

Summary of Changes

Major Revisions in This Publication

- Inclusion of Delivery Confirmation™ service with First-Class Mail® parcels.
- Availability of Parcel Select™ performance reports to program participants. See *Parcel Select Performance Reports* in **Section 1, General Information**.
- Change to requirements when presenting PS Form 8125 for drop shipments and when presenting PS Form 3152 with mailings. See *Electronic Rate Option Certification Process* in **Section 2, Electronic Rate Qualifications**.
- Increase in the number of extract files available from once a day to three times a day. See *Extract File Retrieval* in **Section 2, Electronic Rate Qualifications**.
- Addition of Shipping Partner Event Codes. See *Shipping Partners, Fulfillment Operations, and Multiple Shipping Sites* in **Section 2, Electronic Rate Qualifications**, and refer to Table A-9 in **Appendix A** for technical specifications.
- Addition of the troubleshooting Guide for analyzing instances when information is not available for a piece of mail. See **Appendix D**.
- Change to requirements for concatenated barcodes. See *ZIP Identifier for Concatenated Barcodes*, **Appendix G**.

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1 General Information



Overview

Publication 91 provides the information needed to use the Postal Service's confirmation services. It discusses the service attributes of Delivery Confirmation™ and Signature Confirmation™ services and outlines the requirements for retail and electronic rates. This publication also presents information on subjects closely related to the confirmation services, such as the integrated special service barcode. Programming and technical specifications are described in the appendices.

Developers with questions regarding this document's technical or programming contents should contact our Customer Support at 877-264-9693, option 1.

Confirmation services must be purchased at the time of mailing. These services can be combined with collect on delivery (COD), insurance, merchandise return, Registered Mail, return receipt for merchandise, and special handling services. Customers using the electronic rate option for Delivery Confirmation service may use it with Priority Mail® items, Package Services parcels, Standard Mail® parcels, and First-Class Mail® parcels.

This publication is divided into five primary parts:

- General Information.
- Electronic Rate Qualifications.
- Labels and Barcodes.
- Additional Electronic Service Options.
- Appendices.

Confirmation Services

Delivery Confirmation Service

Delivery Confirmation service provides the date, time, and ZIP Code of delivery or attempted delivery. Other events such as "returned" or "forwarded" are also provided.

Delivery status information can be easily obtained by:

- Visiting www.usps.com.

- Downloading a daily electronic file (electronic rate customers).
- Calling 800-222-1811 (retail rate customers).

Signature Confirmation Service

Signature Confirmation service enhances the features found in Delivery Confirmation service by providing signature proof of delivery for Priority Mail items, First-Class Mail parcels, and Package Services items.


In addition to the delivery information provided by Delivery Confirmation service, Signature Confirmation service provides:

- The recipient's first initial and last name.
- A response letter containing an image of the signature faxed or mailed upon request by visiting www.usps.com or calling 800-222-1811.

Waiver of Signature Service Option

Signature Confirmation service offers a waiver of signature feature similar to what is offered with Express Mail®. This feature allows mailers to receive proof of delivery when the addressee or addressee's agent is not available to accept the item. It also eliminates the need for the recipient to go to the Post Office to pick up the item, as the delivery employee will sign for the addressee if the item can be left in a secure location. Mailers who use this option will not receive a copy of the signature image in the requested response letter.

Mailers can request this feature by printing a WAIVER OF SIGNATURE REQUESTED endorsement directly on the shipping label or package in accordance with the requirements in the *Domestic Mail Manual (DMM) M012.4*, which are shown in excerpted form in Exhibit 1. The endorsement must be printed consistent with the requirements for the CARRIER RELEASE endorsement.

	NOTE
The Waiver of Signature feature is available on Signature Confirmation only when <i>not</i> combined with any other special service (i.e., Insured Mail, Registered Mail, COD, and special handling).	

DMM M012.4 (Excerpt)

Domestic Mail Manual (DMM)				
M	Mail Preparation and Sortation			
M000	General Preparation Standards			
M010	Mailpieces			
*	*	*	*	*
M012	Markings and Endorsements			
*	*	*	*	*
4.0	ENDORSEMENTS — DELIVERY AND ANCILLARY SERVICES			
*	*	*	*	*
4.3	Placement			
The placement of the endorsement on the mailpiece is determined as follows:				
a. The carrier release endorsement must be placed directly below the return address. If any other endorsement is used, the carrier release endorsement must be separated by the equivalent of one blank line of the type size used.				
*	*	*	*	*
4.4	Other Physical Standards			
The endorsement ... must meet these physical standards:				
a. The type size of the endorsement must be at least 8 points.				
b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.				
c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.				
d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any rate marking under 4.3c(4) if the endorsement is clear and legible.				

Confirmation Services Rate Options

Delivery Confirmation service and Signature Confirmation service are separate services. Fee information can be found in DMM R900 and at the Postal Service Web site www.usps.com. Fees are in addition to required postage.

Confirmation services are available in electronic and retail rate options. Attributes of these options are described in more detail below.

Electronic Rate

Lower rates are available for shippers who qualify for the electronic rate. To qualify, the shipper must send and receive information electronically by transmitting a file containing information about their Delivery Confirmation or Signature Confirmation service packages to the Postal Service. File specifications are found in **Appendix A**. Files can be transmitted using either the file transfer protocol (FTP) or electronic data interchange (EDI) standard. An explanation of these standards can be found in **Appendix C**. Delivery information may be obtained either by downloading the daily electronic file or making individual inquiries via the Internet.

Mailing receipts are not provided. However, a PS Form 3877, *Firm Mailing Book for Accountable Mail*, will provide proof of receipt by the mailer when the mail is tendered.

This option also allows your company to develop its own mailing profiles and analysis reports based on the information in the file that we provide you. Shippers who use the electronic rate option can print their own labels or use Postal Service preprinted labels. (See **Section 3, Labels and Barcodes**.)

To take advantage of the electronic service option, you must complete a simple test and the certification process. (See **Section 2, Electronic Rate Qualifications**.)

Retail Rate

The retail rate option is available at Post Offices at the time of mailing. To use Delivery Confirmation service or Signature Confirmation service, the shipper places the appropriate barcoded label on the item and pays the appropriate fee. If mailed at a Post Office, a mailing receipt is provided to the mailer. If no mailing receipt is required, this service can also be used by placing shipments in collection boxes or by giving mail to a letter carrier. Delivery information can be accessed by calling 800-222-1811 or through the Postal Service Web site www.usps.com.

Delivery Confirmation service, retail rate option, is available with merchandise return service. See **Section 3, Labels and Barcodes**, under the heading "Merchandise Return Service Label" for further details.

Parcel Select Performance Reports

The Postal Service is using the Delivery Confirmation system to measure service performance for Parcel Select. Parcel Select service includes parcels that are drop shipped to destination bulk mail centers (BMCs), sectional center facilities (SCFs), and delivery units.

The new service measurement reports provide the following:

- Percent of pieces that met standard and the percent of pieces delivered by day.
- Destination BMC and SCF reports available by facility, with 3-digit ZIP Code and 5-digit ZIP Code breakouts within the facility.
- Destination delivery unit (DDU) reports available by district, with 3-digit ZIP Code and 5-digit ZIP Code breakdown within the district.

To participate, the standard processes for Delivery Confirmation and Signature Confirmation services must be followed. An electronic confirmation services file is prepared for the Delivery Confirmation and Signature Confirmation pieces for each drop-ship destination. A barcode of the electronic file number is put on PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, which accompanies the drop shipment. (PS Form 8125-C, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance*, and PS Form 8125-CD, *Plant-Verified Drop Shipment (DSMS) Consolidated Verification and Clearance* — DSMS, may also be used.)

The electronic file must contain the destination rate indicator. The destination rate indicator is in Position 56 of confirmation services electronic file Detail Record 1. The values for this indicator are as follows:

- B = Destination BMC
- D = Destination delivery unit
- S = Destination SFC

When Postal Service employees unload the truck, they scan the PS Form 8125 barcode — this “starts the clock.” The clock stops when the delivery employee scans the parcel at the delivery point.

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

For further information about participating in the Parcel Select performance program, call Customer Support at 877-264-9693, option 1.

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2 Electronic Rate Qualifications


Electronic Rate Qualifications

To qualify for the electronic rate, you must have the capability to electronically send information to the Postal Service and receive delivery information electronically. If you are considering this rate option, your company's information systems or shipping manager should review the following section along with the file layout information found in the **Appendix A** prior to initiating the certification process. This evaluation will ensure that the proper test kit is sent.

When submitting an application(s), you must provide a Dun & Bradstreet number for each label printing or file transmission site. This is easily accomplished by visiting www.dnb.com or by calling Dun & Bradstreet at 800-333-0505. There is no charge to obtain this number. The D-U-N-S® Number is used to establish your identity when submitting electronic files to the Postal Service. The unique 9-digit D-U-N-S Number is an international company identification standard.

The transmission methods to send the files are:

- **Dial-up FTP.** Modem-to-modem via a toll-free Postal Service phone line.
- **FTP via the Internet.** FTP client, command line, or browser.
- **Electronic data interchange.** ANSI Transportation Carrier Shipment Status Message Transaction Set (214) and Motor Carrier Pick-up Manifest Transaction Set (215).

	NOTE
	If you choose Postal Service-preprinted labels, you must develop a way to link the barcode to a specific package and record it in your mailing file.

You must transmit an electronic file containing the barcode information, recipient's final destination ZIP Code, and other information in an ASCII text file format.

To access the Postal Service network via modem or Internet, a Postal Service-provided Logon ID and password is required. The process to obtain a Logon ID is discussed in this section under the heading "Electronic Rate Option Certification Process."

Vendor-Supplied Software

Several vendors have developed software that meets Postal Service specifications for the file layout and/or barcode formats defined in this publication. Vendors who successfully demonstrate the ability to meet these specifications receive a PS Form 3152, *Confirmation Services Certification*, and are included on the Postal Service list of certified vendors. To see a current list of certified vendors, go to our Web site at www.usps.com and enter the keyword “certified vendor list.”

If you have purchased vendor software that is MAC Gold-certified, you can skip the entire testing and certification process. Your electronic file and labels are preapproved. All you have to do is complete the special MAC Gold application and send it as instructed on the form. Once we process your application for a Logon ID and password, you are just days away from shipping with the Postal Service. To receive the latest list of certified MAC Gold software vendors, call the National Customer Service Center (NCSC) at 800-331-5746, or visit our Web site at www.usps.com, keyword “certified vendor list.”

Electronic Rate Option Certification Process


Your electronic file transmission must be certified to qualify for the electronic rate option. The steps for the electronic file certification are outlined below. See **Section 3, Labels and Barcodes**, for the label certification process if you print your own barcoded labels. The electronic file and barcoded label certification process can occur simultaneously.

The first step toward certification is completing PS Form 1357-S, *(Customer) Request for Computer Access*, and PS Form 5051, *Confirmation Services — Electronic Option Application*:

- PS Form 1357-S. This form is used to request access to the Postal Service mainframe database.
- PS Form 5051. This is an administrative application of the mailer’s name, address, etc.

Use PS Form 5051-C, *Confirmation Services — Electronic Option Checklist*, to avoid unnecessary delays during the certification process.

For your convenience, copies of these forms as well as a certification process flowchart are included in **Appendix H**. They are also available electronically at www.usps.com, keyword “Publication 91.” Instructions for completing and faxing (or mailing) the completed forms are contained on the forms.


 NOTE
A PS Form 1357-S must be completed for each site that will be transmitting and receiving Delivery Confirmation or Signature Confirmation data.

To expedite the certification process, you may fax your completed forms to 202-268-7596 and mail the signed hard-copy versions to:

PRODUCT INFORMATION REQUIREMENTS
PRODUCT DEVELOPMENT
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 4200-NB
WASHINGTON DC 20260-2499

Upon receiving the properly completed PS Form 1357-S and PS Form 5051:

1. The Postal Service will assign a Logon ID and password.
2. The Postal Service will send you a test kit either via e-mail, when an e-mail address is provided on the application, or by mail.
3. You will submit an electronic test file when you receive your test kit. Testing your electronic file for certification includes the following:

	NOTE
	If you are printing your own labels, at least 20 samples must match the electronic file. If you plan to use multiple services, you must include at least 10 labels per service to match the file.

- File transmission.
 - Format, length, and content of the files.
 - Accuracy of linking the unique Package Identification Code (PIC) to your test barcode labels and to the appropriate record in the file (for either preprinted labels or labels you print yourself).
4. The National Customer Support Center (NCSC) will test the quality of the file content and will review any errors and warnings with you.
 5. You will receive PS Form 3152, *Confirmation Services Certification*, when the electronic file is certified. The NCSC will sign and date the Barcoded Labels certification block of the form. A sample of a completed PS Form 3152 is shown in **Appendix H**.

Mailers who use the electronic option, print their own labels, presort, or use permit imprint mailings must submit a copy of the original PS Form 3152, provided by the Postal Service, with their first mailing using a confirmation service. However, mailers who wish to obtain an electronic entry scan event (reflected in the extract file as an 03 Accept or Pickup event for the electronic file number) should submit a PS Form 3152 with the electronic file number in either a barcode format (preferred) or written on the form. The mailer should keep the original signed certification form on file, in case the Postal Service requests it later. The mailer must present the form to the Postal Service within 24 hours of request.

Single-piece, postage-evident mailings using the electronic option rate do not require submission of PS Form 3152. These include mailings generated from the Postal Service online shipping label application at www.usps.com or labels generated from a certified third-party vendor or system that supports electronic option rates. All labels must meet the format and design guidelines stated in the DMM and in Publication 91, including the “e” (electronic rate) endorsement in the barcode text line; example: e/ USPS Delivery Confirmation.

6. The Postal Service recommends that when a drop shipment includes parcels with Delivery Confirmation service or Signature Confirmation service, plant-verified drop shipment customers print the barcode containing the associated electronic file number, including the text “Postal Service SCAN” above the barcode and bold bars above and below the barcode, on a PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, PS Form 8125-C, *Plant-Verified Drop Shipment Consolidated Verification and Clearance*, or PS Form 8125-CD, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance — DSMS*, whichever is applicable. See Exhibit 2-1 for a sample of the barcode.

PS Forms 8125, 8125-C, and 8125-CD with the barcode and electronic file number replace the electronic file number and barcode on PS Form 3152 at acceptance. The barcode on the form will be scanned when the truck is unloaded. This will provide an electronic entry scan event that mail has been entered at the Postal Service.

A specific area on PS Forms 8125 and 8125-C has been designated for barcodes and must not include any other barcode. The “Comment” section of PS Forms 8125 and 8125-C may not include any barcodes. Scan event 03 Accept or Pickup will be transmitted to the shipper in the electronic extract file.

Exhibit 2-1

Sample PS Form 8125/8125-C Barcode

Electronic File Content

Electronic file record formats are in the tables in **Appendix A**. You may choose to use only required fields for Delivery Confirmation service and Signature Confirmation service. Required fields are identified in the “Require Code” column of each table. If you choose not to use the full layout, include the optional fields as fillers composed of spaces. No warning or error messages will be issued for optional fields.

The electronic file consists of three distinct records: the Header Record, Detail Record 1, and Detail Record 2. 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. However, if it is

used, it must correspond with a Detail Record 1 and must follow the associated Detail Record 1 within the electronic file — for example, Header, D1 D2, D1 D2, etc.

The Postal Service planned ahead to make it easier to incorporate future uses and to help avoid major modifications as new products or services are added to the Postal Service Product Tracking System. In the design of the electronic file layout, the new fields will be used for the current services and prospective programs, such as bulk insurance, Express Mail Manifesting, international mail, and postage manifesting.


See “Shipping Partners, Fulfillment Operations, and Multiple Shipping Sites” at the end of this section for specific requirements for third parties preparing mail or barcoded labels or transmitting the electronic file for customers.

Header Record

The Header Record contains information pertaining to the mailer and a specific mailing, such as the date and time of mailing, and a unique electronic file number for that mailing. The unique electronic file number must remain unique for a period of 12 months in all electronic files for Delivery Confirmation service, Signature Confirmation service, Express Mail Manifesting, etc. The electronic file number in the Header Record uses your D-U-N-S Number to identify your company. A specific Service Type Code (STC) has been established for the Electronic File Number field of the Header Record (STC 50).

Detail Record 1

Detail Record 1 contains information specific to each piece in the mailing. This includes a Package Identification Code (PIC) that must remain unique for a 12-month period. The PIC is represented on each package in the form of a barcode.

	NOTE
	The information required to complete Detail Records 1 and 2 will most likely be found within your own customer or shipping database.

See **Appendix G** for barcode specifications. Each PIC contains:

- A 2-digit Application Identifier “91” (used with **UCC/EAN Code 128** symbology only).
- A 2-digit Service Type Code that denotes the class of mail and/or the service being requested, e.g., Delivery Confirmation service. See **Appendix B**.
- Your company’s 9-digit D-U-N-S Number. Even if a print shop prints your labels, you must still use *your* D-U-N-S Number.
- An 8-digit Package Sequence Number assigned by the mailer.
- A 1-digit check digit.

Detail Record 2

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

Files can be transmitted to the Postal Service using one of the following methods:

- FTP (file transfer protocol) by dialing our server toll-free (domestic and Canadian mailers only), or using the Internet
- EDI (electronic data interchange)

PKZip[®] software may be used to compress the file before transmitting to the Postal Service host computer. This is the only approved compression software and can be used only in conjunction with point-to-point protocol (PPP) transfers. Multiple zipped files cannot be sent in a single transmission. You may not send self-extracting files (self-extracting files have an .exe extension) or files that require a password to decompress. See **Appendix C** for more information.

The file containing all confirmation services items in a mailing must be transmitted to the Postal Service prior to or at the time the mail is tendered to the Postal Service. A file includes a Header Record, Detail Record 1, and the optional Detail Record 2. Multiple electronic files may be combined and sent together in one transmission. There is no limit to the number of electronic files that may be sent in any single file transmission. An electronic file is defined as a Header Record with any number of Detail Records. There is a limit of 30 separate file transmissions within any 20-minute period.

A separate file is required for mail tendered to each different Postal Service entry facility. The file must contain the unique entry ZIP Code represented by that facility. The entry facility ZIP Code is part of the Header Record.

Mailers are required to maintain file quality of 95 percent or better. File quality is measured as the percentage of total mailpieces containing a *Manifest Acknowledgment* (MA) record in the Postal Service database. Examples of why a mailpiece would not have an MA are:

- No electronic file transmitted or transmission failed.
- Error(s) detected in the Header Record of the electronic file caused the entire file to be rejected. See “Manifest Data Edit/Warning Listing (Error/Warning Report)” below.



NOTE

If, after taking the appropriate actions, you are still unable to transmit the file, call Distributed System Service Support toll free at 877-245-1659.

- Error(s) detected in Detail Record 1 of the electronic file caused the record to be rejected. See “Manifest Data Edit/Warning Listing (Error/Warning Report)” below.

Manifest Data Edit/Warning Listing (Error/Warning Report)

After transmitting the electronic file, allow at least 1 hour for processing, and then reestablish your connection to retrieve the manifest data edit/warning listing (also known as the error/warning report) and verify your electronic file was accepted without error.

Any errors in the Header Record will cause the entire file to be rejected. If the errors occur *only* in the Header Record, make the corrections and resubmit the entire file. Examples of error messages and edit checks appear in **Appendix D**.

If errors occur in Detail Record 1, correct and resubmit the records in one of two ways:

1. Resubmit the *entire file*.
2. Resubmit *only the corrected records* from the original Header Record. Always make sure the information in the Header Record is identical to the original, including the mailing date and time.

Resubmit corrections as soon as possible, usually within 24 hours, to ensure receipt of all your delivery information.

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

Electronic Confirmation Services Data

There are two methods of retrieving electronic confirmation services data — the extract file and/or the Postal Service Web site.

Important: An electronic rate customer will not receive or be able to view any events for pieces where the records in the electronic file contain errors and are not successfully accepted into the Postal Service Product Tracking System. Refer to Appendix D for indicators of file transmission problems.

Extract File Retrieval

Retrieving an extract file is performed through the same communication method used to transmit the electronic file. The Postal Service maintains a total of 10 days worth of information.

The extract file is a snapshot in time. Three times a day, an extract file, *DETEXTRO*, is created and placed in your account and will contain any data relating specifically to your D-U-N-S Number as follows:

- First extract file will be available after 1:00 p.m. CT and will contain data from 9:00 p.m. CT prior day through 10:00 a.m. CT current day.
- Second extract file will be available after 8:00 p.m. CT and will contain data from 10:00 a.m. CT through 5:00 p.m. CT.
- Third extract file will be available after 12:00 a.m. CT and will contain data from 5:00 p.m. CT through 9:00 p.m. CT.

The extract file is in a comma-delimited format. A sample of a typical extract file appears in **Appendix E**. The file layout also appears in **Appendix E**. Each record contains the following:

- Package Identification Code (PIC).
- Electronic file number of the mailing that contained the package.
- Mailing company name.
- Event Codes (see **Appendix F** for a list of these codes).
- Date and time of event.

If one or more events have occurred during the previous 24-hour period, all events will be listed for the same PIC. If you are importing this data into a database, keep in mind that more than one delivery event can occur for each record.

EDI extract files follow EDI formats. For information on EDI transaction sets, call 800-847-1657.

Inquiries via www.usps.com

Customers can use the Internet to check the delivery status of individual packages by accessing the Postal Service Web site www.usps.com. Click on the *Track/Confirm* link, and type in the PIC of the mailpiece.


Signature Confirmation service information includes the delivery information, and the data-entered first initial and last name of the recipient. When the mailpiece is delivered, the delivery event will be described. If the piece has not yet been delivered, you will see the shipment acknowledgement event with the date it was created. By clicking on “*See What Happened Earlier?*” any available delivery attempts such as forwarding or return of the mailpiece will be described.

Shipping Partners, Fulfillment Operations, and Multiple Shipping Sites

General Rules

If you are an agent preparing mail for a client and your client wants to receive an extract file, your customer must complete the application process. Once this process is complete, you must place your client’s D-U-N-S Number in the Client D-U-N-S Number field of Detail Record 1.

The D-U-N-S Number in the Electronic File Number field of the Header Record should always be that of the *transmitter* of the electronic file. Again, the company whose D-U-N-S Number appears in the Header Record must have fulfilled the testing and certification requirements as described earlier in this section under the heading “Electronic Rate Option Certification Process,” and the D-U-N-S Number of the company printing the barcoded label must appear in the PIC.

 NOTE
If in doubt about which D-U-N-S Number goes in which fields of the electronic file, or which company must receive certification, please call Customer Support at 877-264-9693, option 1.

Extract files are provided to the company whose D-U-N-S Number appears in the Electronic File Number field of the Header Record. They also are available to the company whose D-U-N-S Number appears in Client D-U-N-S Number field in Detail Record 1. The client’s D-U-N-S Number must be entered into the Postal Service database through the Confirmation Service application process for the client to receive a Logon ID and password.

Shipping Partner Event Codes

The Postal Service has additional Event Codes that allow shipping partners and other mailers to provide their customers shipment status of packages prior to the Postal Service receiving the packages.

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 via the Postal Service Internet Web site at www.usps.com; click *Track/Confirm*.

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 at shipping partner facility.
- Event Code 82 — Departed from shipping partner facility.

File Format

The shipping partner’s events file will consist of a Header Record and Detail Records. (See **Appendix A** for the file format with field descriptions and lengths.)

The Header Record will include:

- Shipping partner’s D-U-N-S Number.
- Electronic file number.
- Number of records in the file including the Header Record.

The Detail Record will include:

- PIC.
- Event Code.

- Event date.
- Event time.
- D-U-N-S Number of shipping partner's client (optional).

Shipping partners and their clients receive event information in their daily extract file if the shipping partner's D-U-N-S Number is in the Header Record and the client's D-U-N-S Number is in the client D-U-N-S Number field.

Implementation

Customers must comply with the following requirements to ensure they can transmit their electronic files to the Postal Service and retrieve their delivery information.

Vendors who plan to incorporate the Shipping Partner Event Codes into their mailing software must have their electronic files certified by the National Customer Support Center (NCSC) in Memphis, Tennessee, as previously done for Delivery Confirmation and Signature Confirmation services.

Customers already certified for Delivery Confirmation and Signature Confirmation service must notify Communications Support at 877 264-9693, option 2, that they intend to use Shipping Partner Event Codes. This ensures that the customer's account is properly configured to accept the electronic file so the customer will receive the delivery information on these packages.

Customers who are not currently certified for Delivery Confirmation and/or Signature Confirmation services and want to use the Shipping Partner Event Codes must go through the certification process outlined in the "Electronic Rate Option Certification Process" section of this chapter.

Technical Support will work closely with the customers regarding the technical specifications in **Appendix A** prior to the initial transmissions. If customers have questions regarding errors and/or warnings listed in their manifest data edit error/warning listing resulting from the electronic files, they may call Technical Support for further explanation. If no manifest data edit error/warning listing is received, then the Postal Service did not receive the file, and the customers should retransmit the file.

To transmit and receive shipping partner data for confirmation services, see **Appendix C** for the file transfer protocol.

3 Labels and Barcodes

Barcoded labels are required on all confirmation services mailpieces. There are three label options to choose from:

1. You may print the labels yourself following the requirements specified in **Appendix G**.
2. You may also have a print shop print the labels for you.
3. You may order preprinted labels directly from the Postal Service fulfillment center (800-222-1811, option 4) once the Postal Service places the initial order for you.

When choosing which label option to use, consider whether there is space to add confirmation services barcode information on your existing labels. If you do not have the capability, or if your labels will not accommodate the barcode, you may wish to order preprinted labels from the Postal Service or have them printed by a vendor.

Labeling Categories

There are four labeling categories:

- Electronic Rate Option — customer-printed labels.
- Electronic Rate Option — Postal Service–preprinted labels.
- Retail Rate Option — customer-printed labels.
- Retail Rate Option — Postal Service–preprinted labels.

Electronic Rate Option Labels

Determine the label style (customer-printed or Postal Service–preprinted) that best fits your mailing needs (see options listed below) and complete PS Form 5051, *Confirmation Services — Electronic Option Application*. If you select Postal Service–preprinted labels when you complete PS Form 5051, the Postal Service will ship the preprinted labels to you. No further label certification steps are required.

Before using customer-printed barcode labels, you must complete a barcode analysis and certification process. If a print shop prints your labels, you must still complete this process.

Customer-Printed Mailing Labels

Mailers certified to use the electronic rate option (see “Electronic Rate Option Certification Process” in **Section 2, Electronic Rate Qualifications**) can print their own Confirmation Service barcoded labels.

An example of a customer-printed label on blank stock is depicted in Exhibit 3-1. You also have the option to print labels that are identical, or nearly identical, in design to Label 314, *Delivery Confirmation Electronic Label*, for Delivery Confirmation service, shown in Exhibit 3-2, or Label 315, *Signature Confirmation*, for Signature Confirmation service. One of the following barcode symbologies must be used to print barcoded labels used for the electronic rate:

- UCC/EAN Code 128 (mandatory for all labels after January 10, 2004).
- USS Code 128.
- USS Code Interleaved 2 of 5.
- USS Code 3 of 9.

A Package Identification Code (PIC) uniquely identifies each package in your mailing. The PIC is represented in the barcode on the label and must be unique for 12 months. See **Appendix G** for barcode specifications.

One element of the PIC is the mailer’s D-U-N-S Number. Companies printing labels from more than one physical address should have a unique D-U-N-S Number for each location. The D-U-N-S Number for *each mailing site* may be obtained by contacting Dun & Bradstreet by phone at 800-333-0505 or via the Internet at www.dnb.com. Your Postal Service account manager can help you throughout this process.

If you use an outside fulfillment center, refer to information under the heading “Shipping Partners, Fulfillment Operations, and Multiple Shipping Sites” in **Section 2, Electronic Rate Qualifications**.

Exhibit 3-1

Sample of Customer-Printed Label (not to size)

Note: "e/" is optional for permit labels



Exhibit 3-2

Postal Service—Preprinted Electronic Option:

PS Label 314 (not to size)



Postal Service—Preprinted Mailing Labels

Mailers using the electronic rate option may choose to order preprinted Labels 314 (for Delivery Confirmation service) and Labels 315 (for Signature Confirmation service) that contain the D-U-N-S Number for their company by contacting the Postal Service fulfillment center (800-222-1811, option 4) after the Postal Service has placed the initial order. Mailers using Postal Service—preprinted labels with the electronic rate option must develop a process to link the label barcode to a specific package and record it in the electronic file.

Retail Rate Option Labels

Customer-Printed Mailing Labels

Retail rate option mailers may request to be certified to print labels that are identical, or nearly identical, in design to PS Form 152, *Delivery Confirmation Service Label*, or PS Form 153, *Signature Confirmation Label*. You also may print barcoded labels on blank label stock. The barcode standard to use is Automatic Identification Manufacturers (AIM) Uniform Specification for USS Code Interleaved 2 of 5 or USS Code 3 of 9 when printing barcodes for the retail rate option.

Postal Service–Preprinted Mailing Labels

Mailers using the retail rate option may use Postal Service–preprinted labels. Label supplies are available at your local Post Office at no charge. Labels also may be ordered by calling Customer Support at 877-264-9693, option 1.

Barcoded Label Certification Process

With the exception of Express Mail Manifesting, which has separate file data requirements, customers certified for one confirmation service are not required to recertify to add a new confirmation service or integrated barcoding standards to their mailing choices. However, if you would like the Postal Service to review the new label barcodes, you may submit them to the National Customer Support Center (NCSC).

If you choose to print your own labels, the simple label certification process described below is required before the labels can be used for Confirmation Service mailings. Questions on the certification process may be directed to NCSC support staff (Certification Support) at 877-264-9693, option 3.

1. Complete and submit PS Form 5051, *Confirmation Services — Electronic Option Application*, to obtain a label test kit that includes specific instructions, and PS Form 5052, *Confirmation Services Printer Certification*. See **Appendix H** for an example of PS Form 5052.

Note: One PS Form 5052 must be completed for each company site that will print labels. Each printer located at each site used to print labels must be listed on the corresponding form along with the unique mailing site's D-U-N-S Number.

2. Print at least 20 test labels and mail them with the completed PS Form(s) 5052 for each site and printer to be used to:

NATIONAL CUSTOMER SUPPORT CENTER
ATTN BARCODE CERTIFICATION
US POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-00013

i	NOTE
	The Postal Service must certify labels from each printer that will be used to print confirmation services labels.

3. You are ready to mail upon receipt of the PS Form 3152, *Confirmation Services Certification*. Present this form the first time you tender your mail to the Postal Service using confirmation services.

However, mailers who wish to obtain an electronic entry scan event (reflected in the extract file as an 03 accept or pickup event for the electronic file number) should submit a PS Form 3152 with the electronic file number in either a barcode format (preferred) or written on the form. The mailer should keep the original signed certification form on file, in case the Postal Service requests it. The mailer must present the form to the Postal Service within 24 hours of request.

All barcodes must maintain barcode specifications and design as indicated in **Appendix G** of this publication and DMM S918 and S919. If barcode print quality falls out of tolerance, the Postal Service will contact mailers and an effort will be made to jointly resolve the problem. If necessary, use of customer-printed labels may be discontinued until the mailer's printer(s) can be recertified.

Barcode and Label Placement

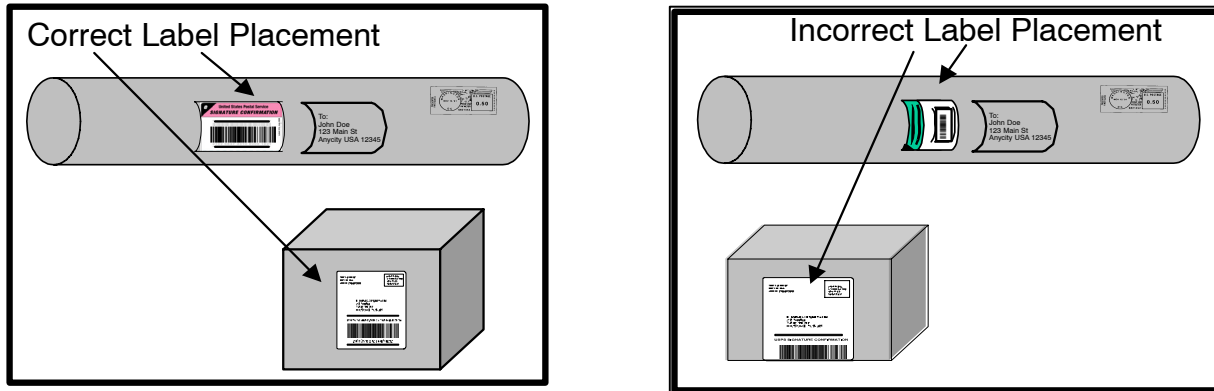
Barcode Placement on Address/Shipping Label Mailers printing their own barcoded labels should allow adequate space between the confirmation services barcode and other barcodes on their label, if both barcodes fall within the Postal Service barcode specifications. This helps eliminate possible delivery scanning errors.

Label Placement on Package

Missing or improperly applied labels can cause scanning problems and reduce the quality of your confirmation information. Exhibit 3-3 depicts the correct label placement.

- Always place the label on the package without overlapping any adjacent side.
- Place a Postal Service–preprinted label to the left of the delivery address, with less than 1/2 inch between the label and the address.
- Place a customer-printed confirmation service label that is separate from a prepared address label on the same side of the package as the address label.
- Do not cover the label with tape or plastic wrap. Barcode scanners cannot read through some plastic wrap labels or labels that are bent or wrapped around a package.

Exhibit 3-3
Label Placement



Merchandise Return Service Label

Retail rate Delivery Confirmation service is available with merchandise return service. Label barcodes must be in compliance with AIM Uniform Specification for USS Code Interleaved 2 of 5 and USS Code 3 of 9. The appropriate Service Type Codes are listed in **Appendix B**.

Prior to use, label design must be approved by the local Mailing Requirements Office or by the local postmaster in offices without a Mailing Requirements Office. DMM S923 contains information on the label format for merchandise return service labels. Exhibit 3-4 shows a merchandise return service label properly formatted combined with Delivery Confirmation service.

DMM S923, "Merchandise Return Service," addresses mailing requirement aspects of this service that are beyond the scope of Publication 91.

Exhibit 3-4
Merchandise Return Service Label With Delivery Confirmation Service

FROM: _____ _____ _____ POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE POSTAGE _____ DELIVERY CONFIRMATION FEE _____ TOTAL POSTAGE AND FEES DUE \$ _____	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES 
USPS DELIVERY CONFIRM  8202 6837 3310 0000 0012	MERCHANDISE RETURN LABEL PERMIT NO. 1 CONESTOGA PA 17516 ABC CO. 501 FIRST AVE. POSTAGE DUE UNIT US POSTAL SERVICE PO BOX 9998 CONESTOGA PA 17516-9998

4 Additional Electronic Service Options

This section briefly discusses additional service types or options that you may include in your electronic file and/or incorporate in your barcoded labels to increase your mailing choices.

Integrated Barcode

The integrated barcode solution for Priority Mail items, First-Class Mail parcels, and Package Services shipments allows electronic option mailers to combine multiple special services into a single barcode on their packages. In the past, mailers were required to apply individual labels and/or barcodes for each additional special service requested. This can cause size and spacing issues on shipping labels and packages, and can add labor costs to manually apply multiple labels to packages. Exhibit 4-1 shows a “before/after” comparison of the integrated barcode solution.

Exhibit 4-1

“Before/After” — Integrated Barcode Solution



Before Integrated Barcode



After Integrated Barcode

The integrated barcoding option is designed to easily merge with confirmation services software/systems. With a few simple modifications (see Exhibit 4-2), mailers’ and vendors’ software/systems will allow users to use multiple special services on Priority Mail, First-Class Mail, Package Services, and Standard Mail parcels (see DMM E610, “Standard Mail Eligibility”).

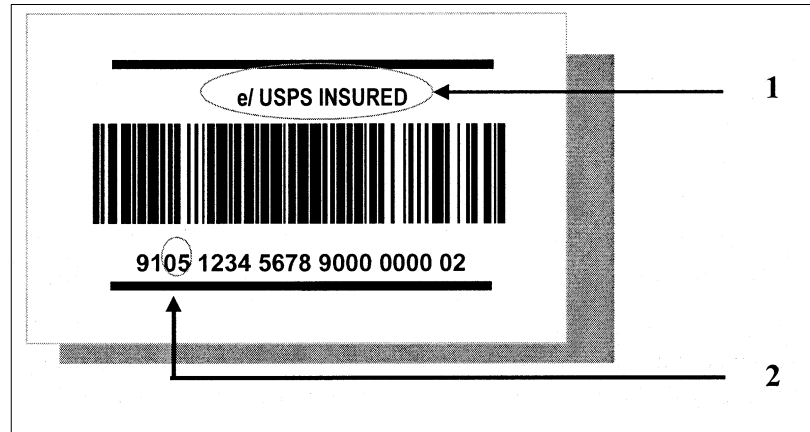
The requirements found in this publication will help mailers and software vendors add these new services to their software/systems. These requirements are to be used in conjunction with all other specifications and requirements in this publication.

Exhibit 4-2

Changes to Barcodes to Incorporate Integrated Barcodes

The modifications include the following:

1. Change the text above the barcode to identify the service requested.
2. Change the Service Type Code in the barcode. Refer to Table B-1 in **Appendix B** for the appropriate text and service-type pairing.



Insurance Barcodes

Customers wishing to use insurance alone on their shipments (without confirmation services) are also provided with customer-printed alternative labeling options. Mailers must not include an insurance barcode label in any confirmation services electronic file. Service Type Codes for this category of mail are provided for label printing purposes only in **Appendix B**.

Customers who choose to print their own insurance-only barcodes must submit PS Form 109, *Application to Print Special Services Barcoded Forms/Labels*, to the Postal Service. Information on PS Form 109 is included in Publication 109, *Special Services Technical Guide: Postal Forms & Labels (Domestic Service Only)*, which is available at www.usps.com/cpim/ftp/pubs/pub109.welcome.htm or at www.usps.com, keyword "Publication 109." Certified confirmation services mailers must make all required label specification changes, but are not required to recertify.

Concatenated Barcodes

Concatenated barcodes may be used only with the Package Services electronic confirmation services option for purposes of the routing discount. However, mailers may use this barcode with Priority Mail service, but no discount is available.

This barcode includes a routing code (destination ZIP Code). Customers receive a discount as outlined in the DMM if they include the routing code.

Only barcode symbology UCC/EAN Code 128 format may be used. See **Appendix G** for data format.

Enroute Package Services Barcodes

Mailers may print on their shipping label a barcode that will provide only enroute scanning on packages as a shipment is processed at the Postal Service bulk mail processing centers. This option is for use with machinable Package Services and Standard Mail parcels only. There is no charge for the enroute scan information.

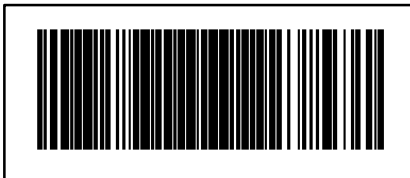
The barcode content is the same as confirmation services barcodes. The Service Type Code for the enroute barcode is 56. The barcode must be on the address label or, if not on the address label, must be on the same side of the package as the address label. This barcode must contain neither the bold horizontal bars nor human-readable information. However, the human-readable barcode representation may be used if required by the mailer for internal purposes.

In Exhibit 4-3, Example A depicts a label format separate from the addressing information, while in Example B the barcode has been printed directly onto the shipper's address label.

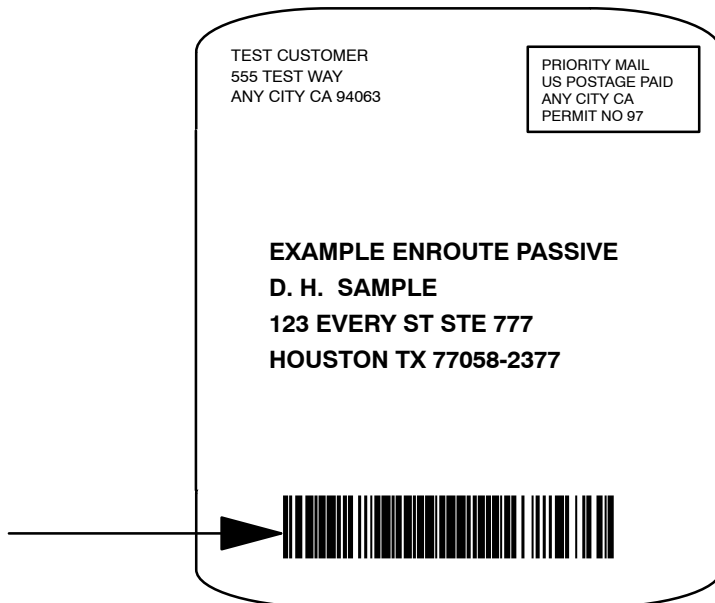
Exhibit 4-3

Enroute Package Services Barcode and Label

A. Separate Enroute Label/Barcode



B. Integrated into Shipping Label



Express Mail Manifesting

Express Mail Manifesting allows the shipper to use a single-ply Express Mail label on its packages. This enhancement is especially helpful when preparing large numbers of Express Mail shipments. The postage is electronically deducted from the shipper's Express Mail Corporate Account.

To use Express Mail Manifesting, you may request a copy of Publication 97, *Express Mail Manifesting Technical Guide*, by calling 800-279-2651. This publication is also available on the Internet at www.usps.com/cpim/ftp/pubs/pub97.welcome.htm.

Merchandise Return Service

Merchandise return service adds convenience to the merchandise return process by allowing authorized permit holders to pay the postage and special service fees on parcels that are returned to them by their customers. Returns are paid at the retail rate. Mailers with access to the Postal Service system may receive merchandise return information electronically.

A special return label created by the permit holder must be used — see the example in Exhibit 3-4 in **Section 3, Labels and Barcodes**. Merchandise return service is discussed in detail in DMM S923.

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Appendix A

Electronic File Layout

This appendix contains the file layout for the Header Record, Detail Record 1, and Detail Record 2 of the electronic file.

The Postal Service planned for the future with the layout in **Appendix A**. If you have followed the file structure for Delivery Confirmation service provided in the past, you will notice that many filler areas have been expanded into distinct fields. These fields will be used for the current programs and several prospective programs, such as bulk insurance and postage/payment verification.

You may choose to use only the fields that are required as annotated in the "Require Code" column (DC for Delivery Confirmation service, EM for Express Mail, etc.).

Field formats are described in standard COBOL terms. An "X" indicates a field that can contain alphanumeric characters. A "9" indicates a field that can contain only numbers. The numbers in parentheses following the "X" or "9" indicate the size of the field. A numeric field with a "v" in the format description indicates a decimal point.

Table A-1
Header Record (130 bytes) (electronic file record formats version 1.3)

Legend for Require Code:						
BLANK = Optional		ALL = Required for any type of file		EM = Express Mail		
DC = Delivery Confirmation service		SC = Signature Confirmation				
IEM = International Express Mail		BI = Bulk Insurance (future)				
Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001–002	Electronic File Header Record ID	X(2)	A two-character system constant that identifies an electronic file Header Record.	H1	'H1' is required.
ALL	003	Electronic File Type	9(1)	'1' — Postage payment file '2' — Tracking file '3' — Postage and tracking file '4' — Bulk insurance '5' — Electronic verification	2	Shaded file types 1, 4, and 5 are for future applications.
ALL	004–025	Electronic File Number	X(22)	Unique number assigned to identify the electronic file. 1. UCC/EAN Code 128 Symbology: <ul style="list-style-type: none"> ▪ 2 digits — Reserved for Application Identifier "91" in UCC/EAN Code 1282 digits. Must be '50' which is the Service Type Code for an electronic file. ▪ 9 digits — D-U-N-S Number. ▪ 8 digits — Variable sequential number up to 8 digits. ▪ 1 digit — MOD 10 check digit. 2. All Other Symbologies: <ul style="list-style-type: none"> ▪ 2 digits — Must be '50' which is the Service Type Code for an electronic file. ▪ 9 digits — D-U-N-S Number. ▪ 8 digits — Fixed length. ▪ 1 digit — MOD 10 check digit. 	UCC/EAN Code 128 915094123331 2000012348 All Others 509412333120 00012348__	<ul style="list-style-type: none"> ▪ First two positions for Application "91" Identifier in UCC/EAN Code 128 barcode symbology. Otherwise, <i>last</i> two positions must be spaces. ▪ The D-U-N-S Number in the Electronic File Number field must be that of the company transmitting the file. ▪ The electronic file number should be inserted on PS Form 3152, <i>Confirmation Services Certification</i>. ▪ Package Identification Code (PIC) and sequential number must be unique for 12 months. ▪ Fixed-length sequential number would be right justified with a total of 8 digits with leading zeros.
ALL	026–033	Date of Mailing	9(8)	Date mail is tendered to the Postal Service.	2002-01-27 Entered as: 20020127	YYYYMMDD Date must be valid.

Electronic File Layout

Legend for Require Code:						
BLANK = Optional		ALL = Required for any type of file				
DC = Delivery Confirmation service		SC = Signature Confirmation		EM = Express Mail		
IEM = International Express Mail		BI = Bulk Insurance (future)				
Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	034-039	Time of Mailing	9(6)	Estimated time mail is tendered to the Postal Service.	13:15:00 Entered as: 131500	HHMMSS Military format and time must be valid.
ALL	040-044	Entry Facility	9(5)	5-digit ZIP Code of Postal Service facility where the mail is tendered.	22201	Valid 5-digit ZIP Code of entry facility.
EM, IEM, BI	045-054	Payment Account Number	9(10)	Postal Service account number this mailing will be paid from: <ul style="list-style-type: none"> ■ Permit number. ■ Express Mail Corporate Account (EMCA) number. ■ Federal agency number. 	0012345678	<ul style="list-style-type: none"> ■ This field required if using Permit imprint, EMCA, or federal agency number. ■ If using stamps, then fill with zeros. ■ Leading zeros required.
EM, IEM, BI	055-056	Method of Payment	9(2)	Payment system used for mailing: '01' — Permit system. '02' — EMCA. '03' — Federal agency. '04' — Other.	02	<ul style="list-style-type: none"> ■ Shaded payments 1, 3, and 4 are for future applications. ■ Must be Postal Service-approved payment method for mail being tendered. ■ Only one method of payment per electronic file.
BI	057-061	Post Office of Account ZIP Code	9(5)	5-digit ZIP Code of Post Office issuing permit number, meter license, or precanceled stamp.	22042	Valid 5-digit Post Office of account ZIP Code.
	062-073	DSAS Confirmation Number	X(12)	Confirmation number received when making a scheduled appointment for mail drop at a Postal Service facility.	AB1234567856	<ul style="list-style-type: none"> ■ No embedded spaces. ■ For drop shipments. ■ Default is spaces.
EM, IEM	074	Pickup Requested Indicator	X(1)	Indicator if mail is picked up by the Postal Service.	Y	<ul style="list-style-type: none"> ■ 'Y' = Pickup. ■ SPACE = No Pickup. ■ Use will be specified in Publication 97, <i>Express Mail Manifesting Technical Guide</i>. Use only when applicable fee has been paid.
ALL	075-077	Postal Service Electronic File Version Number	9(3) Defined as: 9(2)V9(1)	Postal Service electronic file version number.	01.3 Entered as: 013	Version number as provided by the Postal Service.
ALL	078-080	Developer ID Code	X(3)	A unique code that identifies the developer of the electronic file software.	123	Unique code provided by the Postal Service or software developer.

Legend for Require Code:**BLANK = Optional****DC = Delivery Confirmation service****IEM = International Express Mail****ALL = Required for any type of file****SC = Signature Confirmation****BI = Bulk Insurance (future)****EM = Express Mail**

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	081–088	Product Version Number	X(8)	Developer's software product version number.	5.02.3A _	<ul style="list-style-type: none"> ■ Unique number the developer designates. Identifies product version of the electronic file. Postal Service or software developer provided. ■ Left justified, trailing spaces.
ALL	089–097	File Record	9(9)	Total number of all records in this file. Count to include Header Records and all Detail Records.	1,517 Entered as: 000001517	<ul style="list-style-type: none"> ■ Leading zeros required. ■ Count to include Header Records and all Detail Records.
ALL	098–130	Filler	X(33)	Filler for future use.		Must be spaces.

Table A-2

Detail Record 1 (200 bytes) (electronic file record formats version 1.3)

Legend for Require Code:						
BLANK = Optional		ALL = Required for any type of file				
DC = Delivery Confirmation service		SC = Signature Confirmation		EM = Express Mail		
IEM = International Express Mail		BI = Bulk Insurance (future)				
Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001–002	Electronic File Detail Record ID	X(2)	Identifies an electronic file detail record.	D1	<ul style="list-style-type: none"> ▪ A two-character system constant. ▪ 'D1' is required.
ALL	003–004	Class of Mail	X(2)	Refer to Class of Mail table in Appendix A .	PM	Postal Service-defined values.
ALL	005–026	Package Identification Code (PIC)	X(22)	<p>1. Barcoded label number used to track the package.</p> <ul style="list-style-type: none"> ▪ 2 digits — Reserved for Application Identifier “91” in UCC/EAN Code 128. ▪ 2 digits — Service Type Code. ▪ 9 digits — D-U-N-S Number. ▪ 8 digits — Variable sequential number up to 8 digits. Populated as left justified and filled with spaces after check digit if total length is less than 8 digits. ▪ 1 digit — MOD 10 check digit. <p>2. All Other Symbologies:</p> <ul style="list-style-type: none"> ▪ 2 digits — Service Type Code. ▪ 9 digits — D-U-N-S Number. ▪ 8 digit — Fixed length. ▪ 1 digit — MOD 10 check digit. 	<p>1. UCC/EAN Code 128</p> <p>91019412333 12000012348</p> <p>2. All Others</p> <p>01941233312 000012348 _ –</p>	<ul style="list-style-type: none"> ▪ No spaces except as defined below. ▪ First two positions for Application Identifier “91” in UCC/EAN Code 128 barcode symbology. Otherwise, <i>last</i> two positions must be spaces. ▪ PIC must be unique for 12 months (sequential number must be unique). ▪ Refer to Appendix B for Service Type Codes and Appendix G for barcode specifications. ▪ The D-U-N-S Number in the PIC should not be that of a company contracted merely to print labels; in this case, use your company’s D-U-N-S Number. See “Electronic Rate Option Certification Process” and “Shipping Partners, Fulfillment Operations, and Multiple Shipping Sites” in Section 2, Electronic Rate Qualifications. ▪ Variable sequential number must be left justified with trailing spaces. ▪ Fixed-length sequential number will be right justified with a total of 8 digits with leading zeros.
ALL	027–031	Destination ZIP Code	9(5)	Destination 5-digit ZIP Code for domestic mail.	22201	<ul style="list-style-type: none"> ▪ Must be 5 digits. ▪ All zeros for international mail.
ALL	032–035	Destination ZIP +4	X(4)	Destination +4 add-on of domestic ZIP Code.	2804	Default spaces if not available.
IEM	036–037	Country Code	X(2)	Two-character standardized two-digit ISO International country code.	JP	<ul style="list-style-type: none"> ▪ Default is spaces for domestic. ▪ Required for international mail.

Legend for Require Code:

BLANK = Optional

DC = Delivery Confirmation service

IEM = International Express Mail

ALL = Required for any type of file

SC = Signature Confirmation

BI = Bulk Insurance (future)

EM = Express Mail

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	038–044	Postage	9(7) Defined as: 9(4)V9(3)	Postage for pieces subject to both a piece and pound rate.	\$5.69 Entered as: 0005690	<ul style="list-style-type: none"> ■ Postage (excluding special service fees and surcharges) less any workshare discount. Only enter piece rate. ■ Leading zeros required. ■ In unit of dollars and rounded to the nearest cent.
EM, IEM, BI	045	Unit of Measure Code	9(1)	Unit of measurement for mailpiece: '1' — lbs. '2' — oz. '3' — kilos.	2	<ul style="list-style-type: none"> ■ Field must contain a Postal Service-defined valid code. ■ Default is zeros.
EM, IEM, BI	046–054	Weight	9(9) Defined as: 9(5)V9(4)	Mailpiece weight.	14.3 lbs. Entered as 000143250	<ul style="list-style-type: none"> ■ In unit of measure and significant to four decimal positions. (Exclude weight of nonincidental enclosure here — see Pos. 181–189.) ■ Leading zeros required. ■ Default is zeros.
	055	Processing Category	X(1)	'0' — Cards. '1' — Letters. '2' — Flats. '3' — Machinable Parcels. '4' — Irregular Parcels. '5' — Outside/ Nonmachinable.	3	Default is spaces for nonapplicable products.
See rules →	056	Destination Rate Indicator	X(1)	Refer to Destination Rate Indicator table in Appendix A .	D	<ul style="list-style-type: none"> ■ Default is 'N' for nonapplicable products. ■ Mandatory for drop-ship mailers.
EM, IEM	057–058	Rate Indicator	X(2)	Refer to Rate Indicator table in Appendix A .	FR	<ul style="list-style-type: none"> ■ For Parcel Post service with destination rates, use single piece for the rate indicator. ■ Default is spaces for nonapplicable products.

Electronic File Layout

Legend for Require Code:						
BLANK = Optional		ALL = Required for any type of file				
DC = Delivery Confirmation service		SC = Signature Confirmation		EM = Express Mail		
IEM = International Express Mail		BI = Bulk Insurance (future)				
Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
See rules →	059–060	Zone	X(2)	Individual mailpiece zone.	Zone 3 Entered as: 03 Local Zone Entered as: LC	<ul style="list-style-type: none"> ■ Mandatory for products with rates based on zones. ■ Valid zones are: <ul style="list-style-type: none"> ■ 'LC' — Local Zone. ■ '01' through '08'. ■ For Priority Mail pieces only, weighing 1 to 5 lbs., no zone is required (use zero filler). For Priority Mail pieces > 5lbs. zone data required. ■ Leading zeros required if numeric. ■ Default is zeros for nonapplicable products.
EM	061	PO Box Indicator	X(1)	Express Mail addressed to a P.O. box.	Y	Default value is 'N'.
SC, EM	062	Waiver of Signature	X(1)	Request for Waiver of Signature on delivery for Express Mail or Signature Confirmation services.	N	<ul style="list-style-type: none"> ■ 'Y' = Mailer requests Waiver of Signature on delivery for Express Mail or Signature Confirmation services. ■ 'N' = Mailer does not request Waiver of Signature. ■ Default value is 'N'.
EM	063	No Weekend/ Holiday Delivery	X(1)	1 — Normal (default), regular delivery for Express Mail service. 2 — No weekend delivery. 3 — No holiday delivery. 4 — No weekend or holiday delivery.	1	<ul style="list-style-type: none"> ■ Mandatory for Express Mail items. ■ Default value is '1'.
BI	064–070	Value of Article	9(7) Defined as: 9(5)V9(2)	Wholesale cost of article.	\$200.00 Entered as: 0020000	<ul style="list-style-type: none"> ■ Mandatory if insurance is included. ■ Default is zeros.
BI See rules →	071–075	COD Amount Due Sender	9(5) Defined as: 9(3)V9(2)	Dollar amount due on delivery.	\$206.00 Entered as: 20600	<ul style="list-style-type: none"> ■ Required if package is COD. ■ Default is zeros.
BI See rules →	076–079	Handling Charge	9(4) Defined as: 9(2)V9(2)	Handling charge for registered mail valued at more than \$25,000.	\$20.50 Entered as: 2050	<ul style="list-style-type: none"> ■ Required for First-Class Mail items with registered service valued more than \$25,000. ■ Default is zeros.

Legend for Require Code:						
BLANK = Optional		ALL = Required for any type of file			EM = Express Mail	
DC = Delivery Confirmation service		SC = Signature Confirmation				
IEM = International Express Mail		BI = Bulk Insurance (future)				
Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	080-081	Special Service Code 1st Service	X(2)	See Special Service Codes table in Appendix A.	01	<ul style="list-style-type: none"> Mandatory when one special service is used. Default is spaces.
ALL	082-086	Fee for Special Service 1st Fee	9(5) Defined as: 9(3)V9(2)	Fee for 1st Special Service Code.	\$.25 Entered as: 00025	Default is zeros.
ALL	087-088	Special Service Code 2nd Service	X(2)	See Special Service Codes table in Appendix A.	04 Example: Integrated barcode with Delivery Confirmation service/ insurance.	<ul style="list-style-type: none"> Mandatory when two special services are used. Default is spaces.
ALL	089-093	Fee for Special Service 2nd Fee	9(5) Defined as: 9(3)V9(2)	Fee for 2nd Special Service Code.	\$1.40 Entered as: 00140	Default is zeros.
ALL	094-095	Special Service Code 3rd Service	X(2)	See Special Service Codes table in Appendix A.	05	<ul style="list-style-type: none"> Mandatory when three special services are used. Default is spaces.
ALL	096-100	Fee for Special Service 3rd Fee	9(5) Defined as: 9(3)V9(2)	Fee for 3rd Special Service Code.	\$.85 Entered as: 00085	Default is zeros.
ALL	101-102	Special Service Code 4th Service	X(2)	See Special Service Codes table in Appendix A.	06	<ul style="list-style-type: none"> Mandatory when four special services are used. Default is spaces.
ALL	103-107	Fee for Special Service 4th Fee	9(5) Defined as: 9(3)V9(2)	Fee for 4th Special Service Code.	\$1.25 Entered as: 00125	Default is zeros.

Electronic File Layout

Legend for Require Code:						
BLANK = Optional		ALL = Required for any type of file			EM = Express Mail	
DC = Delivery Confirmation service		SC = Signature Confirmation				
IEM = International Express Mail		BI = Bulk Insurance (future)				
Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	108–109	Special Service Code 5th Service	X(2)	See Special Service Codes table in Appendix A.	10	<ul style="list-style-type: none"> ▪ Mandatory when five special services are used. ▪ Default is spaces.
ALL	110–114	Fee for Special Service 5th Fee	9(5) Defined as: 9(3)V9(2)	Fee for 5th Special Service Code.	\$2.75 Entered as: 00275	Default is zeros.
ALL	115–116	Special Service Code 6th Service	X(2)	See Special Service Codes table in Appendix A.	11	<ul style="list-style-type: none"> ▪ Mandatory when three special services are used. ▪ Default is spaces.
ALL	117–121	Fee for Special Service 6th Service	9(5) Defined as: 9(3)V9(2)	Fee for 6th Special Service Code.	\$5.40 Entered as: 00540	Default is zeros.
ALL	122–130	Client D-U-N-S Number	9(9)	D-U-N-S Number of client who requires its own extract file.	123456789	<ul style="list-style-type: none"> ▪ Refer to heading “Shipping Partners, Fulfillment Operations, and Multiple Shipping Sites” in Section 2, Electronic Rate Qualifications. ▪ Must fill in a valid D-U-N-S Number for the company for which you are mailing. ▪ Default is zeros.
EM See rules →	131–160	Customer Reference Number	X(30)	Any order number, reference number, or internal data a customer wants associated with a PIC.	123456	<ul style="list-style-type: none"> ▪ Spaces if not applicable.
	161–162	Surcharge Type	X(2)	See Surcharge Type Codes table in Appendix A.	01	<ul style="list-style-type: none"> ▪ Leading zeros required. ▪ Default is spaces.
	163–169	Surcharge Amount	9(7) Defined as: 9(5)V9(2)	Used for postage manifesting.	\$1.65 Entered as: 0000165	<ul style="list-style-type: none"> ▪ This field is currently not in use. ▪ In unit of dollars and rounded to the nearest cent. ▪ Leading zeros required. ▪ Default is zeros for nonapplicable products.
	170–171	Nonincidental Enclosure Rate Indicator	X(2)	See Rate Indicator table in Appendix A.	SP	<ul style="list-style-type: none"> ▪ This field is currently not in use. ▪ Default is spaces if not applicable.

Legend for Require Code:**BLANK = Optional****DC = Delivery Confirmation service****IEM = International Express Mail****ALL = Required for any type of file****SC = Signature Confirmation****BI = Bulk Insurance (future)****EM = Express Mail**

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
	172–173	Nonincidental Enclosure Class	X(2)	Refer to Class of Mail Codes shown above in Class of Mail field, positions 003–004.	FC	<ul style="list-style-type: none"> ▪ This field is currently not in use. ▪ Default is spaces if not applicable.
	174–180	Nonincidental Enclosure Postage	9(7) Defined as: 9(4)V9(3)	Postage amount for the nonincidental enclosure.	\$.33 Entered as: 0000330	<ul style="list-style-type: none"> ▪ This field is currently not in use. ▪ In unit of dollars and rounded to the nearest cent. ▪ Default is zeros.
	181–189	Nonincidental Enclosure Weight	9(9) Defined as: 9(5)V9(4)	Individual weight of the nonincidental enclosure.	0.2500 Entered as: 000002500	<ul style="list-style-type: none"> ▪ This field is currently not in use. ▪ In unit of lbs. and significant to four decimal positions. ▪ Default is zeros.
EM, IEM See rules →	190–198	Custom Design Agreement Number	9(9)	Custom Design Agreement Number for Express Mail service.	202123499	<ul style="list-style-type: none"> ▪ Mandatory if Express Mail Customer Design number used. ▪ Default value is zeros.
	199–200	Filler	X(2)	Filler area for future expansion.		Must be spaces.

Electronic File Layout

Table A-3

Detail Record 2 (electronic file record formats version 1.3)

Legend for Require Code:						
BLANK = Optional		ALL = Required for any type of file				
DC = Delivery Confirmation service		SC = Signature Confirmation		EM = Express Mail		
IEM = International Express Mail		BI = Bulk Insurance (future)				
Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001-002	Electronic File Detail Record ID	X(2)	A two-character system constant that identifies an electronic file Detail Record.	D2	'D2' is required.
ALL	003-024	Package Identification Code (PIC)	X(22)	Barcoded label number used to track the package.	UCC/EAN Code 128 910194123 331200001 2348 All Others 019412333 120000123 48__	<ul style="list-style-type: none"> No spaces except as defined in Detail Record 1. Must be the same number put in position 005-026 in the Detail Record 1.
ALL See rules →	025-072	Name of Addressee	X(48)	Ship to name of addressee.	JOHN DOE	<ul style="list-style-type: none"> Required for accountable mail and international mail. Default is spaces.
	073-120	Miscellaneous Address Information	X(48)	Miscellaneous address information in the destination address.	BUILDING A	Default is spaces.
	121-168	Secondary Unit Designator	X(48)	Secondary unit designator in the destination address.	SUITE 400	<ul style="list-style-type: none"> This element may appear as part of the delivery address. It is not to be used for the city or state. Default is spaces.
ALL See rules →	169-216	Delivery Address	X(48)	Delivery address in the destination address.	123 MAIN ST	<ul style="list-style-type: none"> Required for accountable mail and international mail. 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. Default is spaces.
ALL See rules →	217-244	City Name	X(28)	City name of the destination address.	Reston	Mandatory for international mail.

Legend for Require Code:**BLANK = Optional****DC = Delivery Confirmation service****IEM = International Express Mail****ALL = Required for any type of file****SC = Signature Confirmation****BI = Bulk Insurance (future)****EM = Express Mail**

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	245–246	State	X(02)	Two-character state code of the destination address.	VA	Default is spaces for international mail.
IEM See rules →	247–257	Postal Code	X(11)	Foreign country postal codes or POSTNET representation.	A0A9A0	<ul style="list-style-type: none"> ■ Mandatory for international mail. ■ Left justified. ■ Default is spaces.
IEM See rules →	258–285	International Province Name	X(28)	International province name of the destination address.	Ontario	Default is spaces.
IEM See rules →	286–295	Customs Category Article 1	X(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 entered as: 17022022	<ul style="list-style-type: none"> ■ This field is currently not in use. ■ First four characters are mandatory. ■ Left justified. ■ Default is spaces.
IEM See rules →	296–297	Customs Count Article 1	9(2)	Total number of articles in package of this Customs category.	20	<ul style="list-style-type: none"> ■ This field is currently not in use.
IEM See rules →	298–305	Customs Value Article 1	9(8) Defined as: 9(6)V9(2)	Total value of articles in package of this Customs category.	\$100.00 Entered as: 00010000	<ul style="list-style-type: none"> ■ This field is currently not in use. ■ In units of dollars and rounded to nearest cent.
IEM See rules →	306–315	Customs Category Article 2	X(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 entered as: 17022022	<ul style="list-style-type: none"> ■ This field is currently not in use. ■ First four characters are mandatory. ■ Left justified. ■ Default is spaces.
IEM See rules →	316–317	Customs Count Article 2	9(2)	Total number of articles in package of this Customs category.	10	This field is currently not in use.
IEM See rules →	318–325	Customs Value Article 2	9(8) Defined as: 9(6)V9(2)	Total value of articles in package of this Customs category. In units of dollars and rounded to nearest cent.	\$50.00 Entered as: 00005000	This field is currently not in use.
IEM See rules →	326–335	Customs Category Article 3	X(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 entered as: 17022022	<ul style="list-style-type: none"> ■ This field is currently not in use. ■ First four characters are mandatory. ■ Left justified ■ Default is spaces.

Electronic File Layout

Legend for Require Code:

BLANK = Optional

DC = Delivery Confirmation service

IEM = International Express Mail

ALL = Required for any type of file

SC = Signature Confirmation

BI = Bulk Insurance (future)

EM = Express Mail

Require Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
IEM See rules →	336–337	Customs Count Article 3	9(2)	Total number of articles in package of this Customs category.	15	This field is currently not in use.
IEM See rules →	338–345	Customs Value Article 3	9(8) Defined as: 9(6)V9(2)	Total value of articles in package of this Customs category. In units of dollars and rounded to nearest cent.	\$300.99 Entered as: 00030099	This field is currently not in use.
	346–352	Filler	X(7)	Filler for future use.		<ul style="list-style-type: none"> ▪ This field is currently not in use. ▪ Must be spaces.

Table A-4
Class of Mail Codes

Class of Mail Codes	
<i>Detail Record 1 Positions 003–004</i>	
PM	Priority Mail
BB	Package Services — Bound Printed Matter
BL	Package Services — Library Mail
BP	Package Services — Parcel Post
BS	Package Services — Media Mail
PS	Parcel Select
EX	Express Mail
SA	Standard Mail Parcels
IE	Global Express Mail
FC	First-Class Mail
CP	International Parcels
GP	Global Priority Mail
IT	International (Other)
LC	International Letter Class
PG	Global Express Guaranteed

Note:

- Classes of mail codes in shaded boxes cannot be used with confirmation services.
- The only classes of mail accepted for Delivery Confirmation service are Priority Mail items, First-Class Mail parcels, Package Services items, and Standard Mail parcels (see DMM E610, “Standard Mail Eligibility”). The only classes of mail accepted for Signature Confirmation service are Priority Mail items and Package Services items. All other codes are listed for future use.

Table A-5
Destination Rate Indicator

Destination Rate Indicator	
<i>Detail Record 1 Position 056</i>	
B	Destination Bulk Mail Center (BMC)
D	Destination Delivery Unit
E	Inter-BMC Parcel Post
I	International Service Office
S	Destination Sectional Center Facility (SCF)
T	Intra-BMC Parcel Post
N	None

Table A-6

Rate Indicators

Rate Indicators		
<i>Detail Record 1 Positions 057–058 and 170–171</i>		
Rate Indicator	Description	Possible Classes of Mail
CD	Custom Designed	EX
PP	Post Office to Post Office	EX
PA	Post Office to Addressee	EX, IE
E1	Express Mail Flat-Rate Same-Day Airport	EX
E3	Express Mail Flat-Rate Post Office to Post Office	EX
E4	Express Mail Flat-Rate Post Office to Addressee	EX
SM	Single Piece	FC, PM, BS, BL, BB, BP
S1	Single-Piece Flat	BB
S2	Single-Piece Parcel	BB
PB	Prebarcoded Single Piece	BS, BL, BB, BP
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 Prebarcoded	BB
5S	Presorted 3/5 Rate Parcel	SA
S5	Media Mail (formerly Special Standard) 5-Digit	BS
SB	Media Mail (formerly Special Standard) BMC	BS
PS	Media Mail (formerly Special Standard) BMC Prebarcoded	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" but less than or equal to 108" weighing less than 15 lbs. but subject to 15-lb. rate	BP, PS
OS	OBMC Presort	BP
PO	OBMC Presort Prebarcoded	BP
BS	BMC Presort	BP
PM	BMC Presort Prebarcoded	BP

Table A-7
Special Service Codes

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

Note: Special Service Codes in shaded boxes cannot be used with confirmation services and are currently not available.

Table A-8
Surcharge Type Codes

Surcharge Type Codes	
<i>Detail Record 1 Positions 161–162</i>	
S1	Nonstandard Surcharge
S2	Balloon Surcharge — Priority Mail Service
S3	Balloon Surcharge — Parcel Post Service
S4	Nonmachinable Surcharge
S5	Oversize Surcharge

Note: Surcharge type codes in shaded boxes cannot be used with confirmation services. This field will be marked mandatory in other technical guides where applicable.

Table A-9

Shipping Partner Event Codes**Shipping Partner Event Record (format version 1.0)****Header Record (50 bytes)**

Record Position	Field Name	Format (size)	Description	Example	Content Rules and Limitations
001–002	Shipping Partner Event File Header Record ID	X(2)	System constant that identifies a shipping partner event file Header Record.	EH	'EH' is required.
003–011	Shipping Partner's D-U-N-S Number	9(9)	D-U-N-S Number of the shipping partner.	94121 Entered as: 000094121	Requires the complete 9-digit D-U-N-S Number.
012–020	Shipping Partner Event File Number	9(9)	File identifier.	125 Entered as: 000000125	<ul style="list-style-type: none"> ▪ Fixed length. ▪ Right justified with leading zeros. ▪ Numeric values only. ▪ No spaces.
021–029	File Record Count	9(9)	Total number of all records in this file.	1,517 Entered as: 000001517	<ul style="list-style-type: none"> ▪ Count to include Header Record and all Detail Records. ▪ Leading zeros required.
030–050	Filler	X(21)	Filler for future use.		Must be spaces.
001–002	Shipping Partner Event File Detail Record ID	X(2)	Constant that identifies an electronic file detail record.	ED	'ED' is required.
003–036	Package Identification Code (PIC)	X(34)	<p>Barcode label number used to track the package.</p> <p>Fields needed for UCC/EAN Code 128 concatenated barcode:</p> <ul style="list-style-type: none"> ▪ 3 digits — Reserved for Application Identifier in UCC/EAN Code 128. ▪ 5 digits — Routing ZIP Code. ▪ 4 digits — Routing code. <p>Fields needed for all UCC/EAN Code 128 barcode:</p> <ul style="list-style-type: none"> ▪ 2 digits — Reserved for Application Identifier in UCC/EAN Code 128. ▪ Fields needed for all other symbologies: <ul style="list-style-type: none"> ▪ 2 digits — Service Type Code. ▪ 9 digits — D-U-N-S Number. ▪ 8 digits — Fixed-length sequential number. ▪ 1 digit — MOD 10 or 11 check digit. 	<ul style="list-style-type: none"> ▪ For UCC/EAN Code 128 symbologies: 910194123331200001234 ▪ All other symbologies: 01941233312000012348 ▪ For UCC/EAN Code 128 symbology concatenated barcode: 42020037910194123331200012348 	<ul style="list-style-type: none"> ▪ PIC can be between 20–34 characters in length, depending upon the barcode symbology selected. ▪ Use the following format: <ul style="list-style-type: none"> ▪ The first two positions for Application Identifier in UCC/EAN Code 128 barcode symbology (not concatenated) must be '91.' ▪ For other symbologies, the first two positions must be a Service Type Code and <i>last</i> positions must be spaces. ▪ Fixed-length sequential number would be right justified with a total of 8 digits with leading zeros. The PIC must remain unique for 12 months.

Shipping Partner Event Record (format version 1.0)

Header Record (50 bytes)

Record Position	Field Name	Format (size)	Description	Example	Content Rules and Limitations
037–038	Event Code	9(2)	Event Codes <ul style="list-style-type: none"> ▪ 80 — Picked up by shipping partner. ▪ 81 — Arrived shipping partner facility. ▪ 82 — Departed shipping partner facility. 	81	
039–043	Event ZIP Code	(9)5	5-digit ZIP Code of event location.	22201	Left justified.
044–047	Event ZIP +4	X(4)	ZIP+4 add-on of domestic ZIP Code.	2804	Default spaces if not available.
048–055	Event Date	9(8)	Date associated with movement of shipments by shipping partner.	2001-01-27 Entered as: 20010127	YYYYMMDD Date must be valid.
056–061	Event Time	9(6)	Time associated with movement of shipments by shipping partner.	13:15:00 Entered as: 131500	HHMMSS Military format and time must be valid.
062–070	Client D-U-N-S Number	9(9)	For client to receive event information.	8541213 Entered as: 0008541213	<ul style="list-style-type: none"> ▪ Optional field — zero fill if not used. ▪ Leading zeros required.
071–100	Filler	X(30)	Filler for future use.		Must be spaces.

Appendix B

Service Type Codes

To make it easier for shippers to use multiple special services, we have expanded the service combinations that can be included in a single barcode. Table B is a matrix of current active Service Type Codes (STCs) for the Delivery Confirmation service, Signature Confirmation service, and Integrated Barcode programs. STCs are designated within a barcode to identify the class of mail and/or type of special services included on the mail item.

Consult *Domestic Mail Manual* (DMM) R900 or Notice 123, *Ratefold*, for the appropriate fees for each added service. Rate information is also available at the Postal Service Web site www.usps.com.

Confirmation Service Type Codes

The Service Type Code consists of the two characters immediately following the Application Identifier (91) in the Package Identification Code (PIC) of a barcode using the UCC/EAN Code 128 barcode symbology. If you are using one of the alternate barcode symbologies (USS Code 128, USS Code Interleaved 2 of 5, or USS Code 3 of 9), it will be the first two characters of the PIC.

A Service Type Code of 50 has been reserved for use in the Electronic File Number field of the Header Record.

Table B-1
Service Type Codes

Service Type Code	Service Level	Other/Special Service	Text Above Barcode¹⁶
Delivery Confirmation			
01	Priority Mail and First-Class Mail parcels		USPS DELIVERY CONFIRMATION
02	Package Services and Standard Mail parcels Note: Package Services includes: <ul style="list-style-type: none"> ▪ Parcel Post (includes Parcel Select) ▪ Bound Printed Matter ▪ Library Mail ▪ Media Mail 		USPS DELIVERY CONFIRMATION
03	Priority Mail, First-Class Mail, and Package Services parcels	Retail	USPS DELIVERY CONFIRMATION
04	Priority Mail, First-Class Mail, and Package Services parcels	Retail — Customer-printed labels	USPS DELIVERY CONFIRMATION
Combinations With Delivery Confirmation			
05	Priority Mail and First-Class Mail parcels	Insured (value > \$50)	USPS INSURED
06	Package Services and Standard Mail parcels	Insured (value > \$50)	USPS INSURED
07	Priority Mail and First-Class Mail parcels	Insured (value ≤ \$50)	USPS DELIVERY CONFIRMATION
08	Package Services and Standard Mail parcels	Insured (value ≤ \$50)	USPS DELIVERY CONFIRMATION
14	Priority Mail, First-Class Mail, Package Services, and Standard Mail parcels For use by software vendors only. <i>(Approval required through Program Office.)</i>		USPS DELIVERY CONFIRMATION
82	Priority Mail, First-Class Mail, Package Services, and Standard Mail parcels	Merchandise return	USPS DELIVERY CONFIRMATION
83	Priority Mail, First-Class Mail, Package Services, and Standard Mail parcels	Merchandise return insured (value ≤ \$50)	USPS DELIVERY CONFIRMATION
85	Priority Mail, First-Class Mail, Package Services, and Standard Mail parcels	Merchandise return insured (value > \$50)	USPS INSURED
Signature Confirmation			
21	Priority Mail and First-Class Mail parcels	None	USPS SIGNATURE CONFIRMATION
22	Package Services parcels	None	USPS SIGNATURE CONFIRMATION

Service Type Codes

Service Type Code	Service Level	Other/Special Service	Text Above Barcode¹⁶
24	Priority Mail, First-Class Mail, and Package Services parcels (May be used only for Signature Confirmation with the retail option.)	Retail	USPS SIGNATURE CONFIRMATION
Combinations with Signature Confirmation			
25	Priority Mail and First-Class Mail parcels	Insured (all values)	USPS INSURED
26	Package Services parcels	Insured (all values)	USPS INSURED
34	Priority Mail, First-Class Mail, and Package Services parcels For use by software vendors only. (Approval required through Program Office.)		USPS SIGNATURE CONFIRMATION
Electronic File Header Record			
50	Priority Mail, First-Class Mail, Package Services, and Standard Mail parcels *Used in Header Record/ Electronic File Number field only. (See Header Record layout in Appendix A.)		Not applicable
Other			
56	Priority Mail, Package Services, and Standard Mail parcels	Passive enroute scan	No horizontal ID bars or human-readable barcode text
Insurance			
73	Priority Mail, First-Class Mail, Package Services, and Standard Mail parcels *Important Note: Insurance-only items cannot be included in an electronic file.	Insured only (value >\$50)	USPS INSURED

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Communications Standards

Introduction

The following standards are available for transmitting and receiving data for confirmation services.

File Transfer Protocol

This communication protocol is available through dial up point-to-point protocol (PPP) and the Internet. Most commercial communication software and many shareware applications support file transfer protocol (FTP) capabilities.

	NOTE
Files transferred over the Internet may <i>not</i> be compressed (zipped).	

Electronic Data Interchange

Customers currently using electronic data interchange (EDI) for other business communications may choose to use this standard for the confirmation services interface. Information for this standard is provided in this appendix.

File Transfer Protocol

There are two options, Internet and dial-up, for accessing Postal Service FTP servers to upload and download confirmation services information.

Internet Web Browser

One of the easiest methods to send or receive electronic files is via the Internet. If you do not already have Internet access, contact an Internet service provider (ISP) in your area.

Sending Electronic Files

From your Internet browser open the page 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. You may also type a file name directly in the “File To Upload” box using the full path and file name.

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. If an error message is displayed, you should print it for future reference. Problems uploading files using the Internet can often be resolved by repeating the procedure after waiting a few minutes. If this does not work, report the problem to the Postal Service Communications Support toll-free at 877-264-9693, option 2.

If the Postal Service Manifest Upload Web page does not display a “Browse” button, your Internet browser does not support this upload protocol. You can retrieve reports using that version of the browser; but in order to upload files, the browser will have to be updated, or a different browser installed. The FTP protocol also can be used to access reports.

Retrieving Electronic Reports

Most browsers, such as Microsoft Internet Explorer 4.x, Netscape Communicator 4.x, etc., that support the FTP protocol are capable of retrieving extract files and error/warning reports. To retrieve these reports using the Internet, enter the following URL using all lower case letters and replacing the <user> and <password> fields with the <user> and <password> fields provided to you by the Postal Service.

- <ftp://user: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(s) in the displayed list that you want to 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 <user name>. You also may access the correct directory by entering the extended URL:

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

If your browser automatically displays files instead of downloading:

- Take the actions specified by your browser to download.
- Right clicking in the Windows browser can usually access this.

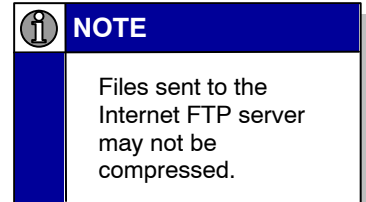
Internet FTP

The following instructions are intended as general guidelines and do not describe a particular FTP application.

Sending Electronic Files

Once connected to the Internet, open an FTP session with an FTP client. The FTP site you will be connecting to is: <ftp-in.usps.gov>.

- Depending upon the FTP software, you will enter your Postal Service Logon ID and password or you will be prompted to do so after entering the site.
- Once in the Postal Service site you will need to change directories to [home/delconf/incoming](#).
- You may now transfer files to the Postal Service server. The name of the file should end in Logon ID manifest (i.e., [mmc001.manifest](#)). When multiple files are transferred, name the second and subsequent files with an alpha character (i.e., [mmc001a.manifest](#), [mmc001b.manifest](#), etc.).
- Files transferred to the Postal Service incoming directory are not visible within the directory for security reasons.



Retrieving Electronic Reports

- Once connected to the Internet, open an FTP session with an FTP client. The FTP site you will be connecting to is <ftp-out.usps.gov>. Depending on the FTP software, you will either enter your Postal Service Logon ID and password or you will be prompted to do so.
- After accessing the site, change directories to “Incoming.” This is where your files are located and will be displayed. The two types of files available are the manifest data edit error/warning listing (error/warning report), shown as [errwrno1.rpt.mmddhhmm](#), and the extract file, which is shown as [detextro1.rpt.mmddhhmm](#).
- You may copy the files to your location using FTP commands. Once the files are successfully copied to your site, you may delete the files from the Postal Service server.

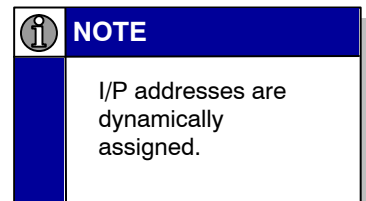
Dial-Up FTP

You may access the Postal Service PPP server using our toll-free telephone number 800-852-9437. The PPP connection connects using TCP/IP.

Sending Electronic Files

At the configuration screen,

- Establish a dial-up connection using your Logon ID and PPP password — all in lower case. The Postal Service toll-free telephone number is 800-852-9437.



- Establish an FTP session once connected to the Postal Service. Connect to our host site of smftp1.usps.gov or smftp2.usps.gov using your Logon ID and mainframe password.
- 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 currently available. The Postal Service must configure your account to accept PKZip prior to accepting compressed files.
- Send a quote (or site) command that properly formats the file prior to file transfer. The script used for this is: [QUOTE SITE ATTR \(TNT352\)](#). If the quote command is accepted correctly, a response back of “200 OKAY, READY” is provided. If the quote command is not accepted, you may need to use the full quote command of: [QUOTE SITE SPACE\(100,10\) CY RECFM\(FB\) LRECL\(352\) BLKSIZE\(27808\)](#).
- Send your file using the following naming convention: [CBCSMN.TNTEC.PS514.MANIFEST\(+1\)](#).

Retrieving Electronic Reports

- Establish the dial-up connection and open an FTP session.
- Pull the files that may be in your account.
 1. “Manifest data edit error/warning listing” which will be shown as: [CBCSMN.TNTEC.PS514.ERRWRNO.GnnnnVnn](#), and
 2. The daily extract file that provides delivery information and will be shown as: [CBCSMN.TNTEC.PS551.DETEXTRO.GnnnnVnn](#).

GnnnVnn is the generation date set of the file ‘nnn’ and will be an incremental number for the files as they are created. One of each file is generated for every 30 generation sets processed within a 20-minute processing period.
- Copy the files to your local computer. You may choose to delete the files from the Postal Service host. If you do not delete files, the Postal Service host site will delete the oldest generation of each file type on the 31st generation of that file.

UNIX: At the prompt use the UNIX “GET” command, for example: [get filename c:\anyfile.dat](#)

Windows: In a windows environment you will highlight the file to transfer, use the copy or transfer button, then COPY the file to: [<c:\anyfile.dat>](#)

This command retrieves the file from the server. This command must be executed once for each file to be retrieved.

Electronic Data Interchange

The Postal Service electronic data interchange (EDI) processing is completed through a centralized environment in San Mateo, California. The Postal Service operates a host system (MVS-based mainframe) and currently processes EDI information using Sterling Software's Gentran MVS as its translator.

Transaction set 215 is used for the electronic file; transaction set 214 is used for the extract file; and transaction set 864 is used for the manifest error/warning report.

Internet/Secure EDI

The Postal Service has developed an electronic commerce solution for mission critical EDI data. PREMO Templar is a messaging system using software, services, and networking products that allows the secure and reliable transmission of trading partner EDI documents over an open network, such as the Internet. Templar resides on the trading partner's system between the EDI translator and the mailing system. At each end of the exchange, Templar applies the agreed on security policies of the Postal Service and the TP. Templar also tracks messages at the EDI interchange level and provides an audit log that informs the TP.

Postal Service EDI Contacts

If you would like to discuss any EDI information, or if you would like to establish your company as an EDI Trading Partner with the Postal Service, please call the EDI Service Center staff at 800-847-1657. The EDI group e-mail is edi@email.usps.gov.

Shipping Partner Event Codes

Customers must use the following file formats to send package information and to receive shipping partner event information on those packages:

Internet FTP

[Note: Internet naming conventions must be in lower case.]

Sending Electronic Files

- File Naming Convention: [userID.consolid](#)

Retrieving Electronic Reports

- Manifest Data Edit Error/Warning Listing: [errwrno2.rpt.mmddhhmm](#)
- Extract file: [detextro1.rpt.mmddhhmm](#)

Dial-Up FTP

Sending Electronic Files

- Quote command:
QUOTE SITE SPACE (100,10) CY RECFM (FB) LRECL (100)
BLKSIZE (27900)
[**Note:** There is no macro available. The full string must be used.]
- File Naming Convention: CBCSMN.TNTEC.PS380.CONOLID

Retrieving Electronic Reports

- Manifest data edit error/warning listing:
CBCSMN.TNTEC.PS380.ERRWRNO.GnnnnVnn
- Extract file: CBCSMN.TNTEC.PS551.DETEXTRO.GnnnnVn

Appendix D

Troubleshooting Guide

This appendix contains information about confirmation services including typical error and warning messages and their meanings, and troubleshooting guidelines.

Table D-1

Header Error Messages That Cause Rejection of Entire Electronic File

Error Message	Record Position	What It Means
D-U-N-S NUMBER NOT NUMERIC	004-025	The D-U-N-S Number in the Electronic File Number field of the Header Record is not a numeric value.
DUPLICATE MANIFEST CORRECTIONS MUST BE WITHIN 30 DAYS	004-025	The manifest ID was already posted to the database. Retransmitting a file for purposes of corrections with the same file number must occur within 30 days of original file.
DUPLICATE MANIFEST MUST USE SAME DT/TM	044-025 026-039	The manifest ID was already posted to the database. Retransmitting a file for purposes of corrections with the same file number must use the same date/time as the original file.
H1 HEADER REC TYPE MISSING	001-130	Header Record is missing.
H1/D1 HDR/DTL REC TYPES MISSING	001-002	The Electronic File Header Record ID of H1 and the Electronic File Detail Record ID of D1 are missing.
INVALID BARCODE FORMAT FOR HEADER	002-025	The format for the electronic file number is invalid, such as an incorrect Service Type Code. The electronic file number must include a Service Type Code of "50", a D-U-N-S Number, and a sequence number.
INVALID DEVELOPER ID CODE	078-080	The Developer ID Code field of the Header Record is not a valid code within the Postal Service database.
INVALID D-U-N-S NUMBER	004-025	The D-U-N-S Number in the Electronic File Number field of the Header Record does not appear in the customer table.
INVALID ENTRY FACILITY	040-044	The entry facility ZIP in the Header Record is not a valid 5-digit ZIP Code of a Postal Service facility.
INVALID MAILING DATE	026-033	The Mailing Date field in the Header Record must be YYYYMMDD.
INVALID MAILING TIME	034-039	The Mailing Time field in the Header Record must be HHMMSS.
INVALID PRODUCT VERSION NUMBER	081-088	The Product Version Number field of the Header Record is not a version number within the Postal Service database.
INVALID SEQ NBR IN MANIFEST FILE-ID	004-025	The sequential digits in the Electronic File Number field of the Header Record must be eight characters, may be right justified with preceding zeros, or left justified if using UCC/EAN 128 symbology.
INVALID USPS MANIFEST VERSION NUMBER	075-077	The Postal Service Electronic File Version Number field in the Header Record is not a valid number.
MAILING DATE IS NOT NUMERIC	026-033	The Mailing Date field in the Header Record is not a numeric value (no hyphens, slash symbols, etc.).
MAILING TIME IS NOT NUMERIC	034-039	The Mailing Time field in the Header Record is not a numeric value >0 and <=2400.
MANF SEQ NBR NOT NUMERIC	004-025	The sequential digits in the Electronic File Number field of the Header Record are not numeric.
MANIFEST SERVICE TYPE CODE NOT = 50	004-025	The two characters of the Service Type Code in the electronic file number are not valid. The Service Type Code must be 50.
USPS MANIFEST VERSION NBR NOT NUMERIC	075-077	The Postal Service Electronic File Version Number field in the Header Record is not a numeric value of 9(3).

Table D-2

Detail Record Error Messages That Cause Nonacceptance of Record

Error Message	Record Position	What It Means
D1 MANIFEST DETAIL RECORD(S) MISSING	001–352	There were no Detail Records sent with the Header Record.
D2 FOUND WITHOUT MATCHING D1	No specific record field	There is no Detail Record 1 to match Detail Record 2.
ERROR IN D1—REJECTING D2	No specific record field	An error in Detail Record 1 automatically rejects the matching Detail Record 2.
H1/D1 HDR/DTL REC TYPES MISSING	001–002	The Electronic File Header Record ID of H1 and the Electronic File Detail Record ID of D1 are missing.
INVALID BARCODE FORMAT FOR TRACKING MANIFEST	005–026	The Package Identification Code (PIC) must include a Service Type Code, a 9-digit D-U-N-S Number, and a sequence number.
INVALID BARCODE IN DETAIL	005–026	The Service Type Code and the check digit are incorrect. Refer to file formats in Appendix A .
INVALID CLASS OF MAIL	003–004	The Class of Mail field in Detail Record 1 is not a valid class of mail. See record layout and description for this field in Appendix A .
INVALID CTRY CODE	036–037	Class of mail field in Detail Record 1 is “IE” and country code field contains an invalid country code.
INVALID DETAIL RECORD	001–002	Unrecognizable Detail Record indicator.
INVALID D-U-N-S NUMBER IN PIC	005–026	The D-U-N-S Number in the PIC does not appear in the Postal Service customer table.
INVALID SEQ NUMBER IN PIC	005–026	The significant digits in the PIC field of Detail Record 1 are not numeric.
INVALID SERVICE TYPE CODE IN PIC	005–026	The Service Type Code in the PIC is not a valid Service Type Code.
LABEL AND 3-DIGIT DEST ZIP PREVIOUSLY MANIFESTED	005–026 027–031	The combination of PIC field in Detail Record 1 with the Destination ZIP Code field in Detail Record 1 indicates this record is duplicated from a previously submitted electronic file.

Table D-3

Header or Detail Record Warning Messages That DO NOT Cause Rejection

Error Message	Record Position	What It Means
HEADER RECORD		
DUPLICATE MANIFEST FOUND—PROCESSED AS CORRECTIONS	004–025	An electronic file with this number in the Electronic File Number field of the Header Record has been submitted previously.
INVALID MANIFEST TYPE; DEFAULT TO MANIFEST TYPE 2	003	The electronic file type was changed to '2' to reflect a file and not a manifest.
INVALID RECORD COUNT SPECIFIED	089–097	The File Record Count field in the Header Record does not match the Postal Service count of records in this transmission.
MAILING DT NOT WITHIN 3 DAYS OF SYSTEM DATE	026–033	The Mailing Date field is not within 3 days of the system date (before or after).
DETAIL RECORD		
DEST ZIP MUST BE ALL ZEROES FOR INTL	003–004 027–031	If the Class of Mail field in Detail Record 1 is IE, then the destination ZIP Code field in Detail Record 1 must be all zeros.
DEST ZIP NOT SERVICED BY ENTRY FACILITY	056	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 package services.
INVALID CLASS OF MAIL/SVC TYPE CD COMBO	003–004 005–026	The Class of Mail field in Detail Record 1 does not match the appropriate Service Type Code in the first two positions of the Package Identification Code (PIC) of Detail Record 1. See Appendix B for the most current list of active Service Type Codes.
INVALID DEST RATE IND; DEFAULT TO N	056	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 DEST RATE IND/ENTRY FACILITY COMBO	056	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	027–031	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 Postal Service ZIP Code table. We store the first three digits unless not numeric, then nulls. We do not give back anything in the extract if we only store three.
INVALID STATE—REJECTING ADDRESS	245–246	The two-character state code is not a valid abbreviation. This specific address will not be posted in the database.
POSTAGE NOT NUMERIC	038–044	The Postage field of Detail Record 1 is not a numeric value of 9(7).
SUB CUSTOMER NOT A VALID D-U-N-S	122–130	The D-U-N-S Number in the client D-U-N-S Number field of Detail Record 1 is not a valid D-U-N-S Number.

Table D-4

Shipping Partner Event Error Messages That Cause Rejection of Entire Electronic File

Error Message	Record Position	What It Means
HEADER RECORD		
CUSTOMER DECERTIFIED FOR DELIVERY CONF	003-011	The customer has been decertified and can no longer participate as an electronic Delivery Confirmation customer.
CUSTOMER NOT CONFIGURED FOR DELIVERY CONFIRMATION	003-011	The customer is certified for some other Postal Service program, but cannot participate as an electronic Delivery Confirmation customer.
CUSTOMER PENDING FOR DELIVERY CONF	003-011	The customer is not yet certified for Delivery Confirmation.
EH-HEADER RECORD TYPE MISSING	001-002	The Header Record is missing.
INVALID RECORD	001-002	The record ID is not 'EH'.
SHIPPING PARTNER DUNS NOT VALID	003-011	The shipping partner D-U-N-S Number is not a certified customer D-U-N-S Number.
DETAIL RECORD		
CLIENT DUNS NOT A VALID DUNS NUMBER	062-070	The client D-U-N-S Number is not a certified customer D-U-N-S Number.
ED-DETAIL RECORD(S) MISSING	001-002	The Detail Record ID of 'ED' is missing.
EVENT DATE IS NOT NUMERIC	048-055	The Event Date field must be numeric.
EVENT TIME IS NOT NUMERIC	056-061	The Event Time field must be numeric.
INVALID BARCODE	003-036	The Package Identification Code (PIC) is not a valid format for Delivery Confirmation.
INVALID D-U-N-S NUM IN LABEL	003-036	The D-U-N-S Number in the PIC is not a certified customer D-U-N-S Number.
INVALID EVENT CODE	037-038	The Event Code is not 80, 81, or 82.
INVALID EVENT DATE	048-055	The Event Date field in the Header Record must be YYYYMMDD.
INVALID EVENT TIME	056-061	The Event Time field in the Header Record must be HHMMSS.
INVALID RECORD	001-002	The record ID is not 'ED'.
INVALID SER NUM IN LABEL	003-036	The serial number of the PIC is not numeric.
INVALID SERVICE TYPE CODE	003-036	The Service Type Code in the PIC is not valid.
INVALID SERVICE TYPE CODE IN LABEL	003-036	The Service Type Code in the PIC is not valid.
INVALID ZIP CODE	039-043	The event ZIP Code is not a valid ZIP Code according to the current Postal Service ZIP Code table.

Table D-5

Shipping Partner Event Warning Messages That DO NOT Cause Rejection

Warning Message	Record Position	What It Means
HEADER RECORD		
INVALID FILE NO	012–020	The electronic file number is not numeric.
INVALID RECORD COUNT	012–029	The record count is not numeric.
INVALID RECORD COUNT SPECIFIED	021–029	The file record count in the Header Record does not match the Postal Service count of records in this transmission.
DETAIL RECORD		
INVALID ZIP CODE+4	044–047	The ZIP Code is not a valid ZIP Code according to the current Postal Service ZIP Code table.

Table D-6

Troubleshooting Guidelines

TOPICS	GUIDELINES
EXTRACT FILE	
<i>My extract file does not contain manifest acknowledgements for the previous day's packages I shipped.</i>	<p>Your electronic file transmission may have been rejected due to errors in the Header Record, or Detail Record 1s may have been rejected. In these cases, no manifest acknowledgements will appear on the Internet or in your extract file for those packages.</p> <p>Often times it is believed that electronic files sent to the Postal Service were transmitted correctly. According to your internal systems, this may be true. However, customers must retrieve the error/warning report for every electronic file they transmit and verify the data quality by reviewing this report.</p>
<i>I do not see information on packages mailed yesterday in my extract file.</i>	<p>An electronic file was not processed or was rejected for the packages tendered to the Postal Service. Scan events will not appear on the Internet or in your extract file for those packages if the Postal Service does not receive an electronic file for those packages.</p> <p>If you go to retrieve the error/warning report for that day and it is not available (usually within an hour after transmission), most likely the Postal Service did not receive the file. Retransmit the file.</p>
<i>My extract file does not show a history of scan event codes.</i>	<p>Each download of the confirmation extract file contains scan events from the previous 24-hour period.</p> <ul style="list-style-type: none"> ▪ If more than one scan event occurred in the previous 24-hour period, you will receive each event as separate records for the same PIC. ▪ If your system overwrites the previous download file information with the newest, you see only the most recent information. ▪ If you allow only one field for the event information, you will see only one event. <p>A programming change in your software will allow you to see a history, or every scan event that has occurred for each package.</p>
PASSWORDS	
<i>My mainframe password has expired and I don't know how to reset it.</i>	Refer to Appendix C , Communication Standards, section "File Transfer Protocol," for instructions on how to reset the password.

TOPICS	GUIDELINES
<p style="text-align: center;">BARCODES</p>	
<p><i>I've been told by the Postal Service that my barcodes are not scannable. What could be causing this?</i></p>	<p>Printer Maintenance. Customers should ensure they routinely maintain their printers. The barcode and human-readable portion of the label must meet the Postal Service quality specifications (see Section 3 Labels and Barcodes). If the barcodes do not meet the specifications, the Postal Service delivery employee's scanner will not capture the Package Identification Code (PIC) from the barcode. Also, if the human-readable number is not clear, the delivery employee will not be able to read the PIC well enough to key the information into the scanner.</p> <p>Barcode Identifiers. Ensure that confirmation services barcode identifiers are clearly marked. The National Customer Service Center (NCSC) Certification Group certified your Delivery Confirmation service and/or Signature Confirmation service barcodes that meet our requirements specified in this publication. Periodically, check the barcode to ensure that the confirmation services label identifiers are still associated with the barcode.</p> <p>On occasion, for whatever reason, your mailing software may drop off confirmation services barcode identifiers (e.g., no horizontal bars above and below the barcode, no text identifying the Delivery Confirmation service or Signature Confirmation service, no human-readable PIC below the barcode). Delivery employees are trained to scan the barcodes when all of these identifiers are present. Without all of them, there is no guarantee that a carrier will recognize the barcode as that of Delivery Confirmation or Signature Confirmation service and scan it.</p> <p>MOD 10 Check Digit. Ensure that the correct MOD 10 check digit for the barcode is calculated correctly. The Delivery Confirmation service and Signature Confirmation service barcodes must meet the barcode specifications outlined in Appendix G, Barcode Specifications, of this publication. Specifically, ensure that the MOD 10 check digit is correctly calculated for the barcode symbology that is used for the barcode specifications as outlined in Appendix G.</p> <p>Parsing the human-readable representation of the barcode. If the barcode has to be entered manually, you should group the human-readable presentation of the barcode into smaller groups of four numbers to allow easier manual entry by the delivery employee.</p>

TOPICS	GUIDELINES
<p>BARCODES</p> <p><i>I've been told by the Postal Service that my barcodes are not placed properly on the packages.</i></p>	<p>Label Placement. It is important to ensure that the confirmation services barcode is on the same side and in close proximity to the recipient's address. When this does not occur, it is very possible a delivery employee will not notice the barcode on another side of the package, resulting in a missed scan. This occurs most often with smaller packages, if the barcode is wrapped around the side of the box on a different side from the recipient's address.</p> <p>This happens more often with shipping partners, whose customers place their customers' address labels on the packages before forwarding the packages to their consolidators. The shipping partners then place the Delivery Confirmation service label on the package. This is a training issue that the shipping partner needs to address with its shipping department personnel.</p> <p>Overlabeling. Ensure that the confirmation service barcode is not covered by other barcodes or labels. When this occurs, the delivery employees cannot scan the barcode or key in the PIC unless the entire PIC is visible. Labels may be placed over the confirmation services barcode due to the lack of understanding by the shipping department personnel on the importance of the delivery information to their company. The company, in this case, should work with their personnel to ensure that no other barcodes are in the vicinity of the confirmation service barcode or that the confirmation service barcode is obscured in any way.</p>

Troubleshooting Guide

Exhibit D-1
Sample of Manifest Data Edit Error/Warning Listing Report
 (generally referred to as "The Error/Warning Report")

D-U-N-S

Sequence Number and Check Digit

Line Number of Electronic File Where Error or Warning Occurred

Information That is in Error/Warning

USPS PRODUCT TRACKING SYSTEM PAGE 1
 REPORT: CBD514C0 MANIFEST DATA EDIT ERROR/WARNING LISTING
 DATE: 01/14/1999
 TIME: 15:52:51

MAILER 026837331 ENTRY FACILITY: 10001
 MANIFEST: 000001401 MAILING DATE: 01/14/1999
 RECEIPT DATE: 01/14/1999
 RECEIPT TIME: 15.52.53

ERR/	MANIFEST	WRN	LINE NO.	PIC	ERROR FIELD	ERROR MESSAGE
W	000000001				HEADER RECORD 000001401	DUPLICATE MANIFEST FOUND
E	000000001				HEADER RECORD 19990114	CORRECTIONS MUST USE
ORIG MANF ID AND DT/TM OF MAILING						
W	000000054			01026837331000003070	22070	INVALID DESTINATION ZIP
	CODE					
W	000000056			01026837331000003087	22070	INVALID DESTINATION ZIP
	CODE					
W	000000058			01026837331000003094	22070	INVALID DESTINATION ZIP
	CODE					
W	000000091			01026837331000003254		INVALID STATE-REJECTING
	ADDRESS					
W	000000316			01026837331000004381	32077	INVALID DESTINATION ZIP
	CODE					
W	000000540			01026837331000005500	30244	INVALID DESTINATION ZIP
	CODE					
W	000000562			01026837331000005616	07816	INVALID DESTINATION ZIP
	CODE					
W	000000736			01026837331000006491	29674	INVALID DESTINATION ZIP
	CODE					
W	000000808			01026837331000006842	70603	INVALID DESTINATION ZIP
	CODE					
RECORDS READ: 000000831						
EDIT ERRORS: 000000001						
WARNINGS: 000000010						
GOOD RECORDS: 000000830						

Line Detail (E for Error) (W for Warning)

Package ID Code (PIC) for Line Item

Error or Warning Message Description

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Appendix E

Extract File Layout

The file layout in Table E-1 defines the extract file you can download to incorporate into an in-house customer service/inquiry application. A sample of the extract file appears in Exhibit E-1.

Table E-1
Extract File Record Format

Tracking Data (quote and comma-delimited fixed length strings, LRECL=280)					
Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001–001	Delimiter	X(1)	Comma-delimited format.	“	
002–023	Package Identification Code (PIC)	X(22)	Barcoded label number used to identify the package.	UCC/EAN Code 128; 9121941233312000012348 All Others; 21941233312000012348__	Taken from Detail Record 1, positions 005–026.
024–026	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
027–048	Electronic File Number	X(22)	Electronic File Number of the electronic file that included the mailpiece with this PIC.	UCC/EAN Code 128; 9150941233312000012348 All Others; 50941233312000012348__	Taken from the Header Record, positions 004–025.
049–051	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
052–060	Mailer ID	9(9)	D-U-N-S Number unique to this mailer as shown in the Postal Service database.	941233312	Taken from Detail Record 1, positions 005-026.
061–063	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
064–083	Mailer Name	X(20)	Mailer name associated with Mailer ID.	ABC Company	Provided by the Postal Service from database.
084–086	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
087–091	Destination ZIP	9(5)	Destination ZIP Code.	33511	Taken from Detail Record 1, positions 027–031.
092–094	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
095–098	Destination (ZIP)+4	X(4)	Destination ZIP+4.	1857	Taken from Detail Record 1, positions 032–035.
099–101	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
102–106	Scanning Facility ZIP	9(5)	If scanning event, 5-digit ZIP Code of facility. If manifest event, entry facility ZIP Code.	21201	Provided by the Postal Service if applicable.
107–109	Delimiter	X(3)	Comma-delimited format.	“ ” ,	

Extract File Layout

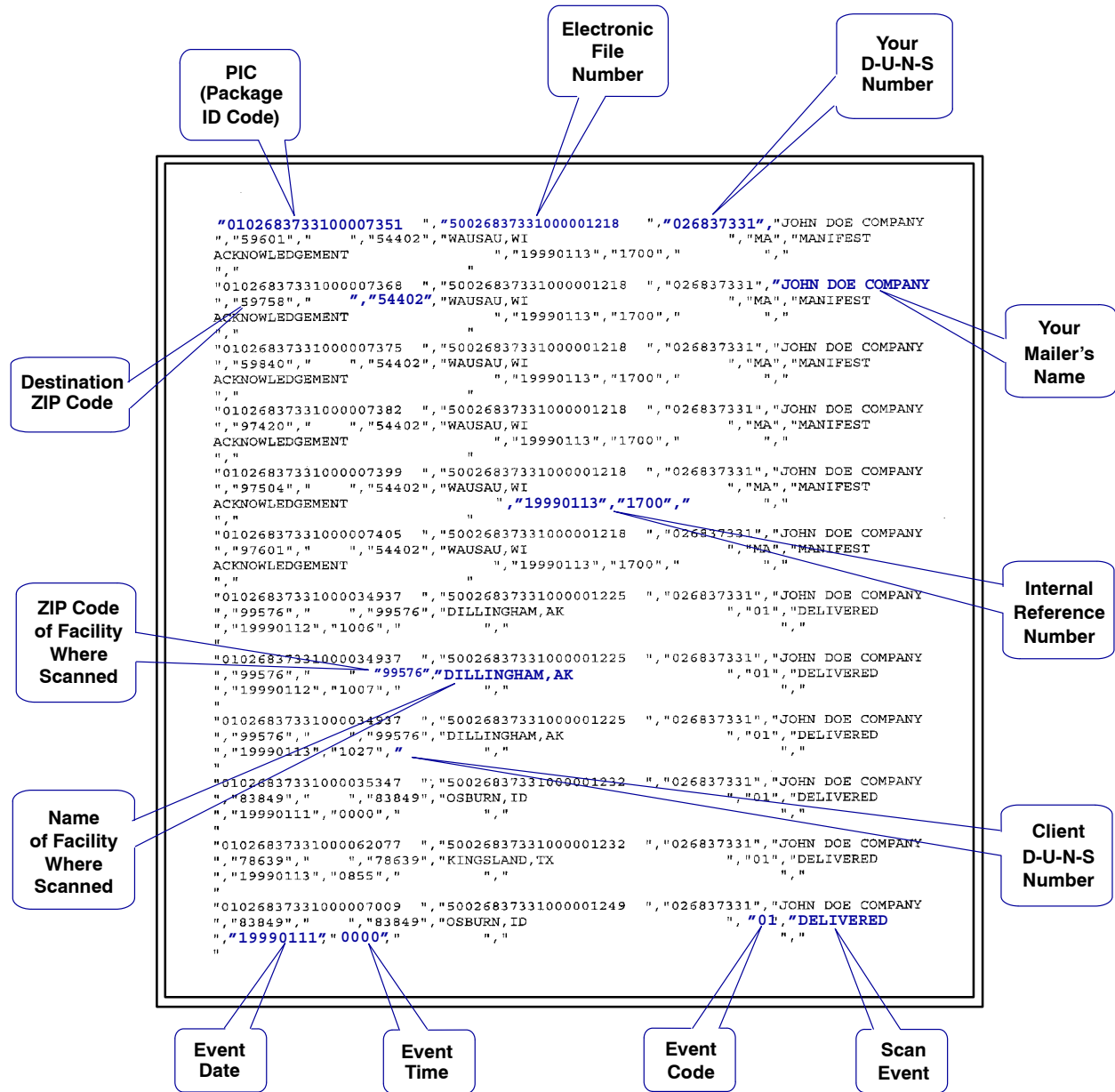
Tracking Data (quote and comma-delimited fixed length strings, LRECL=280)					
Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
110–140	Scanning Facility Name	X(31)	Name of Postal Service facility or city/state where event happened.		<ul style="list-style-type: none"> Provided by the Postal Service. Further defined for city/state event: 28 characters for city, 1 for comma, 2 for state alpha abbreviation.
141–143	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
144–145	Event Code	X(2)	Code for tracking event.	01	See Appendix F for current listing of Event Codes.
146–148	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
149–188	Event Name	X(40)	Name of tracking event corresponding to Event Code.	Delivered	See Appendix F for current listing of Event Codes descriptions.
189–191	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
192–199	Event Date	9(8)	Date of tracking event.	2002-03-01 entered as: 20020301	YYYYMMDD numeric. Leading zeros given.
200–202	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
203–206	Event Time	9(4)	Time of tracking event.	HH:MM 13:15 entered as: 1315	Military format and time must be valid.
207–209	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
210–218	Client D-U-N-S Number	9(9)	Client D-U-N-S Number of the mailer also receiving extract data for this mail-piece.	941233312	Taken from Detail Record 1 position 122–130.
219–221	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
222–251	Customer Reference Number	X(30)	Customer’s internal reference number.	1223ABC	Taken from Detail Record 1, positions 131–160.
252–254	Delimiter	X(3)	Comma-delimited format.	“ ” ,	
255–256	Destination Country Code	X(2)	Code for destination country.	GB	Taken from Detail Record 1, positions 036–044.
257–259	Delimiter	X(3)	Comma-delimited format.	“ ” ,	

Tracking Data (quote and comma-delimited fixed length strings, LRECL=280)

Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
260–279	Recipient Name	X(20)	Name of recipient for Signature Confirmation service.	J DOE	First initial, space, last name.
280	Delimiter	X(1)	Comma-delimited format.	”	

Extract File Layout

Exhibit E-1
Example of Extract File



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Appendix F

Event Codes

Table F-1 lists all possible Event Codes; Table F-2 provides a description for each event. The codes appear in position 144–145 of the confirmation services extract file and on the Internet lookup site. Not all Event Codes are used for all items. For example, arrival at pickup point scans are traditionally related to Express Mail items, not confirmation service items.

Table F-1
Event Codes
 (record positions 144–145)

Event Code	Event Name
MA	Manifest Acknowledgment
01	Delivered
03	Accept or Pickup (by carrier)
04	Refused
05	Undeliverable as Addressed
06	Forwarded
07	Arrival at Unit
08	Missent
09	Return to Sender
10	Enroute
11	Dead Letter
14	Arrival at Pickup Point
81	Picked Up by Shipping Partner
82	Arrived Shipping Partner Facility
83	Departed Shipping Partner Facility

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

Table F-2
Event Code Descriptions

Event Code	Event Name	Event Description	
MA	Manifest acknowledgement	The Postal Service received electronic notification that the customer is shipping packages listed in the electronic file on that day.	
01	Delivered	Item(s) scanned at delivery.	
02	Attempted	Item(s) not delivered and a notice left.	
03	Accept/pickup	Accept: Item(s) accepted into the mailstream. Pickup: Item(s) picked up by carrier from customer's site.	
04	Refused	Item(s) refused by the addressee.	
05	Undelivered as addressed	Item(s) undeliverable, or item(s) undeliverable and the final status is not known.	
06	Forwarded	Item(s) forwarded with valid address, or item(s) forwarded due to customer addressing error.	
07	Arrival at unit	Item(s) scanned when entering facility of destination.	
08	Missent	Item(s) misdirected due to Postal Service error.	
09	Return to Sender (See events listed below in items 21–99)	Item(s) undelivered or cannot forward item(s) with valid return address.	
R E T U R N T O S E N D E R E V E N T S	21	No such number	Item(s) have numbers that do not exist.
	22	Insufficient address	Item(s) have incorrect or insufficient address for delivery.
	23	Moved, left no address	Item(s) cannot be forwarded.
	24	Forward expired	Item(s) forwarding order expired.
	25	Addressee unknown	Item(s) addressee is unknown at the address.
	26	Vacant	Item(s) addressed to vacant premises.
	27	Unclaimed	Item(s) attempted and held the allotted amount of time but remain unclaimed.
	28	Deceased	Item(s) sent to deceased persons.
	29	Other	Item(s) not meeting any of the specific return events provided.
10	Enroute (processing scan)	Items tracked through mailstream. Generally scanned at each processing site.	
14	Arrival at pick-up point	Items that arrive at the Postal Service destination designated as a pick-up location.	
80	Picked up by shipping partner	Item(s) picked up from customer's site by customer's shipping partner.	
81	Arrived shipping partner facility	Item(s) picked up by shipping partner arrived at shipping partner facility for processing.	
82	Departed shipping partner facility	Items(s) enroute from shipping partner facility to the Postal Service for mailing to final destinations.	

Barcode Specifications

Specifications for the barcodes appear in the following pages of this appendix.

Symbologies

The Delivery Confirmation service barcode may be printed in any of the following four symbologies:

- UCC/EAN Code 128 (Subset A, B, or C) — Subset C is required.
- USS Code 128 (Subset A, B, or C) — Subset C is required.
- USS Code Interleaved 2 of 5.
- USS Code 3 of 9.

The Postal Service, in cooperation with the mailing industry, is adopting UCC/EAN Code 128 as its preferred symbology and standard. After a 5-year phase-in period, ending on January 10, 2004, this symbology will become mandatory for all confirmation services.

UCC/EAN Code 128 enables barcode concatenation if a shipper wishes to print a destination ZIP Code barcode and a unique mailpiece identifier in the same barcode. It also enables users to vary the length of the sequential package number (as long as the number remains unique). Mailers choosing this option must follow the barcode layout in Exhibit G-5 and the check-digit requirements under the “Check Digit” heading.

Fixed Length

A fixed-length 20-digit barcode, in the format previously described, is required with the following symbologies:

- USS Code 128 (see Exhibit G-1).
- USS Code Interleaved 2 of 5 (see Exhibit G-2).
- USS Code 3 of 9 (see Exhibit G-3).

Exhibit G-1
Data Format USS Code 128

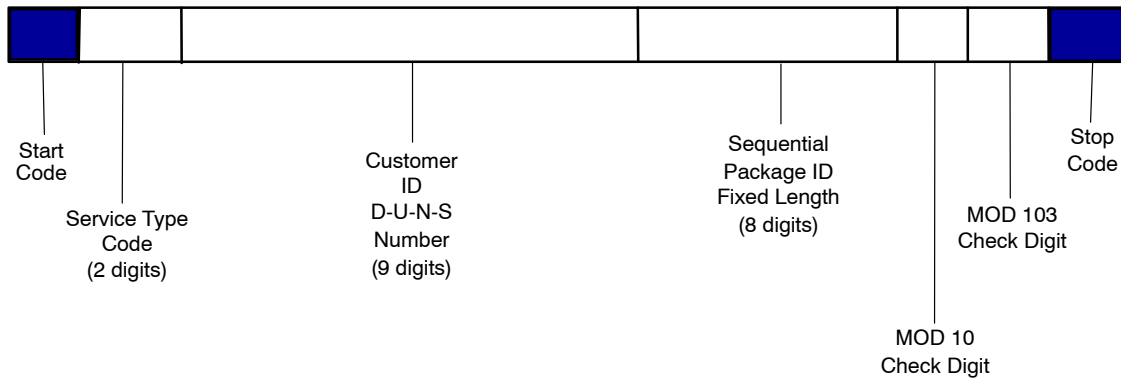


Exhibit G-2
Data Format USS Code Interleaved 2 of 5

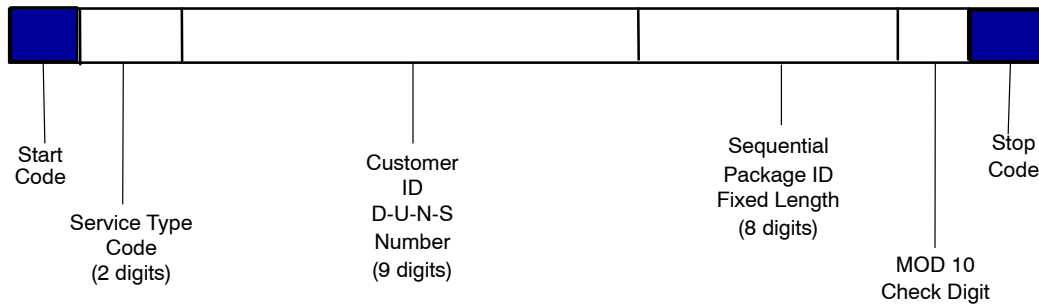
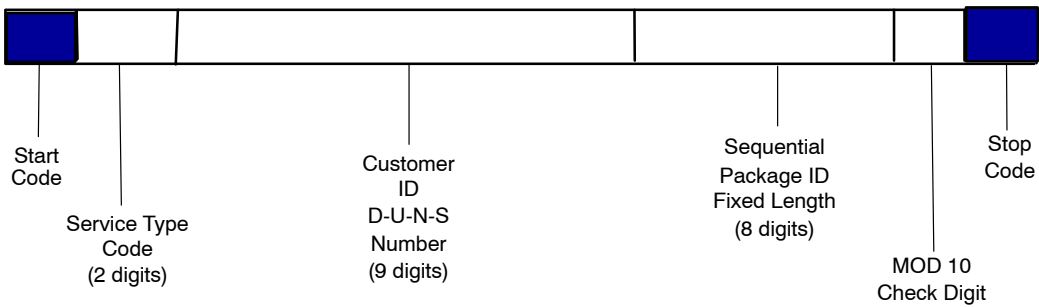


Exhibit G-3
Data Format USS Code 3 of 9



Variable Length

When UCC/EAN Code 128 symbology (Exhibits G-4 and G-5) is used, the sequential package ID may vary in length from a minimum of 2 to a maximum of 8 digits. Therefore, the barcode may vary in length from 16 to 22 digits.

Exhibit G-4

Data Format UCC/EAN Code 128

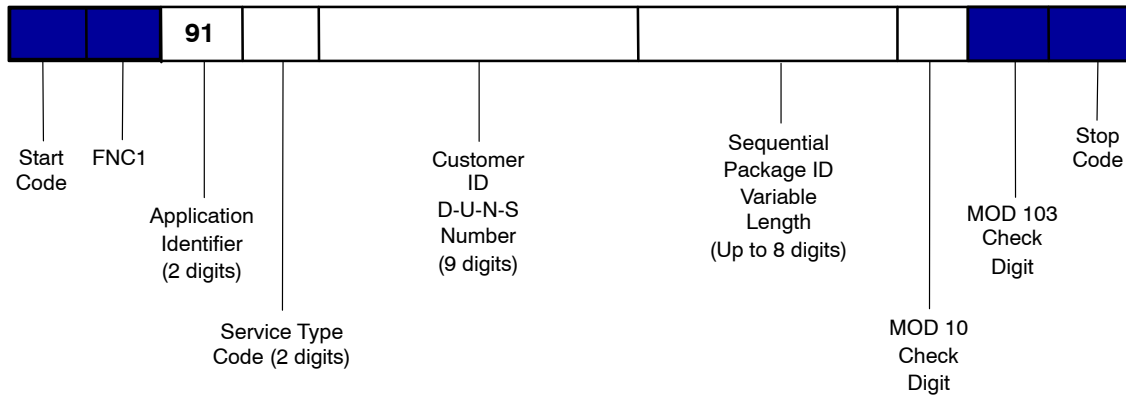
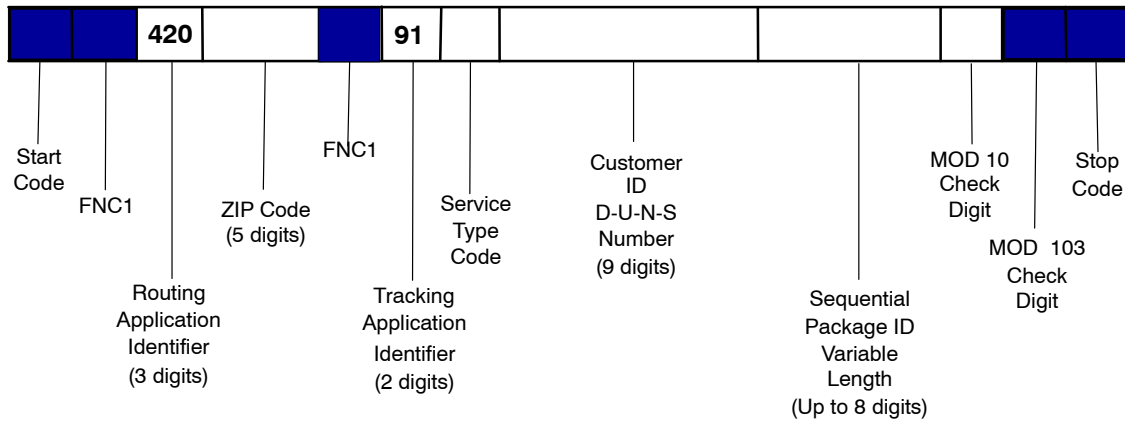


Exhibit G-5

Data Format UCC/EAN Code 128 (Concatenated) (when combined with Postal Service routing code)



Barcode Elements

This section describes the individual data elements that comprise the various barcodes that may be used for Delivery Confirmation and Signature Confirmation services and all integrated barcode solutions. If UCC/EAN Code 128 barcode symbology is used, a two-character Application Identifier (AI) is also required. A UCC/EAN Code 128 barcode contains a variable length sequential package ID. All other symbologies have a fixed length of 20 characters. See Table G-1 for data elements.

Table G-1
Barcode Elements

Data	Overhead
	Start Code
	Function One (UCC/EAN Code 128 only)
Application Identifier (UCC/EAN Code 128 only)	
Service Type Code — 2 digits	
Customer ID — 9-digit D-U-N-S Number	
Sequential Package ID — 8 digits (This field may vary in length up to 8 digits if the UCC/EAN Code 128 barcode symbology is used.)	
Check Digit — MOD 10	
	MOD 103 (Code 128 only)
	Stop Code

Start Code

All barcodes must have a Start Code. USS Code 128 and UCC/EAN Code 128 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

The Function One (FNC1) numeric character for UCC/EAN Code 128 must follow the symbol start character and is part of the symbology overhead. The FNC1 is also used to concatenate successive UCC/EAN Code 128 barcode symbols and must precede an AI. The FNC1 character is *not* part of the human-readable character set, nor is it manually keyed or transmitted as data.

Application Identifier

This is a two-digit code within UCC/EAN Code 128 only for the Package Identification Code (PIC) and the electronic file number.

The AI for confirmation services is 91 and must be shown as part of the human-readable printed data for the tracking barcode. If concatenation is used to include the package routing code (destination ZIP Code), then the AI of 420 must also be shown as part of the human-readable print for the routing

barcode component. The AI must be keyed as part of any data manually entered and/or when data is transmitted. Neither AI 91 nor 420 can be in parentheses.

Service Type Code

Table B-1 in **Appendix B** lists all Service Type Codes.

Customer ID

The Customer ID number uniquely identifies business entities at specific physical addresses that generate mailings, meaning each address must be assigned a unique D-U-N-S Number. Customers may request their 9-digit Customer ID (D-U-N-S Number) by contacting Dun & Bradstreet by phone at 800-333-0505 or via the Internet at www.dnb.com.

Sequential Package ID

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

Check Digit

A MOD 10 check digit is required in the last position for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors.

General

USS Code 128 and UCC/EAN Code 128

Both MOD 10 and MOD 103 are used as check sums for both Code 128 symbologies. USS Code 128 and UCC/EAN Code 128 symbologies have a mandatory MOD 103 check-sum digit. This additional digit is considered overhead; it is unique to the Code 128 symbology and is not a data element. The MOD 10 check sum is positioned as the last digit and is part of the human-readable presentation of data. The MOD 10 check sum is also manually keyed and transmitted as data. The MOD 103 check sum is positioned as the last digit but is *not* part of the human-readable presentation of data. It is also *not* manually keyed nor transmitted as data.

For mailers using a concatenated barcode (see Exhibit G-2), the MOD 10 check digit must be calculated using only the Delivery Confirmation and Signature Confirmation service tracking barcode elements. See DMM C850.

USS Code Interleaved 2 of 5

An industry standard MOD 10 check sum must be used for Code Interleaved 2 of 5. This check sum is part of the human-readable data presentation, manually keyed, and is transmitted as data. The algorithm for calculating the MOD 10 check digit appears at the end of this appendix. It is a check-sum

calculation of the first 19 data digits and is placed in the 20th position to meet Postal Service requirements.

USS Code 3 of 9

Code 3 of 9 requires a MOD 10 check sum in the 20th position in lieu of the optional standard MOD 43 check sum to meet Postal Service requirements. It should precede the stop character. The standard MOD 43 check sum must be omitted; otherwise, it will cause an invalid barcode that cannot be read.

The algorithm for calculating the MOD 10 check digit appears at the end of this appendix. This mandatory MOD 10 check digit is a data element that must appear in human-readable form and is transmitted as data.

MOD 10 Check Digit Calculations

UCC/EAN Code 128

Digit positions are numbered from right to left for this calculation so that the MOD 10 check-digit position counts as position 1. If concatenating the routing code (AI of 420) with the PIC, calculate the MOD 10 check digit beginning with position 1 up to and including the 91 AI. For example, the PIC number 9101 1234 5678 9123 44 consists of the following:

- AI = 91 (UCC/EAN Code 128 only)
- Service Type Code = 01
- Customer ID (D-U-N-S Number) = 123456789
- 4-digit Sequential Package ID = 1234
- MOD 10 check digit = 4

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

Step 1: Set up a two-row matrix, labeled 1 through 18, 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 18), 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	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	1	2	3	4	?

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 4 digits long (1234), requiring a matrix with a total of 18 cells (including the cell for the check digit).

Consequently, the length of the matrix may vary from 16 cells (if the Sequential Package ID is 2 digits long, which is very unlikely) to 22 digits (if the Sequential Package ID is 8 digits long, which is the maximum allowable length of the Sequential Package ID).

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

Position	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	1	2	3	4	?

For the example: $4 + 2 + 9 + 7 + 5 + 3 + 1 + 0 + 9 = 40$

Step 3: Multiply the result of Step 2 by 3. For the example: $40 \times 3 = 120$

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	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	1	2	3	4	?

For the example: $3 + 1 + 8 + 6 + 4 + 2 + 1 + 1 = 26$

Step 5: Add up the results for steps 3 and 4. For the example: $120 + 26 = 146$

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

$$146 + X = 150$$

$$X = 4$$

The smallest number added to 146 that results in a multiple of 10 is 4. Therefore, the check digit is 4.

Other Symbologies

To calculate the MOD 10 check digit for symbologies other than UCC/EAN Code 128, follow the six steps explained below.

Digit positions are numbered from right to left for this calculation so that the MOD 10 check character position counts as position 1. For example, the PIC number 0112 3456 7891 2345 6788 consists of the following:

- The Service Type Code = 01
- The D-U-N-S Number = 123456789
- An 8-digit serial number = 12345678
- A MOD 10 check character = 8

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

Step 1: Set up a two-row matrix, labeled 1 through 20, 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 20), copy each digit of the PIC all the way to position 2 (excluding the position of the check character shown in the example below by a "?").

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

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

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

For example: $8 + 6 + 4 + 2 + 9 + 7 + 5 + 3 + 1 + 0 = 45$

Step 3: Multiply the result of Step 2 by 3. For the example: $45 \times 3 = 135$.

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

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

For the example: $7 + 5 + 3 + 1 + 8 + 6 + 4 + 2 + 1 = 37$

Step 5: Add the results of steps 3 and 4. For the example: $135 + 37 = 172$

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

$$172 + X = 180$$

$$X = 8$$

The smallest number which, when added to 172, results in a digit that is a multiple of 10. Therefore, the check digit is 8.

Stop Code

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

Print Specifications

Dimensions

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

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

Clear Zone

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

Reflectance

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

Barcode Quality

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

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

Telephone: 212-642-4900

Web site: www.ansi.org

Specifications

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

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

The symbol construction is based on AIM Uniform Symbology specifications:

- Uniform Symbology Specification (USS) Code 128.
- Uniform Symbology Specification (USS) Code Interleaved 2 of 5.
- Uniform Symbology Specification (USS) Code 3 of 9.

These specifications can be obtained from:

AIM USA
634 ALPHA DR
PITTSBURGH PA 15238-2802

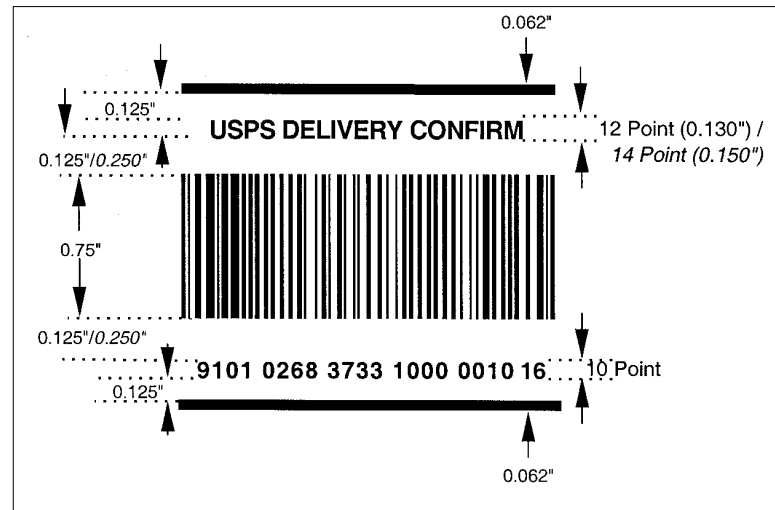
Telephone: 412-963-8588 (ask for the Technical Department)

Web site: www.aimi.org

Barcode Identification Format

The label on the mailpiece must meet, at a minimum, the human-readable information and barcode identification specifications outlined below and as illustrated in Exhibit G-6.

Exhibit G-6

Identification Bars (not to scale)**Minimum Dimensions (preferred sizes in italics)****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 service, i.e., USPS DELIVERY CONFIRMATION, USPS SIGNATURE CONFIRMATION, USPS INSURED, etc.

See section “e/ Endorsement for Confirmation Services Postage-Evident Items” below for additional requirements for postage-evident items.

- The font must be sans serif bold, and the size must be a minimum of 12 points (14 points is preferred).
- 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 upper-case 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 font must be sans serif bold, and the size must be a minimum of 10 points.
- If UCC/EAN Code 128 symbology is used, AI “91” and “420” must not appear in parentheses.
- It is recommended that parsing of the human-readable numbers should be grouped no greater than four to facilitate manual entry when required.

“e/” Endorsement for Confirmation Services Postage-Evident Items

Postage-evident confirmation services electronic option customers who are paying postage with stamps, meter strips, or PC Postage™ are required to include an “e/” endorsement in their label format (see Exhibit G-7). This endorsement will ensure that mailers are not charged retail rates when presenting “e/” label rate items at lobby retail counters.

- The text “e/ USPS DELIVERY CONFIRMATION SERVICE” or “e/ USPS SIGNATURE CONFIRMATION,” etc., must be printed between 1/8 inch and 1/2 inch above the barcode. The minimum size of this text must be 12-point bold sans serif type.
- Mailers approved for the confirmation services electronic option may, at their discretion, print the text “ELECTRONIC RATE APPROVED # [D-U-N-S Number]” directly below the bottom horizontal identification bar (see below). The minimum size of this text must be 8-point bold sans serif type.

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

Exhibit G-7

Sample “e/” Endorsement Label (not to scale)



“ZIP” Identifier for Concatenated Barcodes

In addition to the requirements set out in the paragraph entitled “Text” of this section, concatenated barcodes must meet one additional requirement as stated in the DMM, Section C850, Barcoding Standards for Machinable Parcels, para. 1.4.b(5) *Use With Delivery Confirmation and Signature Confirmation Services*. It specifically states:

In addition to the human-readable requirements in S918, S919 [sections in the DMM], and Publication 91, the word “ZIP” must be printed on the barcode label. *No other information should be put in the barcode area.* One of the following two options must be incorporated.

- (a) 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 1/2 inch to the left of the barcode. A clear zone of 0.25 inch is recommended.
- (b) ZIP must be printed above the barcode, left justified with a hyphen to separate text (example: ZIP - USPS DELIVERY CONFIRMATION).

Identification Bars

Bold horizontal lines at least 0.062-inch thick must appear between 0.125 inch and 0.5 inch above and below the human-readable text and numbers to segregate the 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.

Appendix H

Helpful Resources

Tables H-1, H-2, and H-3 in this appendix provide general information on publications and other resources, which may be of assistance to you and your staff while implementing confirmation services. Technical Support and Certification Support will work with you on the electronic file and label certification processes, which are illustrated in the flowchart in Exhibit H-1.

Also included at the end of this appendix are copies of the following forms, which may also be accessed via the Postal Service Web site at www.usps.com; click *Forms*:

- PS Form 1357-S, *(Customer) Request for Computer Access*.
- PS Form 5051, *Confirmation Services — Electronic Option Application*.
- PS Form 5051-C, *Confirmation Services — Electronic Option Checklist*.

Table H-1
Web Site Addresses

Web Site Address	Information Available
www.usps.com	To look up delivery information, follow the guides to the Track/Confirm section, go to the status lookup area, type in the Package Identification Code (PIC) for confirmation information.
www.usps.com , keyword: <i>certified vendor list</i>	Current software vendor list.
www.dnb.com	Dun & Bradstreet listing of customers.
www.ansi.org	American National Standards Institute — Web site to order ANSI standards.
www.aimi.org	AIM (Automatic Identification Manufacturers International, Inc.)
www.uc-council.org	Uniform Code Council, Inc. — information on product identification and related electronic communication standards.

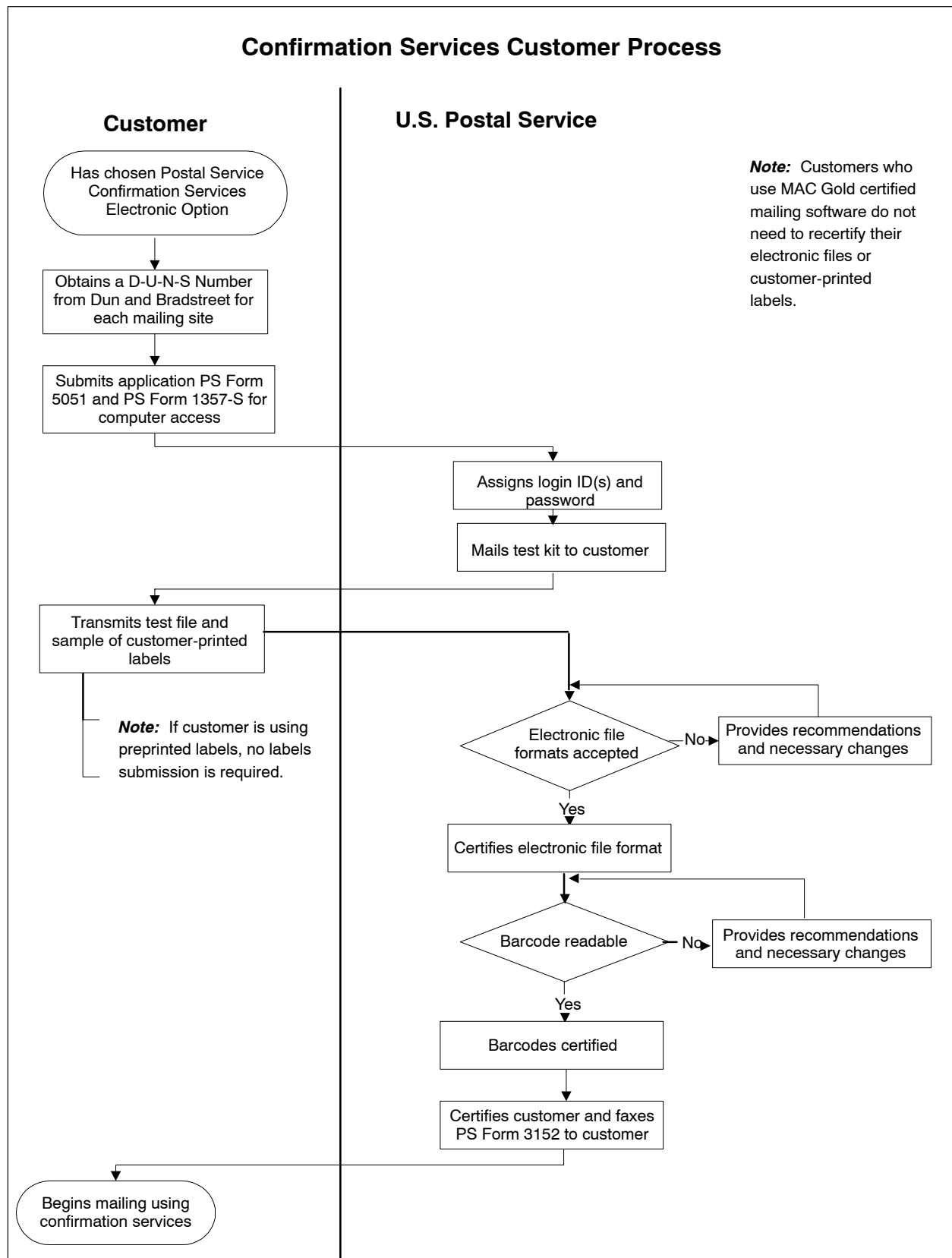
Table H-2
Postal Service Publications

Publication Name	Publication Number
<i>Express Mail Manifesting Technical Guide</i>	Publication 97
<i>Guide to the Manifest Mailing System (MMS)</i>	Publication 401
<i>Packaging for Mailing</i>	Publication 2
<i>Postal Addressing Standards</i>	Publication 28
<i>Quick Service Guide</i>	Publication 95
<i>Special Services Technical Guide: Postal Forms and Labels (Domestic Service Only)</i>	Publication 109

Table H-3
Additional Resources

Additional Resources	Number	Support
Confirmation Services Customer Support	877-264-9693, option 1	General technical/Customer support
National Customer Support Center (Certification)	877-264-9693, option 3	Certification support
Communications Support	877-264-9693, option 2	Electronic file transmission
Expedited Mail Products Supply Center	800-222-1811	Delivery Confirmation service and Signature Confirmation service labels
EDI Service Center	800-847-1657	EDI communication issues and queries
Dun & Bradstreet	800-333-0505	Obtaining a D-U-N-S Number

Exhibit H-1
Confirmation Services Customer Process



United States Postal Service
Confirmation Services Certification

Company Name Test Customer, Inc.	Address (Number, street, suite no., city, state, and ZIP Code) 123 Eagle Lane, Ste 321 Tampa, FL 33609-1234
D-U-N-S [®] Number 026837331	

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

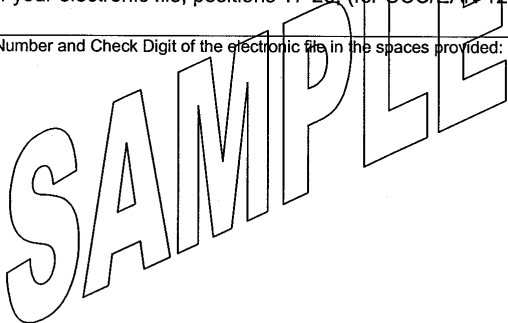
Authorized NCSC Signature <i>John Doe</i>	Date Signed 3/14/01
--	------------------------

Barcoded Labels
 The barcoded labels printed and submitted by the company shown above have been certified by the National Customer Support Center (NCSC) to meet the standards and specifications as prescribed in Publication 91, *Confirmation Services Technical Guide*, and the appropriate ANSI or AIM published standards.

Authorized NCSC Signature	Date Signed
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Instructions for Mailer
 Keep the original of this form in a safe place. Make a photocopy for each mailing and place a barcode representing the Delivery Confirmation Electronic File Number from the electronic file for this SPECIFIC MAILING below. If you cannot print the barcode, fill in the serial number and check digit (the last nine characters) from your Confirmation Services Electronic File Number. This information is in the header record of your electronic file, positions 17-25 (for UCC/EAN 128) or positions 15-23 (for all other barcode symbologies).

Place the barcode here, OR write the Serial Number and Check Digit of the electronic file in the spaces provided:



Confirmation Services Electronic File Number:

50 0 2 6 8 3 7 3 3 1

D-U-N-S [®] Number	Serial Number	Check Digit

Instructions for Acceptance Employee
 If mailings are presented under an authorized manifest mailing system, verify payment of postage and fees, where applicable, using standard sampling procedures for pieces with special services. In addition, check the barcode formatting for the following:
 (1) Horizontal bars above and below the barcode;
 (2) Human readable numbers below the barcode; and,
 (3) Depending on the Confirmation Service used, the words "USPS DELIVERY CONFIRMATION", "USPS DELIVERY CONFIRM", "USPS SIGNATURE CONFIRMATION", "USPS SIGNATURE CONFIRM", or "INSURED".

Date and Time of Verification	Date and Time of Mailing (If different from date of verification)
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Helpful Resources

United States Postal Service

Confirmation Services Printer Certification

You must complete a form for EACH site that will be printing Confirmation Services labels.

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

Are you applying for printer certification only? Yes No

Are these labels submitted for pre-certification only? Yes No

Company /Customer Name		Contact Name	
Mailing Address (No., street, ste./apt. no.),		Contact Telephone Number ()	Contact FAX Number ()
		Contact Email Address	
City, State, ZIP + 4		Backup Contact Name	
D-U-N-S Number		Backup Contact Telephone Number ()	Backup Contact FAX Number ()
		Backup Contact Email Address	
Company Website			

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

Printer Number <i>(Write on label group)</i>	Printer Brand Name	Printer Model Number	Printer Serial Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

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

BARCODE CERTIFICATION
 NATIONAL CUSTOMER SUPPORT CENTER
 U S POSTAL SERVICE
 6060 PRIMACY PKWY STE 201
 MEMPHIS TN 38188-0001

Contact Signature	Date
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PS Form 5052, January 2001

Confirmation Services
Electronic Option Application

1. Company Name			2. Today's Date			3. Estimated Date of First Mailing		
4. Dun & Bradstreet Number (D-U-N-S)				5. Point(s) of Contact (May be same person on PS Form 1357-S)				
6. Street Address City, State, ZIP+4				7. Email Address of Company Point(s) of Contact				
				8. Phone Number and Extension			9. Fax Number	
10. How will you send your electronic file? (Note: You can get this information from your software vendor.)				11. Name of Shipping/Manifesting System			12. Will you print your own barcoded labels?	
a. <input type="checkbox"/> Internet b. <input type="checkbox"/> Dial-up (modem) c. <input type="checkbox"/> From This Site No Transmission								

13. Please provide additional information unique to your process or other issues.

14a. Name and Title		14b. Phone Number and Extension		14c. Area and District	
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Fax and mail PS Forms 5051 and 1357-S to:

Product Information Requirements

Product Development, Marketing

United States Postal Service

475 L'Enfant Plaza SW, Room 4200NB

Washington, DC 20260-4299

Fax Number: (202) 268-7596

Note: If you have questions about completion of this form call Technical support at 877-264-9693, option 1.

PS Form 5051, June 2002 (Page 1 of 1)

**Confirmation Services - Electronic Option
Application Checklist**

<i>Completion</i>	<i>Description</i>
<input type="checkbox"/> 1. _____	Acquire Publication 91, <i>Confirmation Services Technical Guide</i> , via the U.S. Postal Service Web site at www.usps.gov/cpim/ftp/pubs/pub91.pdf , or from your local Postal Business Center/Postal Account Manager.
<input type="checkbox"/> 2. _____	Obtain a D-U-N-S Number by contacting Dun & Bradstreet at (800) 333-0505 or by accessing their web site at www.dnb.com . When filling out PS Form 1357-S <i>Block 2</i> , enter company D-U-N-S Number in place of social security number.
<input type="checkbox"/> 3. _____	Obtain a listing of Confirmation Services Certified Vendors at www.usps.gov , keyword: "Certified Vendor List" (if purchasing shipping/manifesting system).
<input type="checkbox"/> 4. _____	Complete Form 5051, <i>Confirmation Services Electronic Option Application</i> and Form 1357-S, <i>Request for Computer Access</i> .
<input type="checkbox"/> 5. _____	Fax and mail PS Forms 5051 and 1357-S to: Product Information Requirements Product Development United states postal service 475 L'Enfant Plaza SW, RM 4200NB Washington, DC 20260-4299 Fax Number: 202-268-7596
<input type="checkbox"/> 6. _____	Receive Test Kit from the Postal Service.
<input type="checkbox"/> 7. _____	Receive logon information from the Postal Service.
<input type="checkbox"/> 8. _____	Call Postal Service Technical Support at (877) 264-9693, option 1, to receive password information after receiving logon information. (If you are using Internet access, you will receive one password for mainframe; and if you are using a dial-up method, you will receive two passwords, one for mainframe and one for dial-up.)
<input type="checkbox"/> 9. _____	Create test electronic file with 100 test records.
<input type="checkbox"/> 10. _____	Print 20 test labels from each printer, if you are printing your own labels.
<input type="checkbox"/> 11. _____	Complete Form 5052, <i>Confirmation Services Printer Certification</i> , supplied in Publication 91, and mail along with test labels to address on form.
<input type="checkbox"/> 12. _____	Call Postal Service Certification Support at (877) 264-9693, option 3, to send the electronic file. If you are having a problem or need help transmitting the electronic file, Certification Support will conference in Communications Support.
<input type="checkbox"/> 13. _____	Check the Error/Warning Report to ensure there are no errors or warnings in the test electronic file. (See Appendix D of Publication 91 for error and warning message descriptions.)
<input type="checkbox"/> 14. _____	Receive PS Form 3152, <i>Confirmation Services Certification</i> , and an acceptance letter from the U.S. Postal Service.
<input type="checkbox"/> 15. _____	Provide your Postal facility where you take your mail with a copy of the signed PS Form 3152, which they will maintain on file. This form certifies your company may begin mailing at the electronic rate using confirmation services.

Option 1 Technical Support: (Washington, DC) Hours 8:00 to 6:00 (EST)
Assist with electronic file formats, e.g., confirmation services, such as Delivery and Signature Confirmation, Express Mail Manifesting, and Merchandise Return.
Provide passwords.

Option 2 Communications Support: (Raleigh Request Management Center) 24 Hours or Direct Line (877) 245-1659
Communication problems transmitting an electronic file or connecting to the postal network.

Option 3 Certification Support: (National Customer Support Center, Memphis, TN) Hours 8:00 to 5:00 or Direct Line (800) 279-2651 (CST)

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