

# IMb: MISSION

# POSSIBLE



NATIONAL  
PCC DAY  
2013

**Getting Started: Full Service For New Users**

National PCC Day

September 18, 2013

# What is Intelligent Mail Service?



Intelligent Mail uses information-rich barcodes and electronic documentation, providing valuable services that enhance business operations such as marketing, financials and customer support.



**Intelligent Mail barcode (IMb)**

**Intelligent Mail Tray barcode (IMtb)**

**Intelligent Mail Container barcode (IMcb)**





- The following mail classes and processing categories can qualify for Intelligent Mail:
  - First-Class Mail® letters and flats
  - Standard Mail® letters and flats
  - Periodicals letters and flats
  - Bound Printed Matter flats
  - Reply Mail
    - Qualified Business Reply Mail™ (QBRM)
    - Permit Reply Mail (PRM)

# Basic and Full-Service



Two Intelligent Mail service levels are available with the use of the Intelligent Mail barcode. There are different requirements and benefits associated with each service option.

		BASIC	FULL-SERVICE
REQUIREMENTS	IM Barcode Requirements on Mailpieces	<b>Required</b> Need not be unique	<b>Required</b> <b>Must be Unique</b>
	IM Barcode Requirements on Trays and Containers	Optional	<b>Required</b> <b>Must be Unique</b>
	eDocumentation (eDoc)	Optional	<b>Required</b>
	Testing Environment for Mailers (TEM)	Optional (unless using eDoc)	<b>Required</b>
	FAST Appointments	Not Applicable	<b>Required only for Drop Ship</b>
BENEFITS	Discounts	<b>Automation Prices</b>	<b>Automation Prices &amp; Full-Service Discount</b>
	Start-the-Clock	Not Applicable	<b>No Charge</b>
	ACS	OneCode ACS available for a fee	<b>No charge Full-Service ACS</b>
	Container, Tray, Bundle Scan Data	Not Applicable	<b>No Charge</b>
	IMb Tracing	<b>No Charge</b>	<b>No Charge</b>

# Basic and Full-Service



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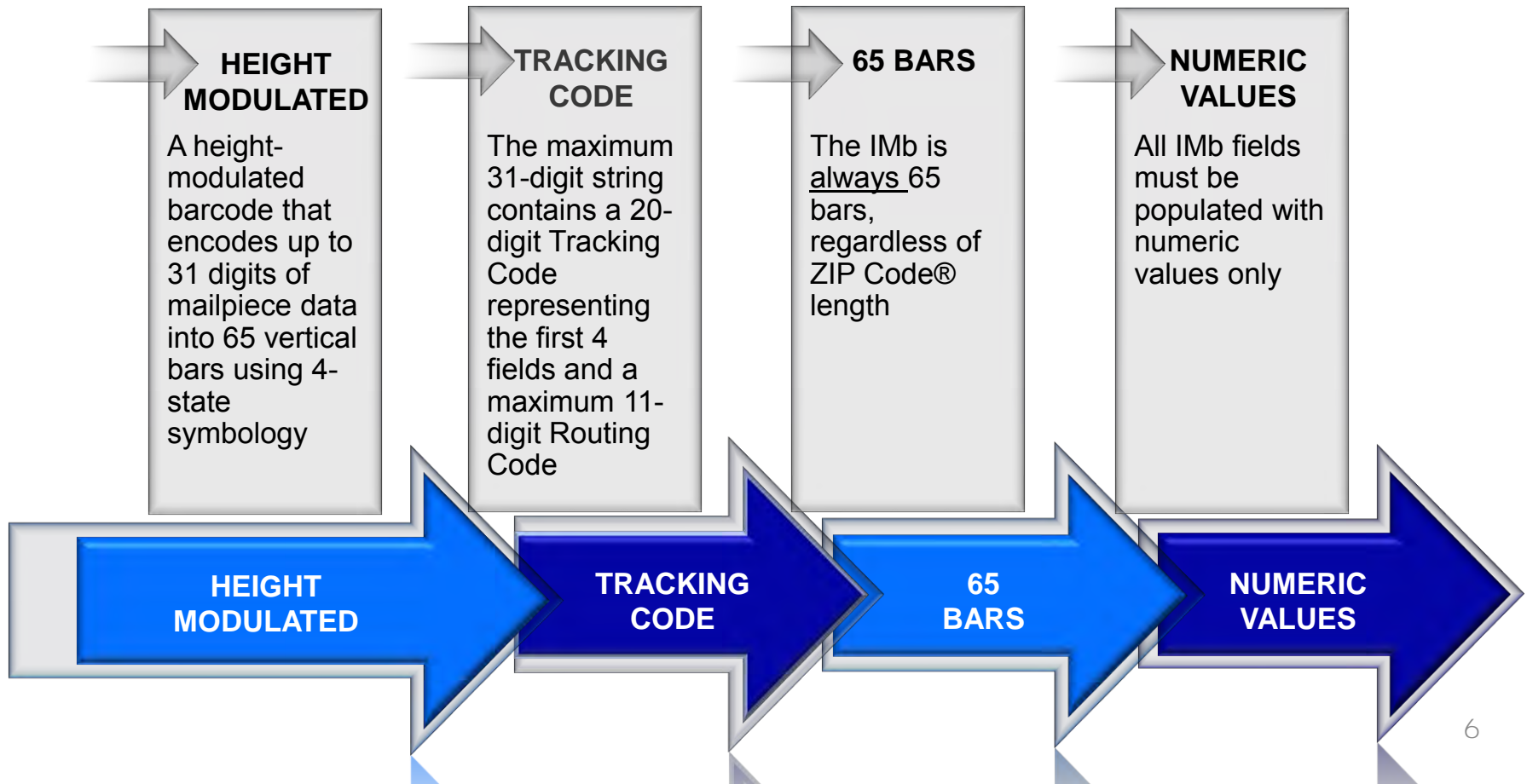
	BASIC	FULL-SERVICE
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REQUIREMENTS

# Description of the IMb



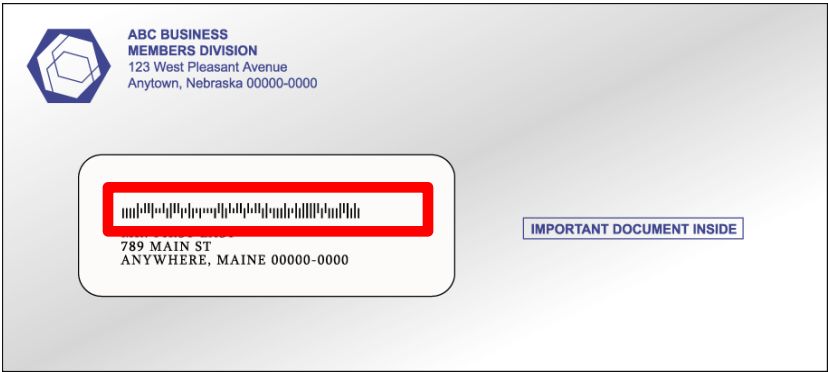
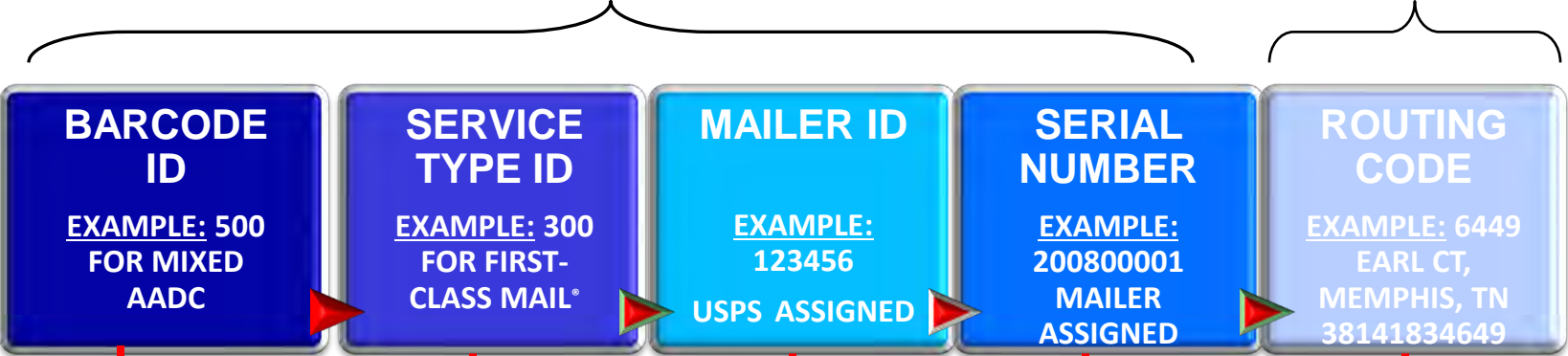
## I N T E L L I G E N T M A I L B A R C O D E



# Intelligent Mailpiece Barcode



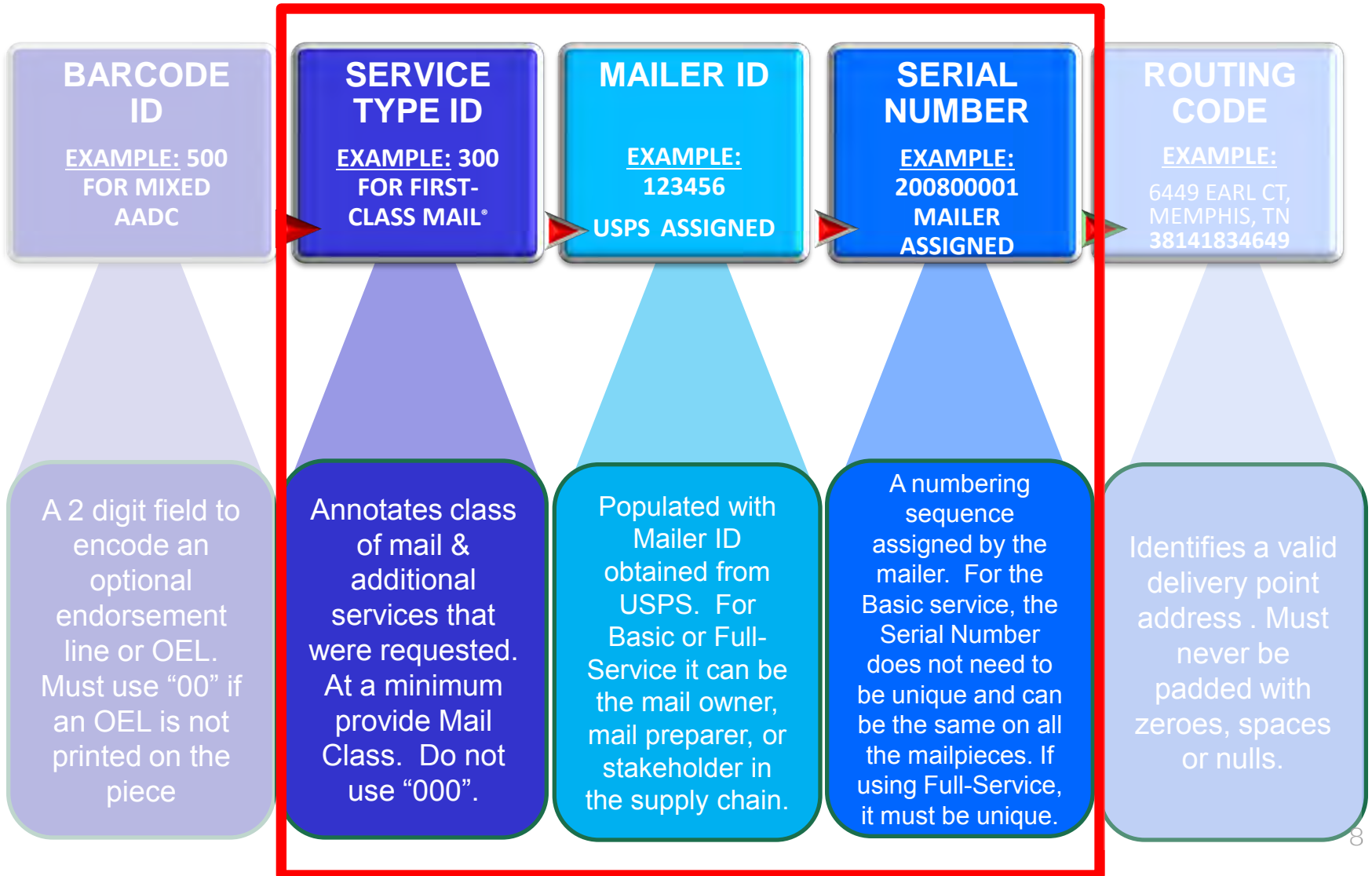
**TRACKING CODE** **ROUTING CODE**



# Summary of Intelligent Mailpiece Barcode



## Barcode Uniqueness



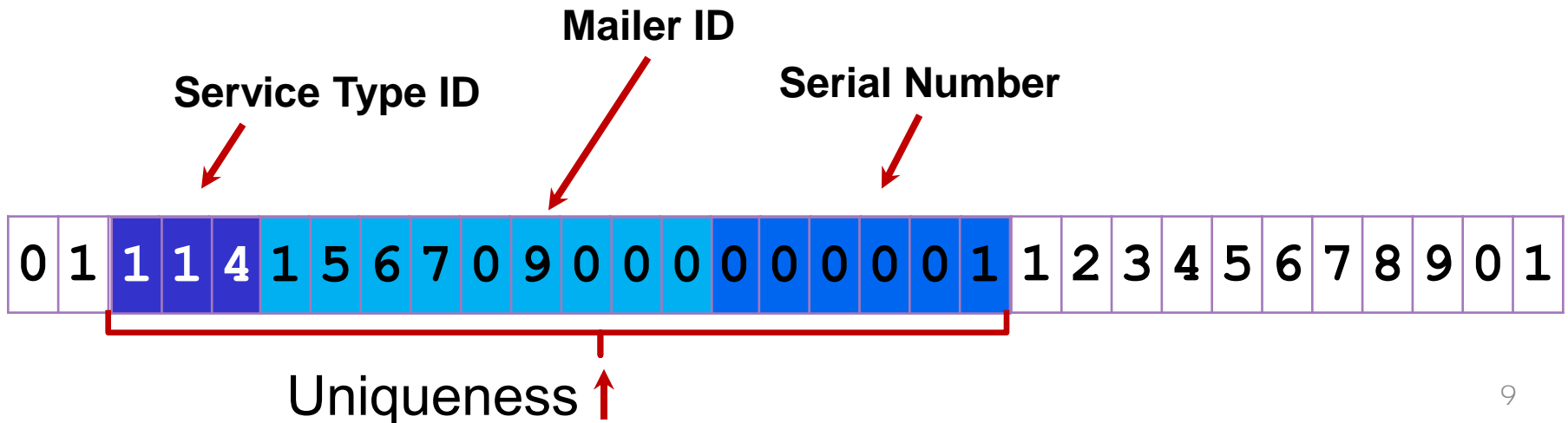


# Intelligent Mailpiece Barcode



- Barcode Uniqueness

- Mailers choose the serial number to use in each IMb
- Uniqueness is determined by the Mailer ID and Serial Number, **in conjunction with** the class of mail as indicated by the Service Type ID
- Full-Service mailers **must** use unique IMbs



# Basic and Full-Service

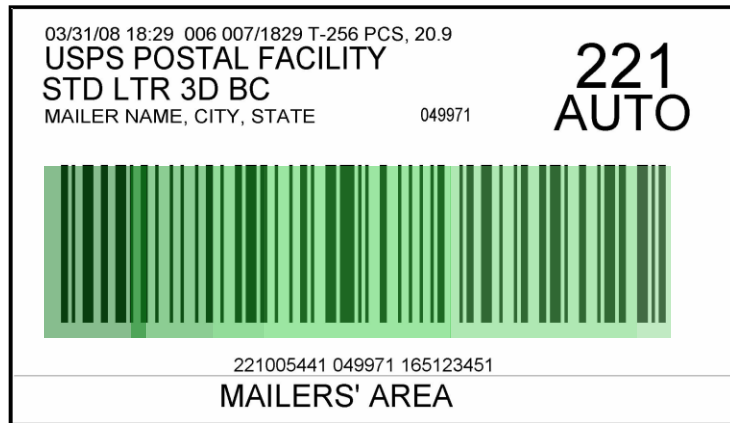
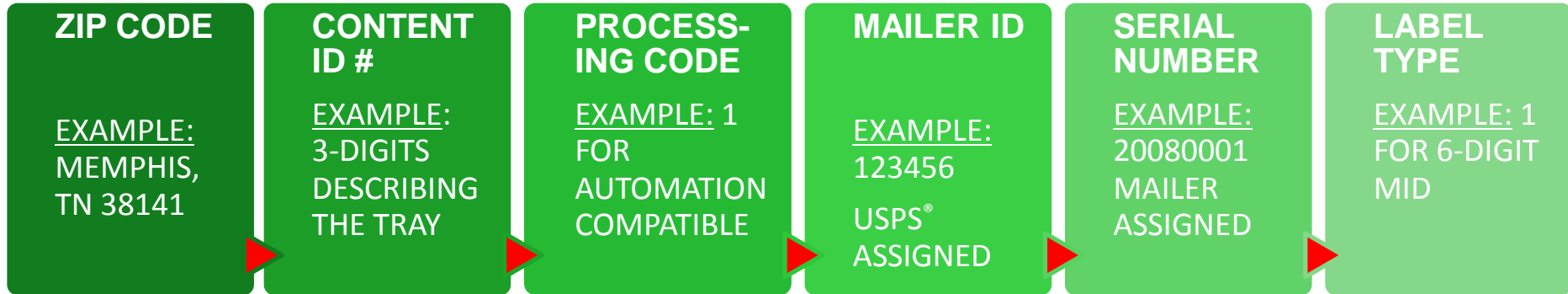


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REQUIREMENTS

# Unique Intelligent Mail Tray Barcode for Handling Units (IMtb)



Under the Full-Service option, mailers are required to use a unique Intelligent Mail® tray barcode on all handling units (trays or sacks) and keep this barcode unique for 45 days.

# Intelligent Mail Tray Barcodes on Handling Units (IMtb)



## Barcode Uniqueness

### ZIP CODE

EXAMPLE:  
MEMPHIS,  
TN 38141

Identifies the tray or sack's destination

### CONTENT ID #

EXAMPLE:  
3-DIGITS  
DESCRIBING  
THE TRAY

Describes the contents of the tray or sack based on the CINs listed in the Domestic Mail Manual (DMM)

### PROCESSING CODE

EXAMPLE: 1  
FOR  
AUTOMATION  
COMPATIBLE

Describes type of mail being processed. "1" is used for automation compatible, barcoded, & machinable mail. "7" is used for all other mail.

### MAILER ID

EXAMPLE:  
123456  
  
USPS®  
ASSIGNED

Unique 6 or 9-digit number assigned by the USPS that identifies the mail owner, mail preparer or other stakeholder in the supply chain

### SERIAL NUMBER

EXAMPLE:  
20080001  
MAILER  
ASSIGNED

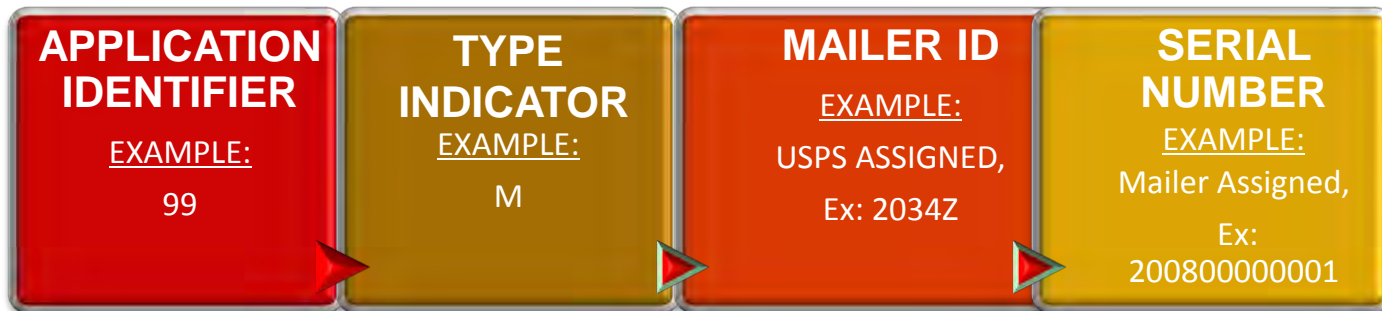
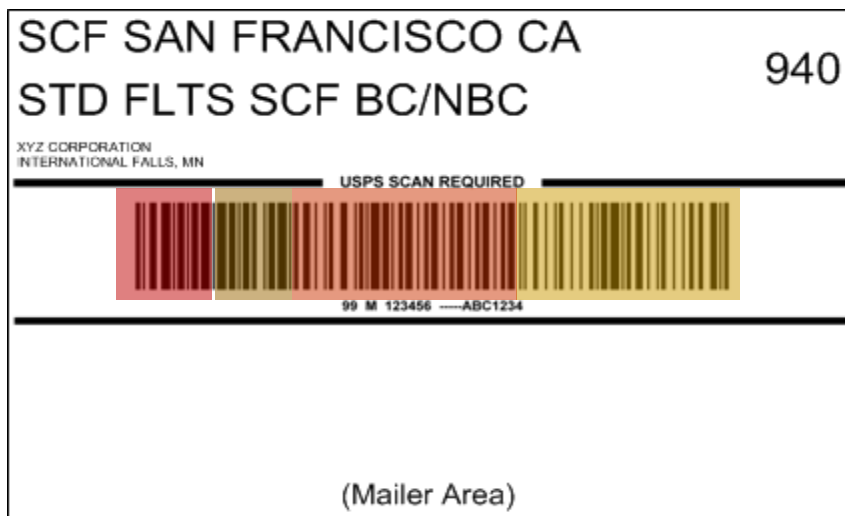
Unique 5 or 8-digit number, depending upon the Mailer ID length

### LABEL TYPE

EXAMPLE: 1  
FOR 6-DIGIT  
MID

Qualifier for systems to recognize the data within this barcode. It has two acceptable values: use "1" if you have a 6-digit MID or "8" if you have a 9-digit MID.

# Unique Intelligent Mail Container Barcodes (IMcb)

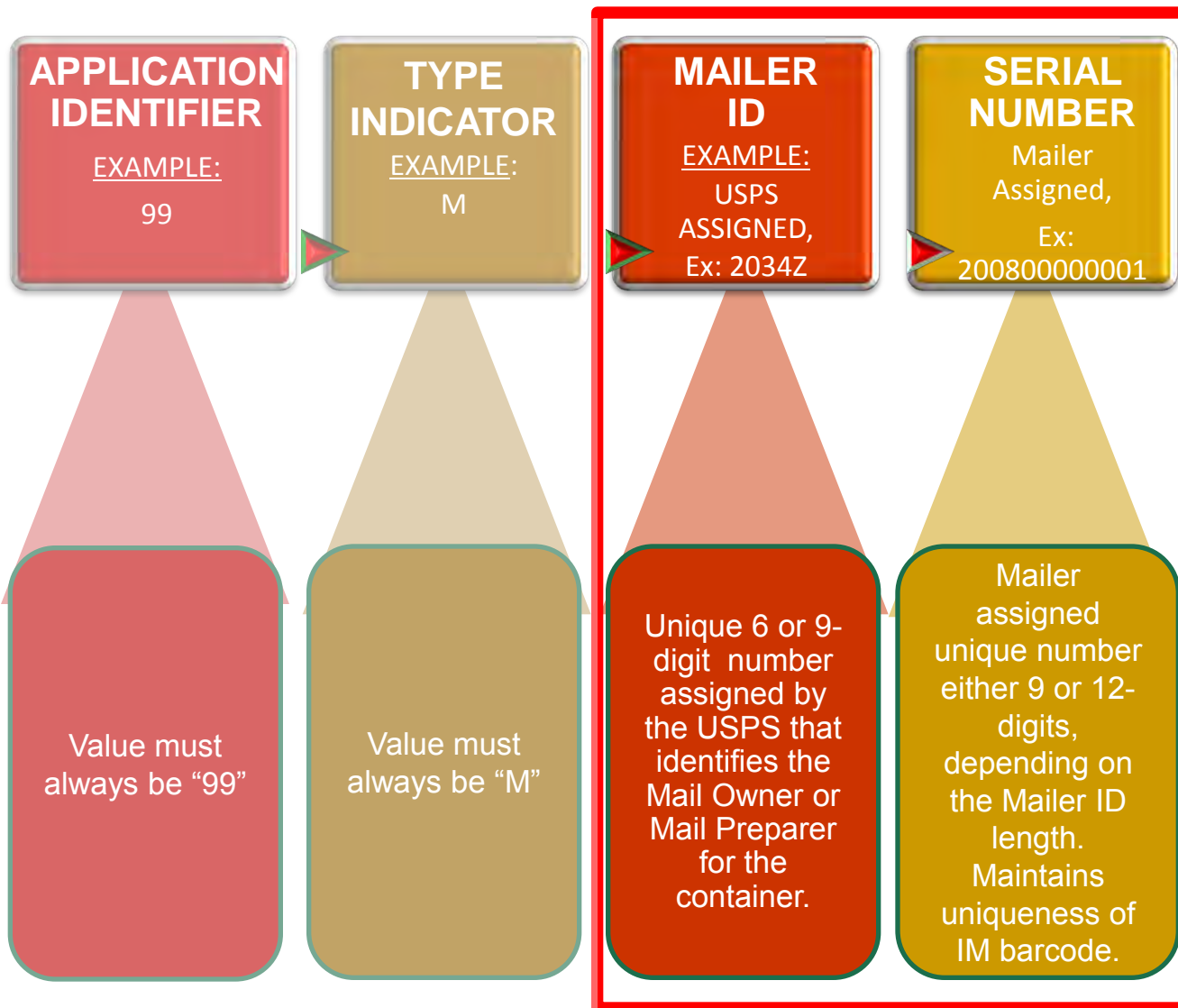


Under the Full-Service option mailers are required to use a unique Intelligent Mail® container barcode on the Intelligent Mail® container placard and keep this barcode unique for 45 days.

# Summary of Intelligent Mail Container Barcodes (IMcb)



## Barcode Uniqueness



# Basic and Full-Service



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	eDocumentation (eDoc)	Optional	<b>Required</b>

# Electronic Documentation (eDoc)



- Electronic documentation allows mailers to submit electronic data and documentation about their mailings and their payments through the *PostalOne!* system, expediting acceptance, payment verification, and tracking.
- Electronic Documentation is required for all Full-Service mailings:
  - 3 Options:
    - Postal Wizard (postage statement only)
    - Mail.dat
    - Mail.XML

Are postage figures at left adjusted from mailer's entries? If yes, reason:  Yes  No

Date Mailer Notified	Contact
By (Initials)	Time AM PM
Print USPS Employee's Name	

Round Stamp (Date Mail Released)  
Post JobID 2  
Mailing 693  
PS# 71418505  
TEM

This form is an image of statement information e-verified through PostalOne!





- eDoc Technologies
  - Postal Wizard - Online tool for small volume mailings
  - Mail.dat<sup>®</sup> - Mailing industry standard
    - A specification of IDEAlliance<sup>®</sup>
    - Relational database with fixed formatted file structure
  - Mail.XML<sup>™</sup>
    - An XML-based IDEAlliance<sup>®</sup> specification for web services
    - Two-way conversational communication allowing customer to select data fields submitted



- Mail.dat/Mail.XML Requirements
  - Intelligent Mail barcodes on mailpieces, trays and containers
  - Presort Documentation
  - Nesting Documentation
  - Identifies the Mail Preparer (By) and the Mail Owner (For) Relationship

# Basic or Full-Service Considerations



The options below describe the manner in which mailers may choose to generate intelligent mail barcodes and electronic documentation.

This decision may be based upon several considerations including business needs and goals, costs, timing, technology available and the amount and detail of information mailers wish to receive about their mailings.

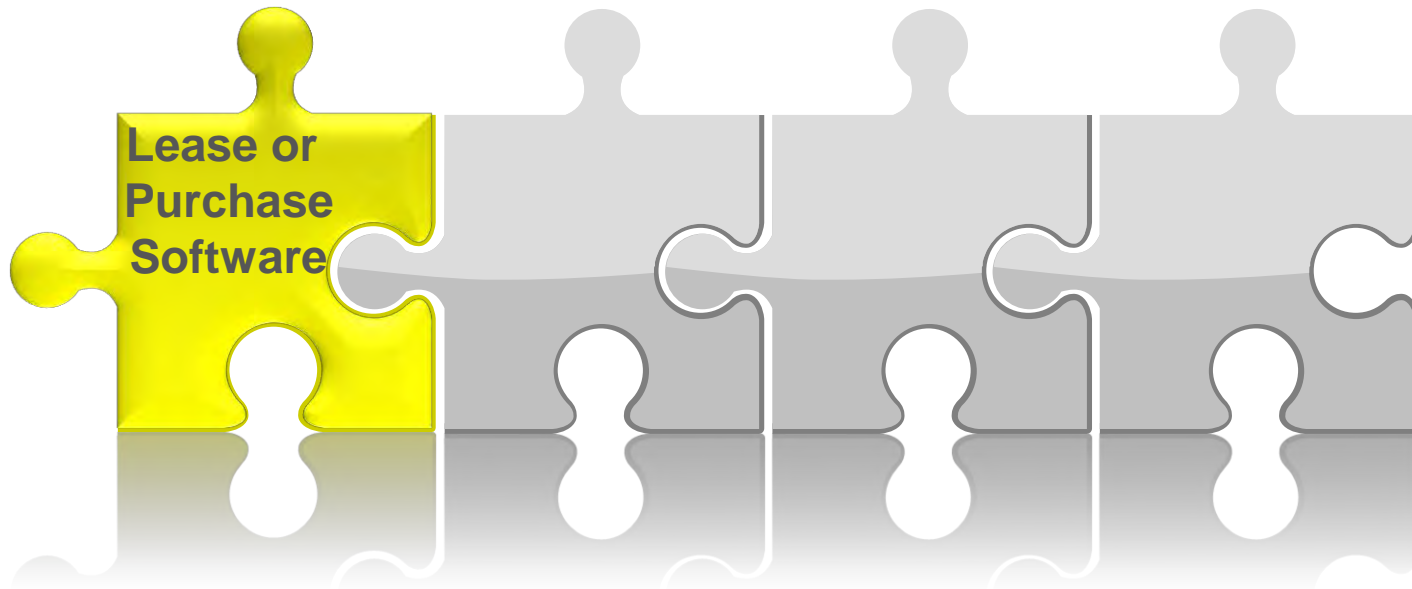


# Basic or Full-Service Considerations



## Lease or Purchase

- Does the software support the Basic or Full-Service option?
- For the Full-Service option:
  - Does the software support creating and tracking of unique serial numbers for mailpiece, handling units and containers?
  - Does the software support a method for submitting electronic documentation (Mail.dat, Mail.XML or both)?



# Software Vendor Authorization



<https://ribbs.usps.gov/index.cfm?page=electronicdoc>

UNITED STATES POSTAL SERVICE®  
National Customer Support Center  
RIBBS

Home | Site Index A-Z | Site Index by Topic | Location Lookup

## Electronic Documentation (eDoc) & Full-Service

[Printable View](#)

**Intelligent Mail® Services**

**Software Vendors and Developers:**  
The Postal Service has launched a voluntary process for software vendors and developers to validate their product(s) in the Test Environment for Mailers (TEM). Software vendor/developers should consider this option if their product is designed for mailers attempting to produce

**Important Links**

- TEM Scenario Changes for January 2013 Release (PDF)
- Authorized Vendors List (10/12/2012) (EXCEL)**
- eDoc and Full-Service Authorization Guide for Software Vendors (9/25/2012) (PDF)

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**Authorized Vendors List**

- **Voluntary** process for software vendors and developers to authorize their product in the Test Environment for Mailers (TEM)
- Vendor list is updated weekly, posted on RIBBS
- Mail Owners and Service Providers that prepare mailings that use the validated software have reduced testing in TEM

# Authorized Vendors as of 2/25/13



Vendor Name	Software Name
Anchor Software	MaxPresort
Assurety Consulting Inc	AIMS
Bell & Howell	cQuencer
Bell & Howell	Mail Manager
Bell & Howell	Mail Manager FS
JEI / Interlink	IEPS
Lorton Data	A-Qua Command
Lorton Data	A-Qua Mailer
Monticello	Maildb
NPI Sorters LP	PostalManager
Pitney Bowes	Pdoc
Pitney Bowes	SmartMailer
Pitney Bowes	SortEngine
SAP / Business Objects	Postalsoft Presort
SAP / Business Objects	Postalsoft Business Edition
Satori Software	Bulk Mailer Business
Satori Software	Bulk Mailer Professional
Window Book	Dat-Mail



## Own Software

- Do I have existing technology/capability in-house to produce the required fields for the IM barcode?
- Does the software support creating and tracking of unique serial numbers for mailpiece, handling units and containers?
- Do I have the technical expertise in house to create the IM barcode & test in the TEM environment?
- What would be the cost to purchase or build the software for the IM barcodes?
- What would be the timeframe required to implement the software to build the IM barcodes?

**Use Own  
Software**

A row of five puzzle pieces. The central piece is blue and contains the text 'Use Own Software'. The other four pieces are grey.



## Outsource to Mail Service Provider (MSP)

- Does the MSP have the capability to support the Basic or Full-Service option?





# Using a Mail Service Provider (MSP)



What are my plans for Intelligent Mail?	Mail Service Provider What capabilities can their software support?
<i>Will I be requesting MIDs for my customers?</i>	<i>Does the software support Mail.dat, Mail.XML or both?</i>
<i>What additional features/services are available?</i>	<i>Does the software support creating and tracking of unique serial numbers for mailpiece, handling units and containers?</i>
<i>What are my Mailer ID plans? Will I use my own or will I be using my customers' MIDs?</i>	<i>Does the software support the Basic Option and Full-Service options?</i>
<i>What additional features/services are available?</i>	<i>What is the recommended approach for setting software parameters for Basic and Full-Service?</i>
<i>What are my Mailer ID plans? Will I use my own or will I be using my customers' MIDs?</i>	<i>How the does the software support By/For relationships?</i>

## Reminder:

- Mailers choose the serial number to use in each IMb
- Uniqueness is determined by the Mailer ID and Serial Number, **in conjunction with** the class of mail as indicated by the Service Type ID
- Full-Service mailers **must** use unique IMbs

# Basic or Full-Service Consideration



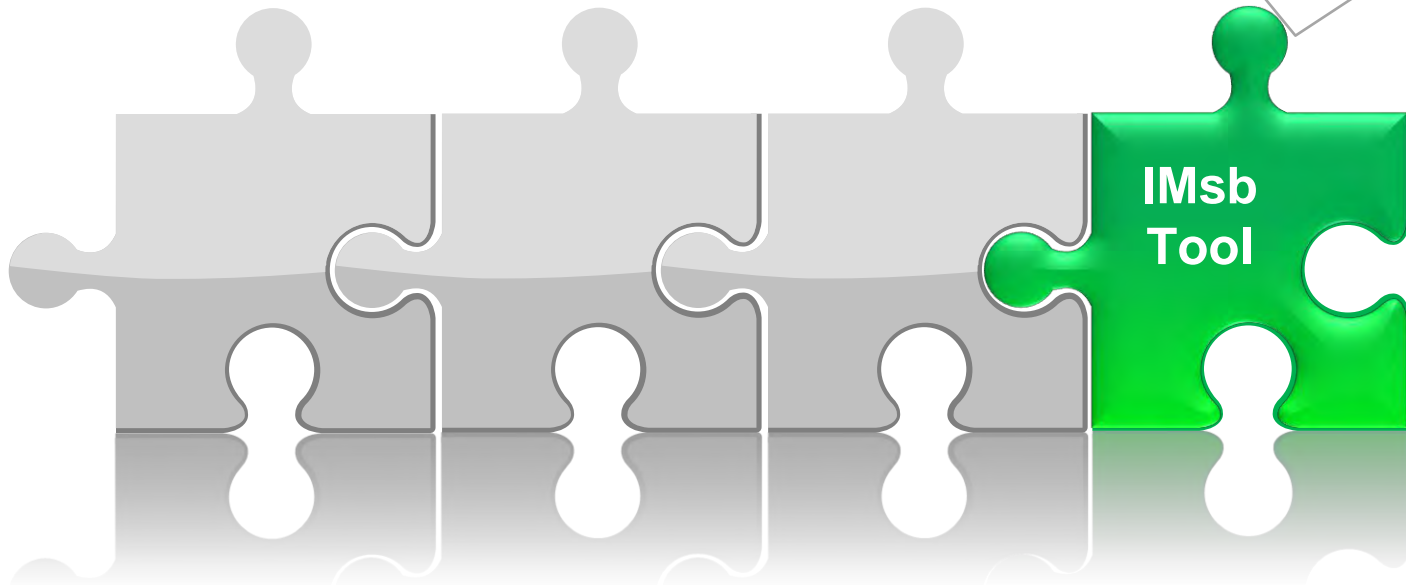
This tool is designed specifically for small-volume mailers and allows small business users to:

- Upload and validate their address list
- Print the addresses along with the unique Intelligent Mail barcodes for their mailpieces
- Create electronic postage statements (via Postal Wizard) and submit them electronically to the acceptance unit.



## IMsb Tool

- Is this the right solution for my small business?  
Do I meet the requirements?
  - Maximum mailing size of equal or less than 5,000 pieces
  - Maximum yearly volume of equal or less than 125,000 pieces



# Intelligent Mail for Small Business (IMsb) Tool



- The IMsb tool lets small-volume mailers upload, validate and print their address lists along with unique Intelligent Mail barcodes for their mailpieces
- Mailers access the IMsb from a link on the Business Customer Gateway
- Mailers using the IMsb tool to submit mailings are not required to test in the TEM environment

The screenshot shows the Business Customer Gateway website. At the top left, there is a heading "Business Customer Gateway" followed by a welcome message: "Welcome to the Business Customer Gateway! This portal gives you a single entry point for Postal Service® online business services. Options support Intelligent Mail® products and services, including PostalOne!, Facility Access and Shipment Tracking, Mailer IDs, eInduction and tracking. Use the Online Enrollment service to join Shipping Service programs." Below this is a three-star rating. To the right is a "Login" section with fields for "Username" and "Password", a "Sign In" button, and links for "New User Registration" and "I forgot my password". A central image shows a mail sorting machine with the text "Intelligent Mail® Barcode Unique Identity of a Mailpiece". Below the main content are three sections: "Design & Prepare" (with a red border around the heading), "Mail & Transport", and "Track & Report". Each section contains a list of services with circular icons.

**Business Customer Gateway**

Welcome to the Business Customer Gateway!  
This portal gives you a single entry point for Postal Service® online business services. Options support Intelligent Mail® products and services, including PostalOne!, Facility Access and Shipment Tracking, Mailer IDs, eInduction and tracking. Use the Online Enrollment service to join Shipping Service programs.

★ ★ ★

**Design & Prepare**

- Electronic Data Exchange (PostalOne!)
- Intelligent Mail Small Business (IMsb) Tool
- Online Enrollment
- Intelligent Mail Services
- Mailer ID
- STAMPS NOW

**Mail & Transport**

- Centralized Account Processing System (CAPS)
- Customer/Supplier Agreements (CSAs)
- USPS Package Intercept
- Customer Label Distribution System (CLDS)
- Schedule a Mailing Appointment (FAST)

**Track & Report**

- ADVANCE
- Product Performance Reports
- USPS Tracking
- Manage Mailing Activity
- Track & Confirm

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	Testing Environment for Mailers (TEM)	Optional (unless using eDoc)	<b>Required</b>

# Testing and Authorization (TEM)



- All customers interested in testing any of the electronic documentation (eDoc) options in TEM must be registered Business Customer Gateway users with a business account.
- Mailers that use Postal Wizard are **not** required to send postage statements to the TEM.
- For more information on TEM, the TEM Checklist and Troubleshooting Guide can be found on the RIBBS website.



- There are six steps for electronic documentation authorization for postage statements and supporting documentation. Once all six steps have been completed, you will be authorized to submit electronic documentation to USPS.
  1. Get Access to USPS Services and the *PostalOne!* system
  2. Choose Electronic Documentation Method (Mail.dat/Mail.XML)
  3. Contact the *PostalOne!* Help Desk and complete Survey to Identify Test Scenarios
  4. Submit Test Files to TEM
  5. Check Results in the *PostalOne!* system
  6. Wait for Authorization to Use Electronic Documentation for Postage Statements and Supporting Documentation

# TEM Full-Service Simplification



- Mail Owners and Service Providers that prepare mailings with a *single permit, identical weight pieces* and are using vendor approved software need only submit one test file to TEM for Full-Service Authorization.
- New Approval Simplification steps:
  - Open an account on BCG
  - Download software to submit your file
  - Submit your electronic information
  - View the postage statement and Qualification Report
  - Send an email to the *PostalOne!* Help Desk
- Once you are satisfied with these reports you are ready to submit your Full Service mailings in the production system.

# TEM Process for Complex Mailings



- MSPs preparing mailings with non-identical weight pieces and have a type of Special Postage Payment System (SPPS) approved by Business Mailer Support are considered complex mailings.
- MSPs using vendor approved software that has already been validated with the Postal Service need only submit one test file to TEM for FS Auth.
- Steps for submitting Complex Mailings:
  1. Set up an account and log onto BCG
  2. Complete web form
  3. Complete mailer enrollment tool (provided by the Help desk)
  4. Submit a file to TEM
  5. Help Desk will review and return with a pass/fail
  6. Mailer submits file to production for 1<sup>st</sup> & 2<sup>nd</sup> level review



# TEM Process for Complex Mailings



- Before submitting your electronic files, a mailer must be authorized.
  - The Postal Service has multiple onboarding options to simplify the process and meet your needs

The screenshot shows the United States Postal Service website interface. At the top left is the USPS logo. Below it is a navigation menu with the following items: Manage Mailing Activity, Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, and Manage Permits. The main content area is titled "TEM Testing for Full Service eDocs" and includes a breadcrumb trail: Home > Electronic Data Exchange > Apply for TEM Testing. Below the title, there is a dropdown menu for "Please choose your CRID \*" with the value "4430796" selected. Underneath, there is a section titled "Please choose the scenario that relates to you" with four radio button options: Mail.dat Vendor, Mail.XML Vendor, Mail.dat Mailer, and Mail.XML Mailer. A "Continue" button is located at the bottom of the form.

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	Testing Environment for Mailers (TEM)	Optional (unless using eDoc)	<b>Required</b>
	FAST Appointments	Not Applicable	<b>Required only for Drop Ship</b>

# Appointment Scheduling with FAST<sup>®</sup>



- FAST (for Facilities Access and Shipment Tracking) system allows business mailers to schedule appointments for entry of mail into postal facilities
- For Full-Service mailings, mailers are required to make origin or destination entry appointments for all mail that is mailer-transported

The screenshot shows the FAST web application interface. On the left is a blue navigation sidebar with links: [Login to FAST](#), [Facilities](#), [Reports](#), [Resources](#), and [Origin Entry](#). The main content area is titled "Facility Access and Shipment Tracking (FAST)" and includes a "Welcome to FAST" message. Below the welcome message is a list of menu items, each with a description and a "Go >" button:

- Facilities**: *Facilities* contains functionality to view physical and operating characteristics of USPS Facilities.
- Reports**: *Reports* contains functionality to obtain information about facilities, schedules, appointments, and performance.
- Resources**: *Resources* contains functionality to download and link to various resources such as the Drop Shipment Product files and the Domestic Mail Manual. In addition, *Resources* provides links to the *Message Board* and *What's New*.
- FAST Origin Entry**: *FAST Origin Entry* contains one-time appointment management, recurring appointment management, and reporting capabilities for Origin Entry appointments. Facility and resource information is also available.

At the bottom, there is a section titled "To register for FAST or CSA:" with the instruction "Please navigate to the [Business Customer Gateway](#)."

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BENEFITS	Discounts	<b>Automation Prices</b>	<b>Automation Prices &amp; Full-Service Discount</b>

# Pricing and Discounts



- Basic Service mailings are eligible for automation pricing
- Full-Service mailings are eligible for automation pricing **and** for Full-Service discounts
  - Additional discount on every piece for participating in Full-Service



# Automation Prices



- Basic and Full-Service mailings both qualify for automation postage pricing on the following mail classes and processing categories:

Eligible for Automation Prices		
First-Class Mail®	Letters	Flats
Standard Mail®	Letters	Flats
Periodicals	Letters	Flats
Bound Printed Matter		Flats
Reply Mail: Qualified Business Reply Mail™ (QBRM)	Letters	
Reply Mail: Permit Reply Mail (PRM)	Letters	Flats

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	Testing Environment for Mailers (TEM)	Optional (unless using eDoc)	<b>Required</b>
	FAST Appointments	Not Applicable	<b>Required only for Drop Ship</b>
BENEFITS	Discounts	<b>Automation Prices</b>	<b>Automation Prices &amp; Full-Service Discount</b>
	Start-the-Clock (Feedback)	Not Applicable	<b>No Charge</b>

# Customer Registration ID (CRID)



- CRIDs are unique ID numbers used by USPS to identify a customer's physical business location (address)
- This connects a company's location information across all USPS systems and applications

Business Locations

Business Name	CRID	Address	City	State/Province	ZIP/Postal Code
ABC COMPANY	4432002	123 MAIN ST	CHARLOTTE	NC	28202-0200



# Mailer IDs (MIDs)



- MIDs are unique ID numbers assigned by USPS to identify a specific mailer owner, mailing agent or other service provider
  - MIDs are either a 6- or 9-digit number based primarily on a mailer's historic mail volume



# CRIDs and MIDs



- Customer Registration IDs (CRIDs) and Mailer IDs (MIDs) are used to identify Mail Owners and Mail Service Providers and to determine the recipient(s) of information regarding a mailing
  - Mailer IDs (MIDs) are linked to a business location (CRID)

## Example:



# The By/For Relationship



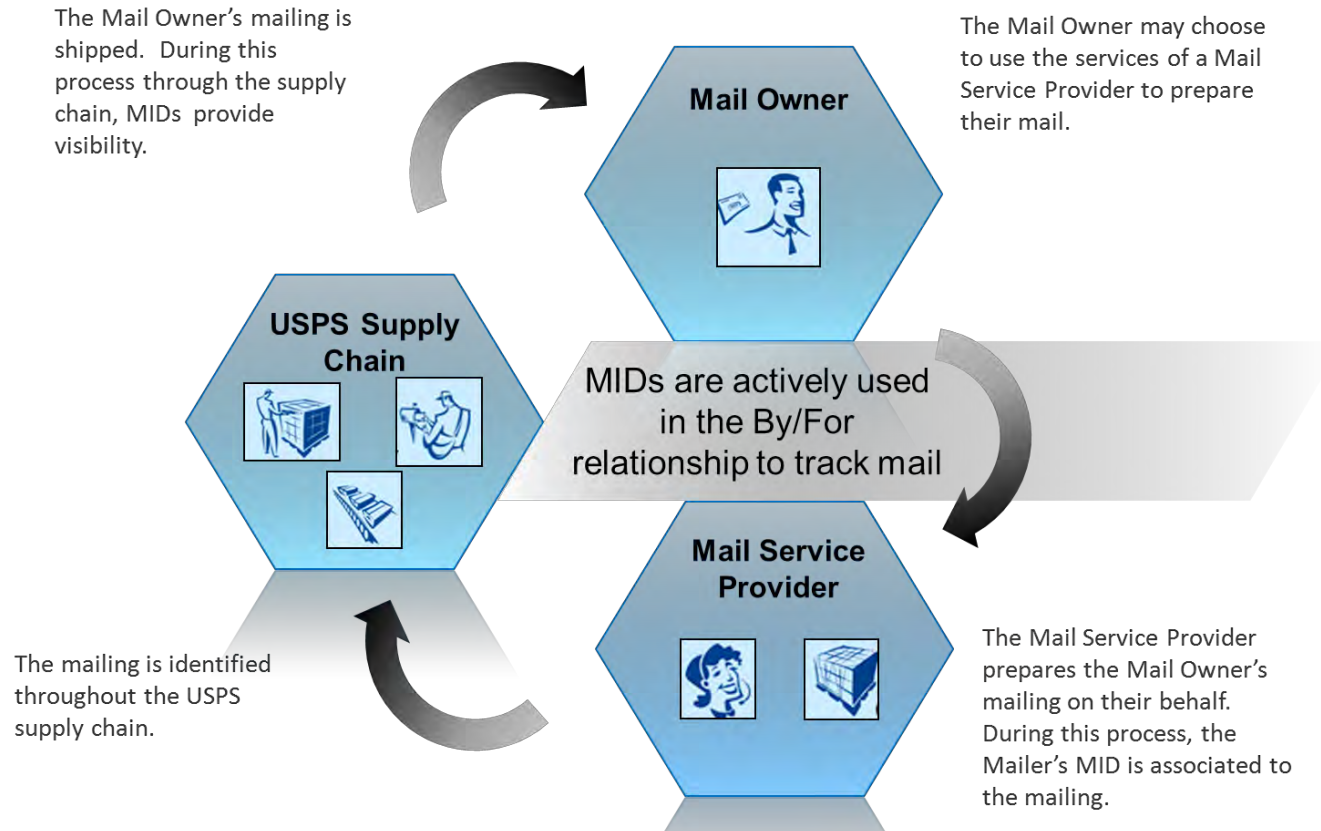
- Many Mail Owners may choose to use the services of a Mail Service Provider to prepare and submit mailings on their behalf. When this occurs:
  - Mail is prepared BY the Mail Service Provider
  - Mail is prepared FOR the Mail Owner
- CRIDs and MIDs are used to identify the BY and FOR relationship



# The use of MIDs in the By/For Relationship



- MIDs are used to identify and track both the Mail Service Provider and Mail Owner within the By/For Relationship process



# Start-the-Clock Data



- Full-Service mailers can access reports indicating when mailings are inducted into the Postal mail stream (Start-the-Clock)
- Feedback is available in the following formats:
  - Mail.XML files
    - More information available in the “Postal Service Mail.XML Technical Specification”
  - Online reports
    - Accessed through the Business Customer Gateway
    - May be downloaded into Excel or CSV format
    - More information available in the “User Access to Electronic Mailing Information and Reports”



# Calculating Start-the-Clock



- The calculation to determine which day the clock starts will depend on which induction method is used by the mailer:
  1. Business Mail Entry Unit (BMEU) or Post Office: Origin Entry
    - Time of mail arrival at the entry unit
  2. Plant Verified Drop Shipment (PVDS): Destination Entry
    - FAST appointment and arrival times, SV scan time
  3. Detached Mail Unit (DMU) Verified, Mailer Transported: Origin Entry
    - FAST appointment and arrival times, SV scan time
  4. DMU Verified, USPS Transported: Origin Entry
    - SV scan time and Ship date in mailer's eDoc

# Basic and Full-Service



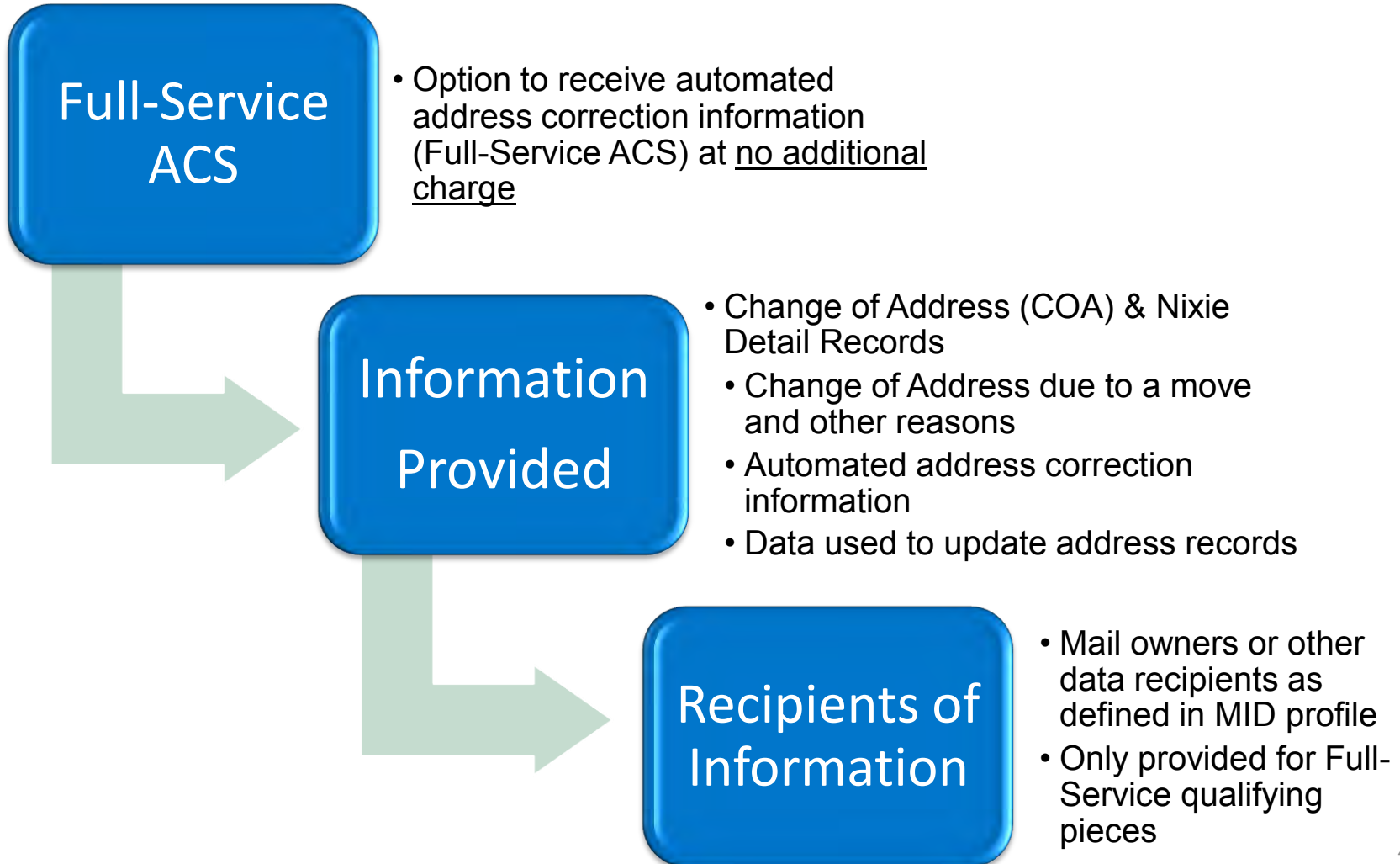
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	IM Barcode Requirements on Trays and Containers	Optional	<b>Required</b> <b>Must be Unique</b>
	eDocumentation (eDoc)	Optional	<b>Required</b>
	Testing Environment for Mailers (TEM)	Optional (unless using eDoc)	<b>Required</b>
	FAST Appointments	Not Applicable	<b>Required only for Drop Ship</b>
BENEFITS	Discounts	<b>Automation Prices</b>	<b>Automation Prices &amp; Full-Service Discount</b>
	Start-the-Clock (Feedback)	Not Applicable	<b>No Charge</b>
	ACS (Feedback)	OneCode ACS available for a fee	<b>No charge Full-Service ACS</b>

# Full-Service ACS™



OneCode ACS is available with Basic Service for a fee. Full-Service ACS is available free of charge with Full-Service.





# Basic and Full-Service



Two Intelligent Mail service levels are available with the use of the Intelligent Mail barcode. There are different requirements and benefits associated with each service option.

		BASIC	FULL-SERVICE
REQUIREMENTS	IM Barcode Requirements on Mailpieces	<b>Required</b> Need not be unique	<b>Required</b> <b>Must be Unique</b>
	IM Barcode Requirements on Trays and Containers	Optional	<b>Required</b> <b>Must be Unique</b>
	eDocumentation (eDoc)	Optional	<b>Required</b>
	Testing Environment for Mailers (TEM)	Optional (unless using eDoc)	<b>Required</b>
	FAST Appointments	Not Applicable	<b>Required only for Drop Ship</b>
BENEFITS	Discounts	<b>Automation Prices</b>	<b>Automation Prices &amp; Full-Service Discount</b>
	Start-the-Clock	Not Applicable	<b>No Charge</b>
	ACS	OneCode ACS available for a fee	<b>No charge Full-Service ACS</b>
	Container, Tray, Bundle Scan Data (Feedback)	Not Applicable	<b>No Charge</b>



- Scanning events are captured as USPS accepts and processes mail that includes IMcb (Intelligent Mail container barcode) or IMtb (Intelligent Mail tray barcode).
- Mailers can use data to anticipate when their mail will be delivered or issues encountered during processing.
- Full-Service container scan data is available in an online report or through electronic data interchange in XML format.

# Basic and Full-Service



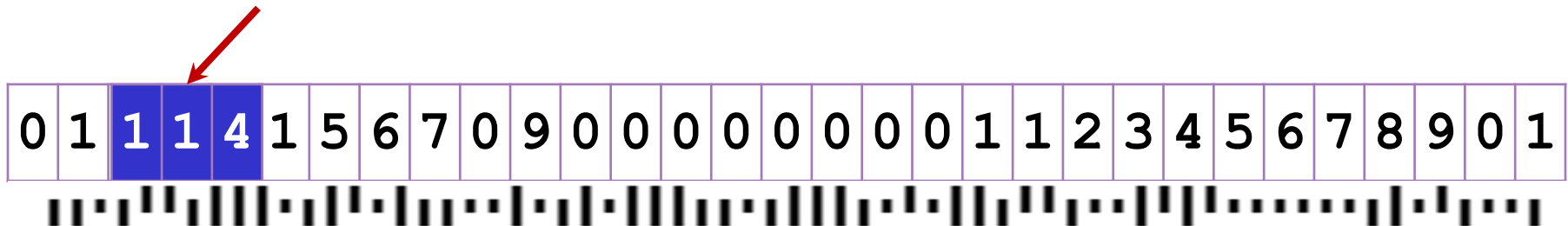
Two Intelligent Mail service levels are available with the use of the Intelligent Mail barcode. There are different requirements and benefits associated with each service option.

		BASIC	FULL-SERVICE
REQUIREMENTS	IM Barcode Requirements on Mailpieces	<b>Required</b> Need not be unique	<b>Required</b> <b>Must be Unique</b>
	IM Barcode Requirements on Trays and Containers	Optional	<b>Required</b> <b>Must be Unique</b>
	eDocumentation (eDoc)	Optional	<b>Required</b>
	Testing Environment for Mailers (TEM)	Optional (unless using eDoc)	<b>Required</b>
	FAST Appointments	Not Applicable	<b>Required only for Drop Ship</b>
BENEFITS	Discounts	<b>Automation Prices</b>	<b>Automation Prices &amp; Full-Service Discount</b>
	Start-the-Clock	Not Applicable	<b>No Charge</b>
	ACS	OneCode ACS available for a fee	<b>No charge Full-Service ACS</b>
	Container, Tray, Bundle Scan Data	Not Applicable	<b>No Charge</b>
	IMb Tracing	<b>No Charge</b>	<b>No Charge</b>



- IMb Tracing is a free service for both Basic and Full-Service, that provides the ability to track mail and predict delivery dates for free
- To use IMb Tracing, mailers must first subscribe to the service via the Mail Tracking and Reporting website
- Mailers are able to indicate the service requested for each mailpiece by embedding a code, the Service Type ID code, within the IMb

## Service Type ID





- Under the IMb Tracing Service, as mailpieces are processed, electronic records are created and sent to the mailer

```
22081,896,12/29/2004 11:20:50,57401317223,00040012345990019102
22081,896,12/29/2004 11:20:51,57401246401,00040012345990019101
22081,896,12/29/2004 11:20:53,57446009797,00040012345990019104
22081,896,12/29/2004 11:20:54,57454,00040012345990019103
22081,896,12/29/2004 11:20:56,574623010,00040012345990019106
```

- Mailers may also download the IMb Tracing data from the USPS Mail Tracking and Reporting website at [mailtracking.usps.com](http://mailtracking.usps.com)





# REFERENCES



- Basic and Full-Service
  - RIBBS
    - Overviews and helpful resources
      - <https://ribbs.usps.gov/index.cfm?page=intellmailguides>

A screenshot of the 'Intelligent Mail® Guides & Technical Specifications' page. The page has a blue header with the title and a 'Printable View' link. On the left is a vertical navigation menu with items like 'Intelligent Mail® Services', 'Address Quality Products', 'Business Mail Acceptance', 'Certifications', 'Operations', 'Industry Outreach', 'Major/Minor Release Schedule', 'Move Update', and 'MTAC'. The main content area contains introductory text, a link to a Federal Register notice, and a red-bordered box titled 'Important Links' containing several PDF links.

**Intelligent Mail® Guides & Technical Specifications** [Printable View](#)

For those new to Intelligent Mail, there are several guides, specifications and manuals that will get you started and give a broad overview of the fundamentals of the program. Following is a list of primary sources of information.

**Federal Register Notice/ Vol. 73, No. 163I, August 21, 2008: Implementation of New Standards for Intelligent Mail Barcodes**  
The Federal Register Notice outlines the key elements of the Basic and Full-Service Intelligent Mail barcode options. It also provides a timeline and the requirements for using Intelligent Mail services. The Federal Register Notice can be found at <https://ribbs.usps.gov/files/fedreg/usps2008/E8-19339.PDF>.

**Important Links**

- [Resource Map to Intelligent Mail Documents \(PDF\)](#)
- [Beginner's Overview to Intelligent Mail – Basic Service \(PDF\)](#)
- [Overview to Intelligent Mail – Full-Service \(PDF\)](#)
- [Mail Service Provider's \(MSP\) Guide to Intelligent Mail \(PDF\)](#)
- [MID CRID Acquisition Quick Step \(PDF\)](#)
- [Guide to Intelligent Mail for Letters and Flats \(PDF\)](#)
- [Appendix A: Ancillary Services - Service Type Identifier \(STID\) Detailed Explanation \(PDF\)](#)
- [Test Environment for Mailer \(TEM\) Guides](#)
- [TEM Scenario Changes for April 2013 Release \(PDF\)](#)

**A Resource Map to Intelligent Mail**



- IMb Encoding and Decoding
  - RIBBS
    - Use the Intelligent Mail Barcode Decoder tool to decode or encode tracking and delivery point ZIP Code™ Information

## Intelligent Mail® Barcode Decoder

The Intelligent Mail® barcode is a height-modulated barcode designed for use in high speed, automated, mail sortation machines that allow both the Planet Code® and POSTNET barcode information to be combined into a single barcode with expanded tracking capability.

Utilizing four different states of "bars" in the Intelligent Mail® barcode allows more information to be provided in this single barcode. The four possible states are:

- Tracker (neither ascender nor descender)
- Full (both ascender and descender)
- Ascender only
- Descender only

Click here to use the tool to decode or encode tracking and delivery point ZIP Code™ Information.

[Encode/Decode Tool](#)

[Download](#) Intelligent Mail® barcode software and fonts.





- eDoc
  - RIBBS
    - Guide to the Business Customer Gateway On-line Services, and Full-Service Tools
      - [https://ribbs.usps.gov/intelligentmail\\_guides/documents/tech\\_guides/user\\_access/ElectronicMailingInfoReportsGuide1.pdf](https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/user_access/ElectronicMailingInfoReportsGuide1.pdf)



- Software Vendor Authorization Program
  - RIBBS
    - Authorized Vendors List
      - Provides list of specific capabilities of software
        - » <https://ribbs.usps.gov/index.cfm?page=electronicdoc>

## Electronic Documentation (eDoc) & Full-Service

[Printable View](#)

**Software Vendors and Developers:**  
The Postal Service has launched a voluntary process for software vendors and developers to validate their product(s) in the Test Environment for Mailers (TEM). Software vendor/developers should consider this option if their product is designed for mailers attempting to produce electronic documentation (eDoc) or Full Service mailings. Test scenarios exist for Mail.dat and Mail.XML submissions.

**Disclaimer:**  
Authorizations of the software product (including version number, Mail.dat or

**Important Links**

- TEM Scenario Changes for January 2013 Release ([PDF](#))
- Authorized Vendors List (01/25/2013) ([EXCEL](#))
- eDoc and Full-Service Authorization Guide for Software Vendors using Mail.dat (10/28/2012) ([PDF](#))
- eDoc and Full-Service Authorization Guide for Software Vendors using Mail.XML (10/28/2012) ([PDF](#))
- Vendor Enrollment Tool (10/28/2012) ([EXCEL](#))

# Intelligent Mail Small Business Tool



- Intelligent Mail Small Business Tool

- RIBBS

- Overview of IMsb

- Small Business Mailers User Guide

- » [https://ribbs.usps.gov/intelligentmail\\_mailpieces/documents/tech\\_guides/IMsbUserGuide.pdf](https://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/IMsbUserGuide.pdf)

- Business Customer Gateway

- Steps for Getting Started

- Getting Started Homepage

- » <https://gateway.usps.com/bcg/imsbTool.htm>

**Intelligent Mail® Small Business Tool**

Intelligent Mail® Small Business (IMsb) Mailers is an online tool that allows you to produce the Intelligent Mail barcode (IMb) for Full-Service Automation mailings.

**Getting started..**

- 1** New Users – click "Sign Up Now" below to create your account  
Existing Users – click "Sign In"
- 2** Request Access to:
  - Manage Mailing Activity
  - Mailer ID
  - Intelligent Mail® Small Business Tool
- 3** Access the IMsb tool from the Gateway home page!

To participate in IMsb you'll need an active USPS Mailing Permit linked to your business profile. To open a permit, please, visit the USPS site where you plan to take your mail.

[Click here](#) to find your local Business Mail Entry Unit (BMEU).

Using the Manage Mailing Activity - Manage Permits service you can validate your access to the permit and link it to your profile.

Please also request a 9-digit Mailer ID using the Mailer ID tool.

[Sign Up Now](#) [Sign In](#)



- TEM
  - USPS.com
    - General Information
      - <https://www.usps.com/postalone/testing.htm>
  - RIBBS
    - Test Environment for Mailers (TEM): Checklist and Troubleshooting
      - [https://ribbs.usps.gov/intelligentmail\\_gateway/documents/tech\\_guides/TEMCHECKLIST.pdf](https://ribbs.usps.gov/intelligentmail_gateway/documents/tech_guides/TEMCHECKLIST.pdf)



- FAST
  - FAST.USPS.com
    - Home Page
      - <https://fast.usps.com/fast/main/viewLandingPage.action>

**Login to FAST**  
[Facilities](#)  
[Reports](#)  
[Resources](#)  
[Origin Entry](#)

## Facility Access and Shipment Tracking (FAST)

**Welcome to FAST**

FAST is a Postal Service™ initiative that improves the drop shipment and Origin Entry appointment scheduling processes through allocating appointment availability and decreasing dock wait times. FAST is designed to interface with other postal applications and systems to enable ongoing transformation to an environment where the Postal Service and customers have end-to-end visibility of the mail product from entry to delivery.

[New FAST Users?](#)

- ▶ **Facilities**  
*Facilities* contains functionality to view physical and operating characteristics of USPS Facilities. [Go >](#)
- ▶ **Reports**  
*Reports* contains functionality to obtain information about facilities, schedules, appointments, and performance. [Go >](#)
- ▶ **Resources**  
*Resources* contains functionality to download and link to various resources such as the Drop Shipment Product files and the Domestic Mail Manual. In addition, *Resources* provides links to the *Message Board* and *What's New*. [Go >](#)
- ▶ **FAST Origin Entry**  
*FAST Origin Entry* contains one-time appointment management, recurring appointment management, and reporting capabilities for Origin Entry appointments. Facility and resource information is also available. [Go >](#)

*Please Note: A Message has been posted on the Message Board.*  
**To register for FAST or CSA:**



- **Container, Tray, Bundle Scan Data**
  - RIBBS
    - Details About Online Reports
      - User Access to Electronic Mailing Information and Reports
        - » [https://ribbs.usps.gov/intelligentmail\\_guides/documents/tech\\_guides/user\\_access/ElectronicMailingInfoReportsGuide1.pdf](https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/user_access/ElectronicMailingInfoReportsGuide1.pdf)
    - Information on Mail.XML data distribution
      - Postal Service Mail.XML Technical Specification
        - » [https://ribbs.usps.gov/intelligentmail\\_schedule2013/releaseoverview2013.cfm](https://ribbs.usps.gov/intelligentmail_schedule2013/releaseoverview2013.cfm) (Click on “Technical Specifications and Guides”)



- IMb Tracing
  - General Information, Reporting & Tracking
    - mailtracking.usps.com

**UNITED STATES POSTAL SERVICE®** [Home](#)

**Mail Tracking & Reporting**

- [IMb Tracing](#)
- [Product Performance](#)

## Mail Tracking & Reporting

**Get delivery status information - online!**

Knowing the delivery status of your mailing or shipments can help improve the effectiveness of your communications, lower your costs, and improve customer satisfaction. The U.S. Postal Service® can provide you with this information through its Intelligent Mail services including:

- [IMb Tracing™](#) provides information on when the U.S. Postal Service receives your mail and when it is sorted on our automated processing equipment.
- [Product Performance Reports](#) provide service performance information for Priority Mail and Package Services parcels.

Read our [Intelligent Mail Privacy Policy](#) about how your privacy is protected when you use Intelligent Mail services.

**New Users**  
Register for a Mail Tracking & Reporting Business Account  
[Sign Up >](#)

**Existing Users**  
Log on to Mail Tracking & Reporting  
[Sign In >](#)