initial   |
| 280              | Text Qualifier            | <b>A(1)</b>   | “Comma-delimited” format.  | “                |   |

Data File Formats

Table 6-2

**Confirmation Services Error/Warning Data File Format for Header Record (Summary) (161 Bytes)**

**Note:** This format is for Confirmation Services Error Warning Report and applies to Confirmation Services electronic files and Shipping Partner Event Codes files.

- The summary Record appears first in the data file.
- The total record length is always 161 bytes regardless of data content. Format (size) reflects the maximum length for each field.

| <b>Format (Size):</b> A = ASCII text (alpha-numeric); N = Numeric; <b>Number in parenthesis</b> = field size |                      |   |                  |
|--|----------------------|---|------------------|
| <b>Field Name</b>  | <b>Format (Size)</b> | <b>Description</b>  | <b>Example</b>   |
| <b>Mailer ID</b>   | <b>N(9)</b>          | Mailer ID from the electronic file number of the transmitted file.  | <b>123456789</b> |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,                |
| <b>Electronic File Sequence Number</b>   | <b>N(9)</b>          | Sequential number from the Electronic File Number:<br>8 digits – sequential number<br>1 digit – MOD 10 check digit  | <b>00000019</b>  |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,                |
| <b>Electronic File Receipt Date</b>  | <b>N(8)</b>          | Date USPS Product Tracking System received the mailers Electronic File.<br>Format: YYYYMMDD   | <b>20050615</b>  |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,                |
| <b>Electronic File Receipt Time</b>  | <b>N(6)</b>          | Time USPS Product Tracking System received the mailers Electronic File. Format: HHMMSS  | <b>143059</b>    |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,                |
| <b>Entry Facility ZIP Code</b>   | <b>N(5)</b>          | ZIP Code of the Postal Service facility where mail was tendered. This zip is the destination zip for parcels return services files.                       | <b>20260</b>     |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,                |
| <b>Mailing Date</b>  | <b>N(8)</b>          | Date in the header record of the Electronic File provided by mailer indicating when the mail was tendered to the USPS entry facility.<br>Format: YYYYMMDD | <b>20050615</b>  |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,                |
| <b>Number of Records Read</b>  | <b>N(9)</b>          | Total number of all records in electronic file to include Header Records and all Detail Records.  | <b>3</b>         |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,                |
| <b>Number of Records Rejected</b>  | <b>N(9)</b>          | Number of records not posted to Product Tracking System (PTS), because of error in Header Record or individual Detail Records.                            | <b>1</b>         |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,                |
| <b>Number of Records Accepted</b>  | <b>N(9)</b>          | Number of records posted to PTS   | <b>2</b>         |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,                |
| <b>Number of Electronic File Detail Record 1 Records Accepted</b>  | <b>N(9)</b>          | Number of Detail 1 Records posted to PTS  | <b>1</b>         |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,                |

Table 6-2 (continued)

| <b>Format (Size):</b> A = ASCII text (alpha-numeric); N = Numeric; <b>Number in parenthesis</b> = field size |                      |   |  |
|--|----------------------|---|--|
| <b>Field Name</b>  | <b>Format (Size)</b> | <b>Description</b>  | <b>Example</b>   |
|  |                      | -   |  |
| <b>Number of Electronic File Detail Record 2 Records Accepted</b>  | <b>N(9)</b>          | - Number of Detail 2 records posted to PTS                | <b>1</b>   |
| <b>Delimiter</b>   | <b>A(1)</b>          | Comma Delimiter   | ,  |
| <b>Summary Message</b>   | <b>A(60)</b>         | Error message that applies to the entire electronic file. | <b>ENTIRE ELECTRONIC FILE REJECTED DUE TO HEADER RECORD ERROR.</b> |

Data File Formats

Table 6-3

**Confirmation Services Error/Warning Data File Format for Detail Record (118 Bytes)**

Note: This format is for the Confirmation Services Error Warning Report and applies to Confirmation Services electronic files and Shipping Partner Event Codes files.

- The total record length is always 118 bytes regardless of data content. Maximum data content is 118 bytes. Format (size) reflects the maximum length for each field.

| Format (Size): <b>A = ASCII text (alpha-numeric); N = Numeric; Number in parenthesis = field size</b> |                      |   |  |
|---|----------------------|---|--|
| <b>Field Name</b>   | <b>Format (Size)</b> | <b>Description</b>  | <b>Example</b>   |
| Error/Warning Type Code   | <b>A(1)</b>          | E = Error<br>W = Warning  | <b>W</b>   |
| Delimiter   | <b>A(1)</b>          | Comma Delimiter   | ,  |
| Electronic File Line Number   | <b>N(9)</b>          | Line number of the electronic file containing the Detail Record in error. | <b>2</b>   |
| Delimiter   | <b>A(1)</b>          | Comma Delimiter   | ,  |
| Package Identification Code (PIC)   | <b>N(22)</b>         | Barcoded label number used to track the package.                          | <b>9102123456789123456789</b>                                    |
| Delimiter   | <b>A(1)</b>          | Comma Delimiter   | ,  |
| The description of the Field in the electronic file that contains an Error or Warning                 | <b>A(22)</b>         | The field in the error warning files containing the error or warning.     | <b>PM-02</b>   |
| Delimiter   | <b>A(1)</b>          | Comma Delimiter   | ,  |
| Error/Warning Message   | <b>A(60)</b>         | Reason electronic file field is in error or warning.                      | <b>INVALID PRODUCTS OR CLASS OF MAIL/SERVICE TYPE CODE COMBO</b> |

Table 6-4

**Shipping Partner Event Code Error/Warning Data File Format for Header Record (Summary) (161 Bytes)**

- The summary Record appears first in the data file
- Record length is 161. Format (size) reflects the max length for each field.

| <b>Format (Size):</b> A = ASCII text (alpha-numeric); N = Numeric; <b>Number in parenthesis</b> = field size |                       |  |  |
|--|-----------------------|--|--|
| <b>Field Name</b>  | <b>Maximum Length</b> | <b>Description</b>   | <b>Example</b>   |
| <b>Mailer ID</b>   | <b>N(9)</b>           | Mailer ID from the electronic file number for company transmitting the file.                                       | <b>123456789</b>   |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Electronic File Sequence Number</b>   | <b>N(9)</b>           | Sequential number from the Electronic File Number:<br>8 digits – sequential number<br>1 digit – MOD 10 check digit | <b>000000019</b>   |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Electronic File Receipt Date</b>  | <b>N(8)</b>           | Date USPS Product Tracking System received the mailers Shipping Partner Event File. Format: YYYYMMDD               | <b>20050615</b>  |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Electronic File Receipt Time</b>  | <b>N(6)</b>           | Time USPS Product Tracking System received the mailers Shipping Partner Event File. Format: HHMMSS                 | <b>145002</b>  |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Entry Facility ZIP Code</b>   | <b>N(5)</b>           | Null   |  |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Mailing Date</b>  | <b>N(8)</b>           | Null   |  |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Number of Records Read</b>  | <b>N(9)</b>           | Header record + Detail records on the Shipping Partner event Code Files  | <b>3</b>   |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Number of Records Rejected</b>  | <b>N(9)</b>           | Header record + Detail records in error – not posted to Product Tracking System.                                   | <b>1</b>   |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Number of Records Accepted</b>  | <b>N(9)</b>           | Number of records posted to the USPS Product Tracking System.  | <b>2</b>   |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Number of Electronic File Detail Record 1 Records Accepted</b>  | <b>N(9)</b>           | Number of Detail 1 Records posted to the USPS Product Tracking System.   | <b>1</b>   |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Number of Electronic File Detail Record 2 Records Accepted</b>  | <b>A(9)</b>           | Null   |  |
| <b>Delimiter</b>   | <b>A(1)</b>           | Comma Delimiter  | ,  |
| <b>Summary Message</b>   | <b>A(60)</b>          | Error message that applies to the entire electronic file.  | <b>ENTIRE ELECTRONIC FILE REJECTED DUE TO HEADER RECORD ERROR.</b> |

## Data File Formats

Table 6-5

### Shipping Partner Event Code Error/Warning Data File Format for Detail Record (161 Bytes)

- The summary Record appears first in the data file
- Record length is 161. Format (size) reflects the max length for each field.

| <b>Format (Size):</b> A = ASCII text (alpha-numeric); N = Numeric; <b>Number in parenthesis</b> = field size |                      |   |                                 |
|--|----------------------|---|---------------------------------|
| <b>Field Name</b>  | <b>Format (Size)</b> | <b>Description</b>  | <b>Example</b>                  |
| Error/Warning Type Code  | <b>A(1)</b>          | E = Error<br>W = Warning  | <b>E</b>                        |
| Delimiter  | <b>A(1)</b>          | Comma Delimiter   | ,                               |
| Electronic File Line Number  | <b>N(9)</b>          | Line number of the electronic file containing the Detail Record in error. | <b>1</b>                        |
| Delimiter  | <b>A(1)</b>          | Comma Delimiter   | ,                               |
| Package Identification Code (PIC)  | <b>N(22)</b>         | Barcoded label number used to track the package.                          | <b>9102123456789123456789</b>   |
| Delimiter  | <b>A(1)</b>          | Comma Delimiter   | ,                               |
| The description of the field in the electronic file that contains an Error or Warning                        | <b>A(22)</b>         | The field in the error warning files containing the error or warning.     | <b>9102123456789123456789</b>   |
| Delimiter  | <b>A(1)</b>          | Comma Delimiter   | ,                               |
| Error Message  | <b>A(60)</b>         | Reason electronic file field is in error or warning.                      | <b>INVALID MAILER ID IN PIC</b> |

Table 6-6

**Shipping Partner Event Header Record (100 Bytes) (Fixed Length Strings)**

| <b>Format (Size):</b> A = ASCII text (alpha-numeric); N = Numeric; <b>Number in parenthesis</b> = field size |  |                      |  |                  |  |
|--|--|----------------------|--|------------------|--|
| <b>Record Position</b>   | <b>Field Name</b>                            | <b>Format (Size)</b> | <b>Description</b>   | <b>Example</b>   | <b>Content Rules and Limitations</b>       |
| 001–002  | Shipping Partner Event File Header Record ID | <b>A(2)</b>          | A two-character system constant, which identifies a Shipping Partner Event File Header Record.   | <b>EH</b>        | 'EH' is required.                          |
| 003–011  | Shipping Partner's Mailer ID                 | <b>N(9)</b>          | Must fill in a valid Mailer ID.  | <b>123456789</b> | Must be the Mailer ID of the consolidator. |
| 012–020  | Shipping Partner Event File Number           | <b>N(9)</b>          | 9-digit file identifier — Fixed length of 9 digits. Right justified with leading zeros.          | <b>00000125</b>  | No spaces.<br>Leading zeroes required.     |
| 021–029  | File Record Count                            | <b>N(9)</b>          | Total number of all records in this file. Count to include Header Record and all Detail Records. | <b>000001517</b> | Leading zeros required.                    |
| 030–050  | Filler                                       | <b>A(21)</b>         | Filler for future use.   |                  | Must be spaces.                            |



Data File Formats

Table 6-7

**Shipping Partner Event Detail Record (100 Bytes) (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)         | <b>GS1-128 Symbology:</b><br><b>2 digits</b> Application Identifier<br><b>2 digits</b> Service Type Code<br><b>9 digits</b> Mailer ID<br><b>8 digits</b> Fixed-length sequence number<br><b>1 digit</b> MOD 10 check digit | 91019412333<br>12000012348 | Fixed-length sequential number would be right justified with a total of 8 digits with leading zeroes. The PIC must remain unique for 6 months from date of first use. Left justified with trailing spaces if applicable. |
| 037-038         | Event Code                                   | N(2)          | Event Code.  | 81                         | 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                       | <b>Default is spaces if not available.</b>   |
| 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<br>24-hour time format.   |
| 062-070         | Client Mailer ID                             | N(9)          | For client to receive event information.   | 000000000                  | For client to receive event information, must be filled with the Mailer ID of the client.  |
| 071-100         | Filler                                       | N(30)         | Filler for future use.   |                            | Must be spaces.  |

## 7 Communications

### Communication Using Dial-Up FTP

---

Throughout these instructions, the term “logonid” refers to the mailer’s Confirmation Services User ID; for example, mmc001.

Establish a Dial-Up connection using your **PPP logonid** and dial-up Password **in all 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 **logonid** and **password**. **logonid** 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: **/logonid/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 /logonid/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:

**<logonid>.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).

**<logonid><seq>.manifest**

*Example:* mmcw93a.manifest

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

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

**/logonid/inbound**

Example: put <localfilename> <logonid>.manifest

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

**<logonid>.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).

**<logonid><seq>.consolid**

*Example:* mmcw93a.consolid

#### Retrieving Reports Using Dial-Up FTP

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

**cd /logonid/outbound**

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

## Communications

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

**/logonid/outbound**

Example: **get ERRWRNO.RPT.1120352010**

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 31<sup>st</sup> generation of that file.

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

Example: **del ERRWRNO.RPT.MMddhhmmss**

### Changing the FTP Password

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 in Table 8-9 in chapter 8.

## Communication Using Internet Server FTP

---

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

All file names, directories, **logonid** 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 **logonid** 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:

***<logonid>.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).

***<logonid><seq>.manifest***

*Example:* mmcw93a.manifest

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

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

***/home/delconf/incoming***

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

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

***<logonid>.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):

***<logonid><seq>.consolid***

*Example:* mmcw93a.consolid

**Retrieving Electronic Files**

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

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

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

***cd /red/logonid/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/logonid/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:

- **Errwrno1.rpt.MMddhhmm** for the Confirmation Services Error/Warning Report.
- **detextro1.rpt.MMddhhmm** for the extract file.
- **errwrno2.rpt.MMddhhmm** for the Consolidator Error/Warning Report.

## Communications

MMddhhmm signifies the following:

- MM = numeric representation of the month.
- dd = day of the month.
- hhmm = the hour, minute and 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 31<sup>st</sup> generation of that file.

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

*Example: del errwrno.rpt.MMddhhmm*

### Changing the Internet FTP Password

To change the Password for Internet FTP, transmitting mail owners or designees must change Passwords on both **ftp-in.usps.gov** and **ftp-out.usps.gov** because the accounts and Passwords are maintained independently. The first six characters of the Password must contain at least two alphabetic characters and at least one numeric or special character. In both accounts, transmitting mail owners or designees will be prompted to enter the Password again, and then to enter and confirm the new Password.

### 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 **<logonid>** and **<password>** fields with the **<logonid>** and **<password>** fields provided to you by the Postal Service.

*Example: ftp://logonid: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 **<logonid>**. You also may access the correct directory by entering the extended URL.

*ftp://logonid:password@ftp-out.usps.gov/red/logonid/incoming*

### Communication Using Electronic Data Interchange (EDI)

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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

This chapter contains the following tables:

- Table 8-1, Products or Class of Mail/Service Type Codes
- Table 8-2, Special Services Codes
- Table 8-3, Surcharge Type Codes
- Table 8-4, Event Codes
- Table 8-5, Rate Indicators
- Table 8-6, Electronic File Type
- Table 8-7, Electronic File Error Messages:
- Table 8-7a, Error Messages That Cause Rejection of Entire Electronic File
- Table 8-7b, Detail Record Error Messages That Cause Nonacceptance of Record
- Table 8-8, Electronic File Warning Messages:
- Table 8-8a, Header Record Warning Messages That DO NOT Cause File Rejection
- Table 8-8b, Detail Record Warning Messages That DO NOT Cause File Rejection
- Table 8-9, Dial-up Server Error Messages
- Table 8-10, Products or Class of Mail/Service Type Codes for File Type "E"

Table 8-1

**Products or Class of Mail/Service Type Codes**

- Products or Class of Mail Code (Detail Record Positions 003–004)
- Service Type Code (Detail Record Positions 007–008)

| <b>Products or Class of Mail Code</b> | <b>Service Type Code</b> | <b>Service Level</b>                                    | <b>Other/Special Service</b>  | <b>Text Above Barcode</b>   |
|---------------------------------------|--------------------------|---|---|-----------------------------|
| <b>Delivery Confirmation Service</b>  |                          |   |   |                             |
| 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/FC                              | 14                       | Priority Mail/Package Services/First-Class Mail Parcels | For use by software vendors only. (Approval required through Program Office.) | USPS DELIVERY CONFIRMATION  |
| <b>Signature Confirmation Service</b> |                          |   |   |                             |
| 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 |
| PM/BP/FC                              | 34                       | Priority Mail/Package Services/First-Class Mail Parcel  | For use by software vendors only. (Approval required through Program Office.) | USPS SIGNATURE CONFIRMATION |



Tables

Table 8-1 (continued)

| <b>Products or Class of Mail Code</b>                  | <b>Service Type Code</b> | <b>Service Level</b>                    | <b>Other/Special Service</b> | <b>Text Above Barcode</b>  |
|--|--------------------------|---|------------------------------|----------------------------|
| <b>Combinations with Delivery Confirmation Service</b> |                          |   |                              |                            |
| PM   | 05                       | Priority Mail                           | Insured (value > \$200)      | USPS INSURED               |
| FC   | 05                       | First-Class Mail Parcels                | Insured (value > \$200)      | USPS INSURED               |
| BB   | 06                       | Package Services — Bound Printed Matter | Insured (value > \$200)      | USPS INSURED               |
| BL   | 06                       | Package Services — Library Mail         | Insured (value > \$200)      | USPS INSURED               |
| BP   | 06                       | Package Services — Parcel Post          | Insured (value > \$200)      | USPS INSURED               |
| BS   | 06                       | Package Services — Media Mail           | Insured (value > \$200)      | USPS INSURED               |
| PS   | 06                       | Parcel Select                           | Insured (value > \$200)      | USPS INSURED               |
| PM   | 07                       | Priority Mail                           | Insured (value ≤ \$200)      | USPS DELIVERY CONFIRMATION |
| FC   | 07                       | First-Class Mail Parcels                | Insured (value ≤ \$200)      | USPS DELIVERY CONFIRMATION |
| BB   | 08                       | Package Services — Bound Printed Matter | Insured (value ≤ \$200)      | USPS DELIVERY CONFIRMATION |
| BL   | 08                       | Package Services — Library Mail         | Insured (value ≤ \$200)      | USPS DELIVERY CONFIRMATION |
| BP   | 08                       | Package Services — Parcel Post          | Insured (value ≤ \$200)      | USPS DELIVERY CONFIRMATION |
| BS   | 08                       | Package Services — Media Mail           | Insured (value ≤ \$200)      | USPS DELIVERY CONFIRMATION |
| PS   | 08                       | Parcel Select                           | Insured (value ≤ \$200)      | USPS DELIVERY CONFIRMATION |
| PM   | 09                       | Priority Mail                           | COD                          | USPS COD                   |
| FC   | 09                       | First-Class Mail Parcels                | COD                          | USPS COD                   |
| BB   | 10                       | Package Services — Bound Printed Matter | COD                          | USPS COD                   |
| BL   | 10                       | Package Services — Library Mail         | COD                          | USPS COD                   |
| BP   | 10                       | Package Services — Parcel Post          | COD                          | USPS COD                   |
| BS   | 10                       | Package Services — Media Mail           | COD                          | USPS COD                   |
| PS   | 10                       | Parcel Select                           | COD                          | USPS COD                   |

Table 8-1 (continued)

| <b>Products or Class of Mail Code</b>                        | <b>Service Type Code</b> | <b>Service Level</b>  | <b>Other/Special Service</b> | <b>Text Above Barcode</b>  |
|--|--------------------------|---|------------------------------|----------------------------|
| <b>Combinations with Signature Confirmation Service</b>      |                          |   |                              |                            |
| 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   | Insured (all values)         | USPS INSURED               |
| PM   | 29                       | Priority Mail   | COD                          | USPS COD                   |
| FC   | 29                       | First-Class Mail Parcels  | COD                          | USPS COD                   |
| BB   | 30                       | Package Services — Bound Printed Matter   | COD                          | USPS COD                   |
| BL   | 30                       | Package Services — Library Mail   | COD                          | USPS COD                   |
| BP   | 30                       | Package Services — Parcel Post  | COD                          | USPS COD                   |
| BS   | 30                       | Package Services — Media Mail   | COD                          | USPS COD                   |
| PS   | 30                       | Parcel Select   | COD                          | USPS COD                   |
| <b>Merchandise Return with Delivery Confirmation Service</b> |                          |   |                              |                            |
| 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 ≤ \$200)      | USPS DELIVERY CONFIRMATION |
| N/A  | 85                       | Priority Mail, Package Services, Standard Mail Parcels  | Insured (value > \$200)      | USPS DELIVERY CONFIRMATION |
| <b>Electronic File Header Record*</b>                        |                          |   |                              |                            |
| N/A  | 50                       | Priority Mail/First-Class Mail Parcels, Package Services, and Standard Mail Parcels<br>*USED IN THE HEADER RECORD/Electronic File Number Field ONLY                   | None                         | N/A                        |
| <b>Priority Mail Open and Distribute Service</b>             |                          |   |                              |                            |
| PM   | 55                       | Priority Mail Open and Distribute   | N/A                          | USPS SCAN ON ARRIVAL       |
| <b>Insurance*</b>  |                          |   |                              |                            |
| N/A  | 73                       | Priority Mail/First-Class Mail Parcels, Package Services, and Standard Mail Parcels<br>*Important Note: Insurance-only items cannot be included in an electronic file | Insured ONLY (value >\$200)  | USPS INSURED               |

Tables

Table 8-1 (continued)

| <b>Products or Class of Mail Code</b> | <b>Service Type Code</b> | <b>Service Level</b>   | <b>Other/Special Service</b> | <b>Text Above Barcode</b>                            |
|---------------------------------------|--------------------------|--|------------------------------|--|
| <b>Passive Enroute Scan</b>           |                          |  |                              |  |
| N/A                                   | 56                       | Priority Mail/First-Class Mail Parcels, and Package Services | None                         | No Horizontal ID bars or human-readable barcode text |
| <b>Merchandise Return Service</b>     |                          |  |                              |  |
| FC, PM, BB, BL, BP, BS                | 84                       | Merchandise Return Service                                   | N/A                          | ZIP-MERCHANDISE RETURN SERVICE                       |
| <b>Retail Service</b>                 |                          |  |                              |  |
| 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                          |

Table 8-2

**Special Services Codes**

| <b>Special Service Codes</b>                                |  |
|---|--|
| <i>Detail Record 1 Positions</i>                            |  |
| <i>080–081, 087–088, 094–095, 101–102, 108–109, 115–116</i> |  |
| 01  | Delivery Confirmation                            |
| 02  | Signature Confirmation                           |
| 03  | Certified Mail                                   |
| 04  | Insured Mail                                     |
| 05  | COD (Collect on Delivery)                        |
| 06  | Return Receipt (Electronic)/ 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                                   |
| 16  | PAL (Parcel Air Lift) APO/FPO                    |

Table 8-3  
**Surcharge Type Codes**

| <b>Surcharge Type Codes</b>              |                                     |
|--|-------------------------------------|
| <i>Detail Record 1 Positions 161–162</i> |                                     |
| S1                                       | Nonstandard Surcharge               |
| S2                                       | Balloon Surcharge — Priority Mail   |
| S3                                       | Balloon Surcharge — Parcel Post     |
| S4                                       | Nonmachinable Surcharge             |
| S5                                       | Oversize Surcharge                  |
| S6                                       | Residual Shape Surcharge            |
| S7                                       | Nonmachinable and Balloon Surcharge |

Table 8-4  
**Event Codes**

| <b>Event Code</b> | <b>Event Name</b>                   |
|-------------------|-------------------------------------|
| MA                | Electronic Shipping Info Received   |
| 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                | Processed                           |
| 11                | Dead Letter                         |
| 12                | Visible Damage                      |
| 13                | Authorized Agent                    |
| 14                | Arrival at Pickup Point             |
| 15                | Mis-shipped                         |
| 16                | Available for Pickup                |
| 17                | Picked Up by Agent                  |
| 19                | DC/eVS Arrive                       |
| 31                | Return to Sender / Not Picked Up    |
| 32                | Dead Mail / Disposed by Post Office |
| 33                | Dead Mail / Sent to Recovery Center |
| 41                | Received at Opening Unit            |
| 80                | Picked Up by Shipping Partner       |
| 81                | Arrived Shipping Partner Facility   |
| 82                | Departed Shipping Partner Facility  |

| <b>Subset of Return To Sender (09)</b> |                        |
|--|------------------------|
| 21                                     | No Such Number         |
| 22                                     | Insufficient Address   |
| 23                                     | Moved, Left No Address |
| 24                                     | Forward Expired        |
| 25                                     | Addressee Unknown      |
| 26                                     | Vacant                 |
| 27                                     | Unclaimed              |
| 28                                     | Return to Sender       |
| 29                                     | Return to Sender       |

Tables

Table 8-5  
Rate Indicators

| <b>Rate Indicators Table</b>                         |  |                                 |
|--|--|---------------------------------|
| <i>Detail Record 1 Positions 057–058 and 170–171</i> |  |                                 |
| <b>Rate Indicator</b>                                | <b>Description</b>   | <b>Possible Classes of Mail</b> |
| 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-barcoded Single Piece  | BS, BL, BB, BP, PS              |
| FB   | Priority Mail Flat Rate Box  | PM                              |
| 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-barcoded  | BB                              |
| 5S   | Presorted 3/5 Rate Parcel  | SA                              |
| S5   | Media Mail [ <i>formerly</i> Special Standard] 5-Digit   | BS                              |
| SB   | Media Mail [ <i>formerly</i> Special Standard] BMC   | BS                              |
| PS   | Media Mail [ <i>formerly</i> Special Standard] BMC Pre-barcoded  | 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                              |
| PO   | OBMC Presort Pre-barcoded  | BP                              |
| BS   | BMC Presort  | BP                              |
| PM   | BMC Presort Pre-barcoded   | BP                              |

Table 8-6

**Electronic File Type**

| <b>Electronic File Type</b> | <b>Description</b>                       |
|-----------------------------|--|
| 1                           | Postage Payment File                     |
| 2                           | Tracking Services                        |
| 3                           | Postage and Tracking File (Express Mail) |
| 4                           | Bulk Insurance                           |
| 5                           | Electronic Verification                  |
| 6                           | Registered Mail                          |
| 7                           | Certified Mail                           |
| 8                           | COD Mail                                 |
| 9                           | Return Receipt for Merchandise           |
| A                           | Merchandise Return                       |
|                             |  |
| C                           | Parcel Returns Service                   |
| D                           | Global Air Parcels                       |
| E                           | Mixed Mail                               |

Tables

Table 8-7a

**Electronic File Error Messages: Error Messages That Cause Rejection of Entire Electronic File**

| <b>Error Message</b>   | <b>What It Means</b>  |
|--|---|
| H1 HEADER RECORD TYPE MISSING  | Header Record is missing.   |
| H1/D1 HEADER/DETAIL RECORD TYPES MISSING   | The Electronic File Header Record Identifier of H1 and the Electronic File Detail Record Identifier of D1 are missing.  |
| D1 - DETAIL RECORD(S) MISSING  | There were no Detail Records sent with the Header Record.   |
| ELECTRONIC FILE 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 MAILER ID  | The Mailer ID in the Electronic File Number field of the Header Record is not a certified customer Mailer ID.   |
| MAILER ID NOT NUMERIC  | The Mailer ID in Electronic File Number field of the Header Record is not a numeric value.  |
| ELECTRONIC FILE SEQUENCE NUMBER NOT NUMERIC  | The sequential digits in the Electronic File Number field of the Header Record are not numeric (all spaces).  |
| INVALID SEQUENCE NUMBER IN ELECTRONIC FILE-NUMBER  | 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 a valid numeric date.   |
| MAILING DATE 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 ELECTRONIC FILE VERSION NUMBER  | The Postal Service Electronic File Version Number field in the Header Record is not a valid number.   |
| USPS ELECTRONIC FILE VERSION NUMBER NOT NUMERIC  | The Postal Service Electronic File Version Number field in the Header Record is not a numeric value.  |
| INVALID DEVELOPER ID CODE  | The Developer ID Code found in your Header Record is not in our database. Please call the Confirmation Services Certification Support 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 ELECTRONIC FILE NUMBER IN HEADER   | Not a valid barcode for an Electronic File Header Record.   |
| DUPLICATE ELECTRONIC FILE; CORRECTIONS MUST BE WITHIN 30 DAYS                                    | The electronic file 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.                             |
| CORRECTION MUST USE ORIGINAL ELECTRONIC FILE NUMBER, TYPE, ENTRY FACILITY, MAILING DATE AND TIME | The electronic file 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. |
| INVALID SERVICE TYPE CODE  | The service type code in the PIC is not a valid service type code.  |

Table 8-7a (continued)

| <b>Error Message</b>                                | <b>What It Means</b>  |
|---|---|
| INVALID ELECTRONIC FILE NUMBER FORMAT               | The electronic file number is not a valid format of application identifier (if applicable) service type code, Mailer ID, sequence number and check digit. |
| CUSTOMER DECERTIFIED FOR MERCHANDISE RETURN FILE    | Merchandise Return file from customer will no longer be accepted.   |
| CUSTOMER NOT CONFIGURED FOR MERCHANDISE RETURN FILE | Customer has not been certified to send Merchandise Return files.   |
| CUSTOMER PENDING FOR MERCHANDISE RETURN FILE        | The Mailer ID found in your header record has not been certified to send a Merchandise Return file.   |
| CUSTOMER DECERTIFIED FOR INSURED FILE               | Insured file from customer will no longer be accepted.  |
| CUSTOMER NOT CONFIGURED FOR INSURED FILE            | Customer has not been certified to send Insured files.  |
| CUSTOMER PENDING FOR INSURED FILE                   | The Mailer ID found in your header record has not been certified to send an Insured file.   |
| CUSTOMER DECERTIFIED FOR PARCEL RETURNS SERVICE     | Parcel Returns Service file from customer will no longer be accepted.   |
| CUSTOMER NOT CONFIGURED FOR PARCEL RETURNS SERVICE  | Customer has not been certified to send Parcel Returns Service files.   |
| CUSTOMER PENDING PARCEL RETURNS SERVICE             | The Mailer ID found in your header record has not been certified to send a Parcel Returns Service file.   |
| CUSTOMER DECERTIFIED FOR PAYMENT                    | Payment file from customer will no longer be accepted.  |
| CUSTOMER NOT CONFIGURED FOR PAYMENT                 | Customer has not been certified to send Payment files.  |
| CUSTOMER PENDING FOR PARCEL PAYMENT                 | The Mailer ID found in your header record has not been certified to send a Parcel Payment file.   |
| CUSTOMER DECERTIFIED FOR TRACKING                   | Tracking file from customer will no longer be accepted.   |
| CUSTOMER NOT CONFIGURED FOR TRACKING                | Customer has not been certified to send Tracking files.   |
| CUSTOMER PENDING FOR PARCEL TRACKING                | The Mailer ID found in your header record has not been certified to send a Parcel Tracking file.  |
| CUSTOMER DECERTIFIED FOR EXPRESS                    | Express file from customer will no longer be accepted.  |
| CUSTOMER NOT CONFIGURED FOR EXPRESS                 | Customer has not been certified to send Express files.  |
| CUSTOMER PENDING FOR EXPRESS                        | The Mailer ID found in your header record has not been certified to send an Express file.   |
| CUSTOMER DECERTIFIED FOR BULK INSURANCE             | Bulk Insurance file from customer will no longer be accepted.   |
| CUSTOMER NOT CONFIGURED FOR BULK INSURANCE          | Customer has not been certified to send Bulk Insurance files.   |
| CUSTOMER PENDING FOR BULK INSURANCE                 | The Mailer ID found in your header record has not been certified to send a Bulk Insurance file.   |
| CUSTOMER DECERTIFIED FOR E VERIFICATION             | E Verification file from customer will no longer be accepted.   |
| CUSTOMER NOT CONFIGURED FOR E VERIFICATION          | Customer has not been certified to send E Verification files.   |
| CUSTOMER PENDING FOR E VERIFICATION                 | The Mailer ID found in your header record has not been certified to send an E Verification file.  |



Tables

Table 8-7a (continued)

| <b>Error Message</b>                           | <b>What It Means</b>  |
|--|---|
| CUSTOMER DECERTIFIED FOR REGISTERED FILE       | Registered file from customer will no longer be accepted.   |
| CUSTOMER NOT CONFIGURED FOR REGISTERED FILE    | Customer has not been certified to send Registered files.   |
| CUSTOMER PENDING FOR REGISTERED FILE           | The Mailer ID found in your header record has not been certified to send a Registered file.         |
| CUSTOMER DECERTIFIED FOR CERTIFIED FILE        | Certified file from customer will no longer be accepted.  |
| CUSTOMER NOT CONFIGURED FOR CERTIFIED FILE     | Customer has not been certified to send Certified files.  |
| CUSTOMER PENDING FOR CERTIFIED FILE            | The Mailer ID found in your header record has not been certified to send a Certified file.          |
| CUSTOMER DECERTIFIED FOR COD FILE              | COD file from customer will no longer be accepted.  |
| CUSTOMER NOT CONFIGURED FOR COD FILE           | Customer has not been certified to send COD files.  |
| CUSTOMER PENDING FOR COD FILE                  | The Mailer ID found in your header record has not been certified to send a COD file.                |
| CUSTOMER DECERTIFIED FOR RR FOR MERCHANDISE    | RR for Merchandise file from customer will no longer be accepted.                                   |
| CUSTOMER NOT CONFIGURED FOR RR FOR MERCHANDISE | Customer has not been certified to send RR for Merchandise files.                                   |
| CUSTOMER PENDING FOR RR FOR MERCHANDISE        | The Mailer ID found in your header record has not been certified to send a RR for Merchandise file. |
| CUSTOMER PENDING FOR SHIPPING PARTNERS         | The Mailer ID found in your header record has not been certified to send a shipping partner file.   |
| CUSTOMER DECERTIFIED FOR SHIPPING PARTNERS     | Shipping Partner file from customer will no longer be accepted.                                     |
| CUSTOMER NOT CONFIGURED FOR SHIPPING PARTNERS  | Customer has not been certified to send Shipping Partner files.                                     |
| EH HEADER RECORD TYPE MISSING                  | The header record is missing from the Shipping Partner file.  |

Table 8-7b

**Electronic File Error Messages: Detail Record Error Messages That Cause Nonacceptance of Record**

| <b>Error Message</b>  | <b>What It Means</b>  |
|---|---|
| INVALID DETAIL RECORD   | Unrecognizable record; not a valid record.  |
| INVALID PRODUCTS OR CLASS OF MAIL                                 | The Products or Class of Mail field in Detail Record 1 is not a valid products or Class of Mail. See record layout and description for this field.  |
| INVALID SERVICE TYPE CODE IN PIC                                  | Detail Record 1 is not a valid Service Type Code.   |
| INVALID MAILER ID IN PIC  | The Mailer ID in positions 9-17 starting in position 5 of PIC 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 SEQUENCE NUMBER IN PIC                                    | The significant digits in the Package Identification Code (PIC) field of Detail Record 1 are not numeric.   |
| ERROR IN D1 RECORD; REJECTING D2 RECORD                           | An error found in Detail Record 1 automatically rejects the matching Detail Record 2.   |
| D2 RECORD FOUND WITHOUT MATCHING D1 RECORD                        | There is no Detail Record 1 to match Detail Record 2.   |
| LABEL PREVIOUSLY RECEIVED   | One or more of Customer-ID on the Header, Manifest Sequence Number on the Header, and Destination Zip Code on the Detail record have changed from a previously submitted label on an electronic file.                                     |
| INVALID BARCODE FORMAT FOR MERCHANDISE RETURN ELECTRONIC FILE     | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR INSURED ELECTRONIC FILE                | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR PARCEL RETURNS SERVICE ELECTRONIC FILE | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR PAYMENT ELECTRONIC FILE                | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR TRACKING ELECTRONIC FILE               | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR EXPRESS ELECTRONIC FILE                | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR BULK INSURANCE ELECTRONIC FILE         | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR E VERIFICATION ELECTRONIC FILE         | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR REGISTERED ELECTRONIC FILE             | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR CERTIFIED ELECTRONIC FILE              | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR COD ELECTRONIC FILE                    | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID BARCODE FORMAT FOR RR FOR MERCHANDISE ELECTRONIC FILE     | The barcode does not pass the Postal Service barcode edits specific to this type electronic file.   |
| INVALID COUNTRY CODE  | Products or Class of Mail field in Detail Record 1 is "IE" and Country Code field contains an invalid country code.   |

Tables

Table 8-7b (continued)

| <b>Error Message</b>                                     | <b>What It Means</b>   |
|--|--|
| INVALID PIC IN DETAIL RECORD                             | The barcode does not pass the Postal Service barcode edits in general.   |
| SPECIAL SERVICE FEE 1 NOT > OR = \$1.00; NO POD PROVIDED | If Special Service fee for electronic return receipt is not correct – record is rejected and can be resubmitted with correct fee.                            |
| SERVICE TYPE CODE 50 NOT VALID FOR DETAIL                | The service type code of '50' should only be used in the electronic file number in the header record.  |
| ED DETAIL RECORD(S) MISSING                              | No detail records were sent with Header record for Shipping Partner.   |
| INVALID EVENT CODE                                       | This is not a valid Shipping Partner event.  |
| INVALID EVENT DATE                                       | The Shipping Partner event date is not a valid date.   |
| EVENT DATE NOT NUMERIC                                   | The Shipping Partner event date is not a numeric.  |
| INVALID EVENT TIME                                       | The Shipping Partner event time is not a valid time.   |
| EVENT TIME NOT NUMERIC                                   | The Shipping Partner event time is not a numeric.  |
| SPECIAL SERVICE FEE 2 NOT > OR = \$1.00; NO POD PROVIDED | When Special Service Code 2nd service is 06 and the corresponding fee is not greater than or equal to \$1.00, no POD records are provided for the mailpiece. |
| SPECIAL SERVICE FEE 3 NOT > OR = \$1.00; NO POD PROVIDED | When Special Service Code 3rd service is 06 and the corresponding fee is not greater than or equal to \$1.00, no POD records are provided for the mailpiece. |
| SPECIAL SERVICE FEE 4 NOT > OR = \$1.00; NO POD PROVIDED | When Special Service Code 4th service is 06 and the corresponding fee is not greater than or equal to \$1.00, no POD records are provided for the mailpiece. |
| SPECIAL SERVICE FEE 5 NOT > OR = \$1.00; NO POD PROVIDED | When Special Service Code 5th service is 06 and the corresponding fee is not greater than or equal to \$1.00, no POD records are provided for the mailpiece. |
| SPECIAL SERVICE FEE 6 NOT > OR = \$1.00; NO POD PROVIDED | When Special Service Code 6th service is 06 and the corresponding fee is not greater than or equal to \$1.00, no POD records are provided for the mailpiece. |

Table 8-8a

**Electronic File Warning Messages: Header Record Warning Messages That DO NOT Cause File Rejection**

| <b>Warning Message</b>                                       | <b>What It Means</b>   |
|--|--|
| DUPLICATE ELECTRONIC FILE FOUND;<br>PROCESSED AS CORRECTIONS | An electronic file with this number in the Electronic File Number field of the Header Record has been submitted previously.  |
| INVALID ELECTRONIC FILE TYPE;<br>DEFAULT TO TYPE 2           | The Electronic File Type was changed to 2 to reflect a file and not a manifest.  |
| INVALID RECORD COUNT SPECIFIED                               | The File Record Count field in the Header Record does not match the USPS count of records in this transmission.  |
| MAILING DATE NOT WITHIN 3 DAYS OF<br>SYSTEM DATE             | The Mailing Date field is not within 3 days of the system date (before or after).  |
| DESTINATION ZIP MUST BE ALL ZEROES<br>FOR INTERNATIONAL      | If the Products or Class of Mail field in the Detail Record 1 is IE, then the Destination ZIP Code field in Detail Record 1 must be all zeroes.                                |
| DESTINATION ZIP NOT SERVICED BY<br>ENTRY FACILITY            | The destination ZIP Code in the detail record is not serviced by the entry facility ZIP Code listed in the header record. This message applies to drop ship packages services. |
| MULIPLE FACILITY TYPES RETURNED FOR<br>ENTRY FACILITY ZIP    | The entry facility ZIP Code matches the ZIP Code of more that 1 facility.  |

Tables

Table 8-8b

**Electronic File Warning Messages: Detail Record Warning Messages That DO NOT Cause File Rejection**

| <b>Warning Message</b>                                    | <b>What It Means</b>  |
|---|---|
| INVALID PRODUCTS OR CLASS OF MAIL/SERVICE TYPE CODE COMBO | The Products or Class of Mail field in Detail Record 1 does not match the appropriate Service Type Code in the first 2 positions of the Package Identification Code (PIC) of Detail Record 1. See Service Type Table for current list of Service Type Codes.                  |
| INVALID DESTINATION RATE INDICATOR; DEFAULT TO N          | The destination rate indicator in the detail record is invalid. Valid values are "B," "S," "D," and blank. This message applies to drop ship package services.  |
| INVALID DESTINATION RATE INDICATOR/ENTRY FACILITY COMBO   | The destination rate indicator in the detail record does not match the entry facility type. For example, if the entry facility is a Bulk Mail Center, the destination rate indicator in the detail record should be "B." This message applies to drop ship package services.  |
| INVALID DESTINATION ZIP CODE                              | The 5-digit ZIP Code in the Destination ZIP Code field of Detail Record 1 is not a valid ZIP Code as compared to the current USPS ZIP Code table. We store first three digits unless not numeric, then nulls. We do not give back anything in the extract if we only store 3. |
| INVALID STATE; REJECTING ADDRESS                          | The two-character state code is not a valid a abbreviation. This specific address will not be posted in the database.   |
| POSTAGE NOT NUMERIC; DEFAULT TO 0                         | The Postage field of Detail Record 1 is not a numeric value of 9(7).  |
| CLIENT MAILER ID NOT A VALID MAILER ID                    | The Mailer ID in the Client Mailer ID field of Detail Record 1 is not valid Mailer ID.  |
| SPECIAL SERVICE 1 NOT EQUAL TO 06; NO POD PROVIDED        | The Special Service of electronic return receipt was not indicated, therefore no Proof of Delivery (POD) will be provided.  |
| RATE INDICATOR NOT S1 OR S2                               | When the Products or Class of Mail is "BB" (Bound Printed Matter) the rate indicator must be S1, S2, or spaces.   |
| INVALID PAYMENT ACCOUNT NUMBER; NO DEFAULT                | When the Method of Payment is 01, PERMIT the Payment Account Number must be a numeric field greater than zero.  |
| POSTAGE EQUALS ZERO                                       | The Postage amount is equal to zero. A valid postage amount greater than zero must be in this field.  |
| SPECIAL SERVICE 1 FEE EQUALS ZEROS                        | When a Special Service Code is in the field, this fee cannot be zeros.  |
| SPECIAL SERVICE 1 FEE NOT NUMERIC; DEFAULT TO 0           | The fee must be numeric.  |
| SPECIAL SERVICE 1 NOT 04,05, 06; DEFAULT TO SPACE         | Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.  |
| SPECIAL SERVICE 2 FEE EQUALS ZEROS                        | When a Special Service Code is in the field, this fee cannot be zeros.  |
| SPECIAL SERVICE 2 FEE NOT NUMERIC; DEFAULT TO 0           | The fee must be numeric.  |
| SPECIAL SERVICE 2 NOT 04,05, 06; DEFAULT TO SPACE         | Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.  |

Table 8-8b (continued)

| <b>Warning Message</b>                                | <b>What It Means</b>  |
|---|---|
| SPECIAL SERVICE 3 FEE EQUALS ZEROS                    | When a Special Service Code is in the field, this fee cannot be zeros.  |
| SPECIAL SERVICE 3 FEE NOT NUMERIC;<br>DEFAULT TO 0    | The fee must be numeric.  |
| SPECIAL SERVICE 3 NOT 04,05, 06;<br>DEFAULT TO SPACE  | Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.              |
| SPECIAL SERVICE 4 FEE EQUALS ZEROS                    | When a Special Service Code is in the field, this fee cannot be zeros.  |
| SPECIAL SERVICE 4 FEE NOT NUMERIC;<br>DEFAULT TO 0    | The fee must be numeric.  |
| SPECIAL SERVICE 4 FEE 04,05, 06;<br>DEFAULT TO SPACE  | Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.              |
| SPECIAL SERVICE 5 FEE EQUALS ZEROS                    | When a Special Service Code is in the field, this fee cannot be zeros.  |
| SPECIAL SERVICE 5 FEE NOT NUMERIC;<br>DEFAULT TO 0    | The fee must be numeric.  |
| SPECIAL SERVICE 5 NOT 04,05, 06;<br>DEFAULT TO SPACE  | Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.              |
| SPECIAL SERVICE 6 FEE EQUALS ZEROS                    | When a Special Service Code is in the field, this fee cannot be zeros.  |
| SPECIAL SERVICE 6 FEE NOT NUMERIC;<br>DEFAULT TO 0    | The fee must be numeric.  |
| SPECIAL SERVICE 6 NOT 04,05, 06;<br>DEFAULT TO SPACE  | Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.              |
| INVALID PO OF ACCOUNT ZIP CODE                        | When the Method of Payment is 01-PERMIT, the PO of Account ZIP Code must be a valid ZIP Code.                             |
| INVALID ZIP + 4                                       | The ZIP + 4 is not a valid ZIP + 4.   |
| INVALID SPECIAL SERVICE 1 CODE;<br>DEFAULT TO SPACES  | The Special Service Code in not valid. See Special Services Codes Table.  |
| SPECIAL SERVICE 2 NOT EQUAL TO 06;<br>NO POD PROVIDED | The Special Service of electronic return receipt was not indicated, therefore no Prof of Delivery (POD) will be provided. |
| INVALID SPECIAL SERVICE 2 CODE;<br>DEFAULT TO SPACES  | The Special Service Code in not valid. See Special Services Codes Table.  |
| SPECIAL SERVICE 3 NOT EQUAL TO 06;<br>NO POD PROVIDED | The Special Service of electronic return receipt was not indicated, therefore no Prof of Delivery (POD) will be provided. |
| INVALID SPECIAL SERVICE 3 CODE;<br>DEFAULT TO SPACES  | The Special Service Code in not valid. See Special Services Codes Table.  |
| SPECIAL SERVICE 4 NOT EQUAL TO 06:<br>NO POD PROVIDED | The Special Service of electronic return receipt was not indicated, therefore no Prof of Delivery (POD) will be provided. |
| INVALID SPECIAL SERVICE 4 CODE;<br>DEFAULT TO SPACES  | The Special Service Code in not valid. See Special Services Codes Table.  |

Tables

Table 8-8b (continued)

| <b>Warning Message</b>  | <b>What It Means</b>   |
|---|--|
| SPECIAL SERVICE 5 NOT EQUAL TO 06:<br>NO POD PROVIDED                         | The Special Service of electronic return receipt was not indicated, therefore no Prof of Delivery (POD) will be provided.                    |
| INVALID SPECIAL SERVICE 5 CODE;<br>DEFAULT TO SPACES                          | The Special Service Code in not valid. See Special Services Codes Table.   |
| SPECIAL SERVICE 6 NOT EQUAL TO 06:<br>NO POD PROVIDED                         | The Special Service of electronic return receipt was not indicated, therefore no Prof of Delivery (POD) will be provided.                    |
| INVALID SPECIAL SERVICE 6 CODE;<br>DEFAULT TO SPACES                          | The Special Service Code in not valid. See Special Services Codes Table.   |
| INVALID SERVICE TYPE CODE/PRODUCTS<br>OR CLASS OF MAIL/DEST RATE IND<br>COMBO | The service type code and products or Class of Mail with the destination rate indicator are not valid for Priority Mail Open and Distribute. |

Table 8-9  
**Dial-up Server Error Messages**

| 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 <b>mmc<sup>xxx</sup>y.manifest</b> or <b>mmc<sup>xxx</sup>y.consolid</b> . Note that the file names are case sensitive, that <b>xxx</b> is unique for each customer and that the suffix <b>y</b> 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.<br><b>NOTE:</b> An electronic file needs to be transferred as either <b>ASCII</b> (used for sending unzipped manifest files), or <b>binary</b> (used for sending zipped manifest files).  |
| LOGIN INCORRECT<br>LOGIN FAILED   | The User 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 <b>/logonid/inbound</b> . The outbound directory is <b>/logonid/outbound</b> . These directory names are case sensitive and must be in lowercase.<br>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<br>INVALID LITERAL ADDRESS   | The server name was specified incorrectly. The correct server is <b>ptsmftp.usps.gov</b> .  |



Tables

Table 8-10

**Products or Class of Mail/Service Type Codes for File Type “E”**

| <b>Products or Class of Mail Code</b>                   | <b>Service Type Code</b> | <b>Service Level</b>                    |
|---|--------------------------|---|
| <b>Delivery Confirmation Service</b>                    |                          |   |
| PM  | 01                       | Priority Mail                           |
| FC  | 01                       | First Class Mail Parcels                |
| BB  | 02                       | Package Services - Bound Printed Matter |
| BL  | 02                       | Package Services - Library Mail         |
| BP  | 02                       | Package Services - Parcel Post          |
| BS  | 02                       | Package Services - Media Mail           |
| <b>Combinations with Delivery Confirmation Service</b>  |                          |   |
| PM  | 05                       | Priority Mail                           |
| FC  | 05                       | First Class Mail Parcels                |
| BB  | 06                       | Package Services - Bound Printed Matter |
| BL  | 06                       | Package Services - Library Mail         |
| BP  | 06                       | Package Services - Parcel Post          |
| BS  | 06                       | Package Services - Media Mail           |
| PM  | 07                       | Priority Mail                           |
| BB  | 08                       | Package Services - Bound Printed Matter |
| BL  | 08                       | Package Services - Library Mail         |
| BP  | 08                       | Package Services - Parcel Post          |
| <b>Signature Confirmation Service</b>                   |                          |   |
| PM  | 21                       | Priority Mail                           |
| FC  | 21                       | First Class Mail Parcels                |
| BB  | 22                       | Package Services - Bound Printed Matter |
| BL  | 22                       | Package Services - Library Mail         |
| BP  | 22                       | Package Services - Parcel Post          |
| BS  | 22                       | Package Services - Media Mail           |
| <b>Combinations with Signature Confirmation Service</b> |                          |   |
| PM  | 25                       | Priority Mail                           |
| FC  | 25                       | First Class Mail Parcels                |
| BB  | 26                       | Package Services - Bound Printed Matter |
| BL  | 26                       | Package Services - Library Mail         |
| BP  | 26                       | Package Services - Parcel Post          |
| BS  | 26                       | Package Services - Media Mail           |
| <b>Other Products</b>                                   |                          |   |
| EX  | EA – EZ                  | Express Mail                            |
| IE  | EA – EZ                  | Express Mail International              |
| FC, PM  | 71                       | Certified                               |
| CP  | CA – CZ, except CD       | Priority Mail International             |
| IP  | CA – CZ, except CD       | Economy Parcel Post                     |
| PM  | 55                       | Priority Mail Open and Distribute       |
| MRS   | 84                       | Merchandise Return Service              |
| LC  | LA – LZ                  | First Class Mail International          |

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## 9 Forms

This chapter contains the following 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 5053, Bulk Proof of Delivery Application.
- PS Form 3152, Confirmation Services Certification.
- PS Form 8125, Plant-Verified Drop Shipment (PVDS) — Verification and Clearance.

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**Instructions**

1. Your Mailer ID will be provided upon submission of this application via email or telephone. Mailer IDs obtained for the Electronic Verification System (eVS) may be used only for eVS mailings.

Fax OR mail forms to:

Confirmation Services Support  
National Customer Support Center  
United States Postal Service  
6060 Primacy Parkway Suite 201  
Memphis TN 38188-0001

Fax Number 901-821-6244

2. You will receive the certification test instructions and login ID(s) from the Postal Service for the requested certification types you requested in Item 10 on page 1. Call Technical Support at 877-264-9693, Option 1, to receive password(s).
3. Create an electronic test file that represents 10 packages per printer.
4. If you are printing your own labels, print 10 test labels from each printer. Customer requests for Electronic Verification System (eVS) label barcode certification require producing 10 barcode labels that include Delivery Confirmation and 10 barcode labels that do not include Delivery Confirmation. Complete PS Form 5052, *Confirmation Services Printer Verification*, available at [usps.com/forms/confirmservices.htm](http://usps.com/forms/confirmservices.htm) and mail the form with test labels to the address on the form.
5. 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 Postal Service facility as proof that you are eligible for mailing at the electronic rate.

**Shaded Boxes for US Postal Service use Only**

|                                |  |                   |
|--------------------------------|--|-------------------|
| Original PS 1357-S Located at: | U.S. Postal Service<br><b>Request for Computer Access</b><br>(Instructions for completing form on reverse side.) | Logon ID Assigned |
|--------------------------------|--|-------------------|

**Section A: User Identification**

|   |   |                       |                              |
|---|---|-----------------------|------------------------------|
| <b>1. Requestor's Name</b>                    | <b>2. eAccess Unique ID or Last 4 Digits of SSN</b>   | <b>3. Area</b><br>N/A | <b>4. Finance No.</b><br>N/A |
| <b>5. Requestor's Job Title</b>               | <b>6. Employment Status (Check one)</b><br><input type="checkbox"/> Contractor <input type="checkbox"/> Temporary<br><input type="checkbox"/> Career <input type="checkbox"/> Casual <input type="checkbox"/> Foreign <input checked="" type="checkbox"/> Nonpostal |                       |                              |
| <b>7. USPS Organization/Department</b><br>N/A | <b>8. USPS or Company Mailing Address (Include ZIP+4)</b>   |                       |                              |
| <b>9. Telephone No.</b>                       |   |                       |                              |
| <b>10. District Code and Name</b><br>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 accurate 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 disclosure 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**

Logon ID (Circle one): New    Change    Delete     DDE/DR: Access Code: \_\_\_\_\_ User Type: \_\_\_\_\_

Facility Where Access Is Required: Eagan Data Center  
San Mateo Data Center  
 List Existing Logon IDs & Facilities: \_\_\_\_\_

|   |  |
|---|--|
| <b>Access for Delivery Confirmation System</b><br><input type="checkbox"/> PPP Dial-up Account Access to:<br>PTSMFTP.USPS.GOV<br><input type="checkbox"/> Internet Access | <b>Access for Confirm System</b><br><input type="checkbox"/> Web Site Access<br><input type="checkbox"/> File Transmission Account |
| <b>Access for Entry Information System</b><br><input type="checkbox"/> Web Site Access<br><input type="checkbox"/> File Transmission Account                              | <b>Access for Performance Reporting System</b><br><input type="checkbox"/> Web Site Access   |

|   |                                      |   |
|---|--------------------------------------|---|
| <b>13b. Resource Name</b><br>(Additional room is available on the reverse side) | <b>13c. Sensitive or Proprietary</b> | <b>13d. Access Level Required</b><br>(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):

|  |     |    |  |
|--|-----|----|--|
| 1. Screening?                                      | Yes | No | b. Contract Number: _____              |
| 2. Security of Information?                        | Yes | No | c. Contract Expiration Date: _____     |
| 3. Privacy of Information?                         | Yes | No | d. USPS Organization/Department: _____ |
| 4. Contractor Screening by the Inspection Service? | Yes | No |  |

|  |           |      |               |
|--|-----------|------|---------------|
| <b>15. USPS COR's Name (Please Print)</b>                      | Signature | Date | Telephone No. |
| <b>16. Functional System Coordinator's Name (Please Print)</b> | Signature | Date | Telephone No. |
| <b>17. Logon ID Administrator's Name (Please Print)</b>        | Signature | Date | Telephone No. |

**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.

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

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.

**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 mail 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 Fraud Prevention Community Commission for investigating a formal FFO complaint filed against the USPS under 29 CFR 1613.