It's Time for Intelligent Mail®: Bringing It All Together

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Proper Use of Intelligent Mail® Barcodes

- Use of the Intelligent Mail barcode, tray barcode and container barcode will be required for the Full Service Option available in May 2009

Intelligent Mail® Barcode

Intelligent Mail® Tray Barcode

Intelligent Mail® Container Barcode

- Unique Intelligent Mail barcode applied to mailpieces, trays and sacks and containers

Electronic Documentation

- Postage statement and supporting documentation required for mailings

- Hard copy postage statements can be replaced by secure, electronic submission which can bring added mailing functionalities

- Full-Service option requires one of three electronic documentation methods through *PostalOne!*®

1. Postal Wizard   2. Mail.dat   3. Mail.XML

Agenda

- Introduction to Full Service

- **Electronic Documentation**

  – Methods

  – Functionalities

- Bringing It All Together

- Resources

PostalOne!®

http://www.usps.com/postalone/

- *PostalOne!* is an online system that takes input from the mail preparer and creates postage statements and supporting documentation

- Documentation created for:
  – Business mail verification
  – Acceptance
  – Induction processes

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Methods of Electronic Documentation

- The requirements for electronic documentation are based on the **number of pieces in the mailing** being inducted

Mailings that require a Postage Statement only

1. Postal Wizard

2. Mail.XML

3. Mail.dat

Or

Mailings that require Postage Statements and Supporting Documentation
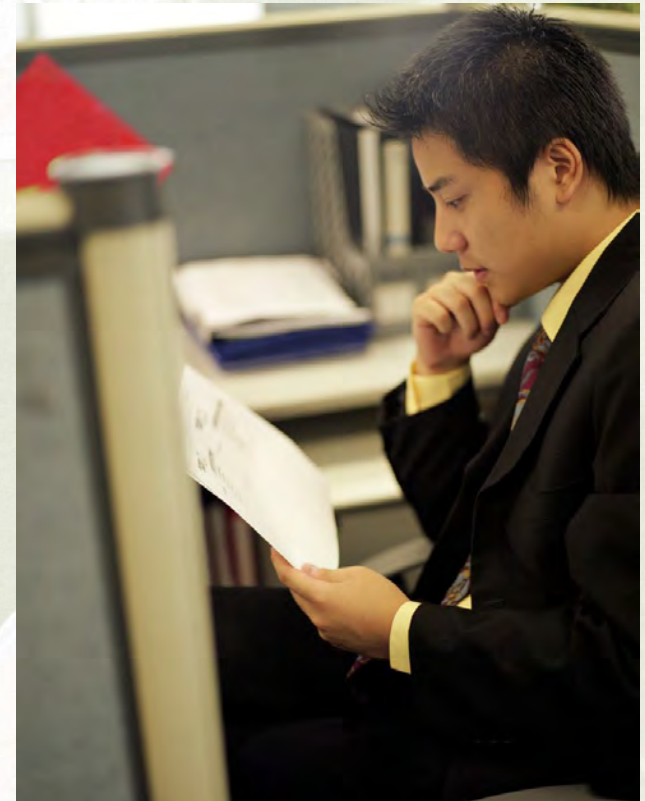
1. Mail.dat

2. Mail.XML

What is Postal Wizard?

- Submit postage statements securely online to USPS through *PostalOne!*® account

- Key in information online or upload

- Can be used only when Qualification reports are not required

Postal Wizard: Mailer/Mailing Profile

- For mailings that only require a postage statement and no supporting documentation

- When mailers separate pieces of identical weight permit imprint mail by price category, or when the correct postage is affixed to each piece in full-service mailings

- Mailings less than 10,000 pieces

- Intended for mailers who generally

  - Write or type postage statements

  - Do not use software to generate statements
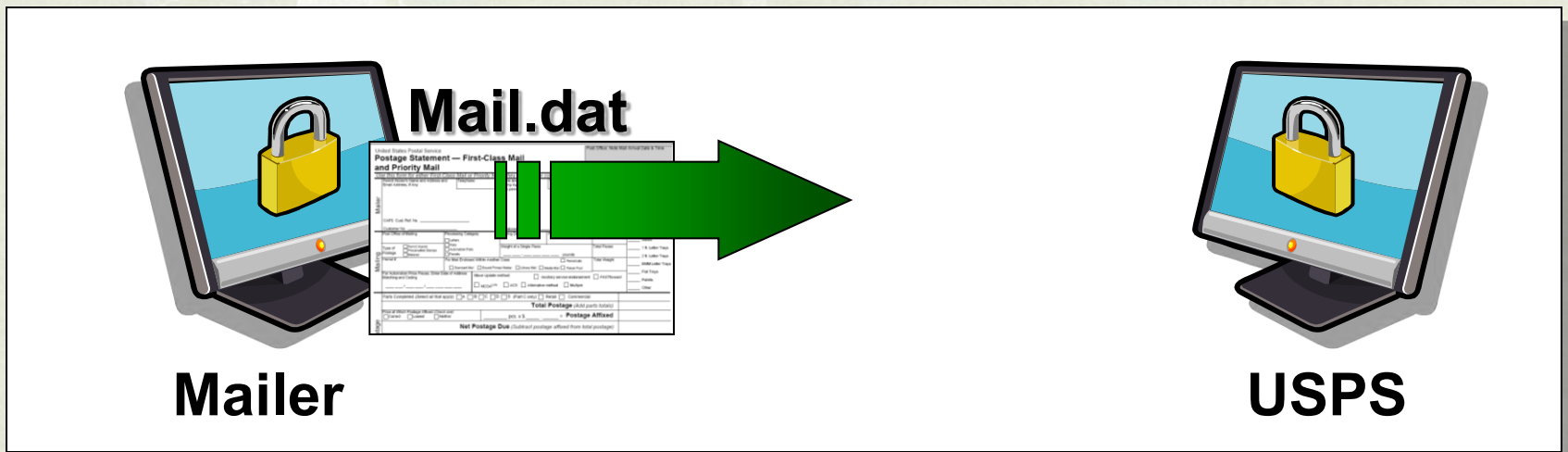
Postal Wizard: Benefits

✔ Automatic price calculations

✔ 24/7 access to payment information

✔ Streamlined acceptance process

What is Mail.dat?

- Relational file structure transmitted from mailer to USPS for each mailing

- Provides full description of a mailing job and related data including the nesting relationship of the mailing
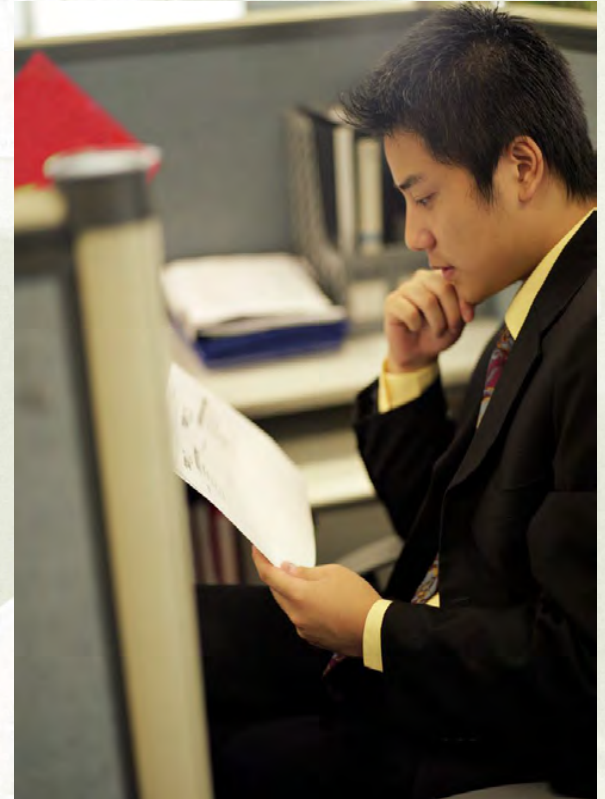

Mail.dat

Mailer

USPS

Mail.dat: Mailer/Mailing Profile

- For mailings of any size

- Intended for mailers who generally

  - Use software to generate statements

  - Have need to send large, complex mailings

First Register!

Mail.dat: A Closer Look

- Example for constructing a Mail.dat transmittal for standard piece to tray to container nesting

Information about Pieces

Information about Trays and pieces

Information about the Containers and pieces and trays
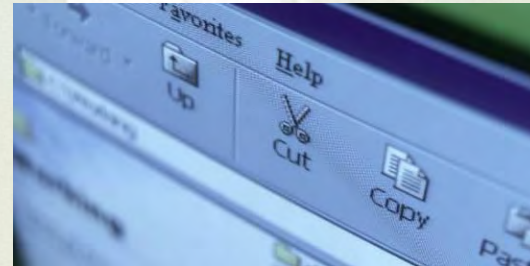
Mail.dat: Spring Release

- The Mail.dat 09-1 release, supports the following enhancements:

    - Identify Basic and Full-Service pieces

    - Copalletization

    - Spoilage and shortage-related adjustments
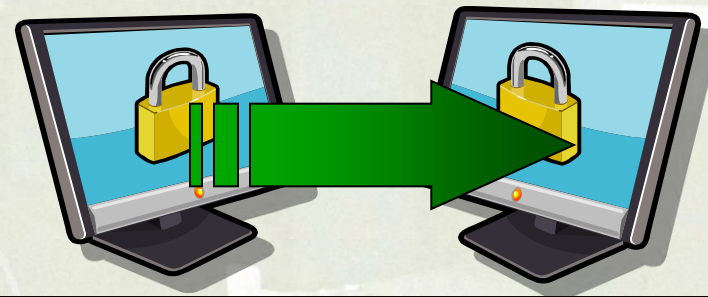
    - "By/For" relationship

Utilizing Mail.dat: Key Steps

1 Generate Mail.dat files using presort mailing software
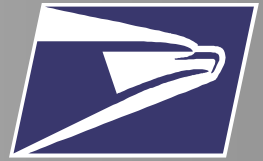

2 Transmit files to *PostalOne!®*

3 Present mailing to USPS for verification and delivery

Upon receipt, the Postal Service will extract the data needed for verification and acceptance.

Mail.dat: Benefits

☑ Streamlined high volume mail preparation

☑ Multiple accounts management

☑ Complex mailing scenarios management

☑ Automatic price calculations

☑ 24/7 access to payment information

☑ Streamlined acceptance process

What is Mail.XML?

- Electronic documentation submitted securely to *PostalOne!*® through Web Services

- eXtensible Markup Language

- Similar capabilities and benefits as Mail.dat

Mail.XML

Mailer

USPS
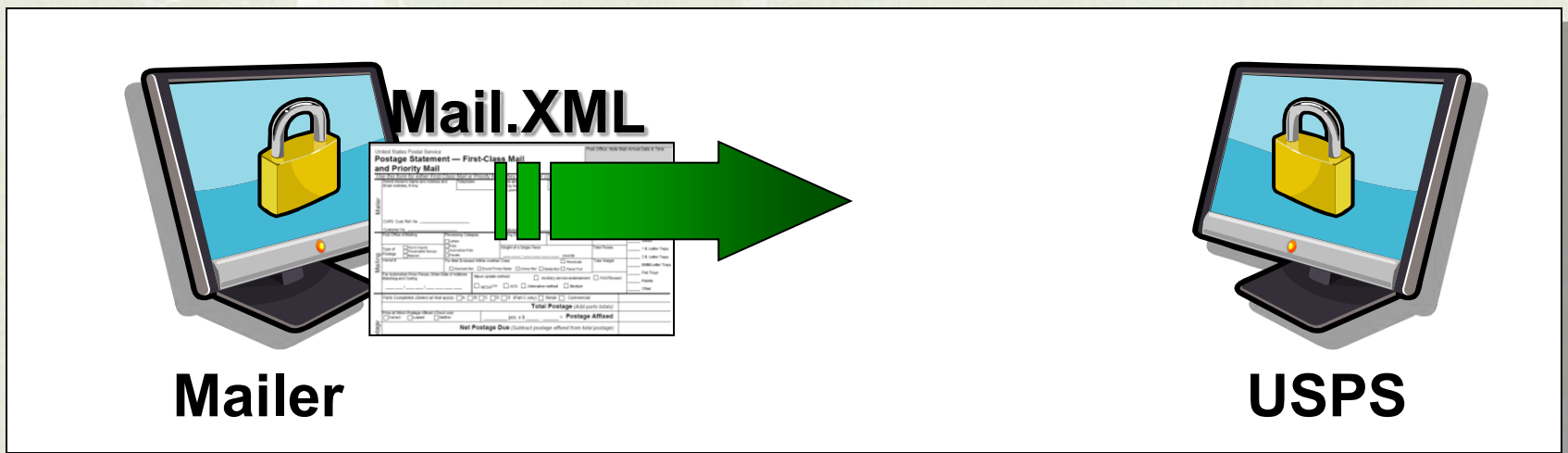
Mail.XML: Spring Release

- Mail.XML version 4.1 for Web Services supports:

  – Identify Basic and Full-Service pieces

  – Copalletization

  – Spoilage and shortage-related adjustments

  – "By/For" relationship

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Electronic Documentation Functionalities

- For Mail.dat and Mail.XML users, electronic documentation can provide additional functionalities

    - Mixed Mailing

    - Copalletization

    - Spoilage and Shortage

Mail.dat and Mail.XML offer mailers added flexibility

Mixed Mailing

- ## What is a Mixed Mailing?

  - Contains mail satisfying the Basic Option (or mail with a POSTNET) AND mail that qualifies for the Full-Service Option

- ## Mailpiece record required for each POSTNET and Basic Option mailpiece

- ## Requires unique tray and container barcodes

Comailings use multiple permits within a single mailing while **Combined Mailings** allow for different postage methods in a single mailing

Copalletization

- What is Copalletization?

  - Copalletization allows for "leftover" bundles or trays to be consolidated

- Part of mailing stays at the origin facility and part of it goes to a consolidator

- Ability to track mailpieces remains!

Spoilage and Shortage

- ## What is Spoilage?
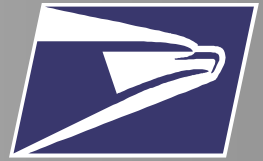
  - Spoilage occurs when electronic documentation accounts for pieces spoiled during production

- ## What is Shortage?

  - Shortage occurs when partial container, pallet, or handling unit exists

- ## USPS will adjust yet-to-be finalized postage statements accordingly

If the postage statement has already been finalized, then a refund request is needed to complete the adjustment

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Intelligent Mail Barcode Encoding

- Created by downloading and installing the encoder and font
  - The encoder converts the 20-digit tracking code and routing code, a maximum of 11-digit into a combined 65-character string representing the ADFT characters.

  - A special font is required to convert 65 ADFT character string into the IMb.

- Height-modulated barcode and uses 4-state symbology: Full bar, Ascender, Tracker, and Descender

IMb™ example: 00700123456200800001987654321 01

DADTATFFAFFTTTAFTAFDADFDDDDDTAFFDAAFFDAFDDFFTADFTFTTFDAAFTFTADTTT

Available Encoders

Operating System	Language and Applications Supported*					
	C	Java 2	COBOL	PL/1	MS Access	MS Excel
MVS, z/OS, and OS/390	Yes	Yes	Yes	Yes		
VSE/ESA	Yes		Yes	Yes		
OS/400	Yes	Yes	Yes			
AIX	Yes	Yes				
Linux	Yes	Yes				
Solaris	Yes	Yes				
HP/UX	Yes	Yes				
Mac OS X	Yes	Yes				
Programmer Version for Windows	Yes	Yes				
MS Office Version for Windows					Yes	Yes

* Support for 64-bit Windows, Linux, and Solaris as well as for Assembler on MVS/VSE
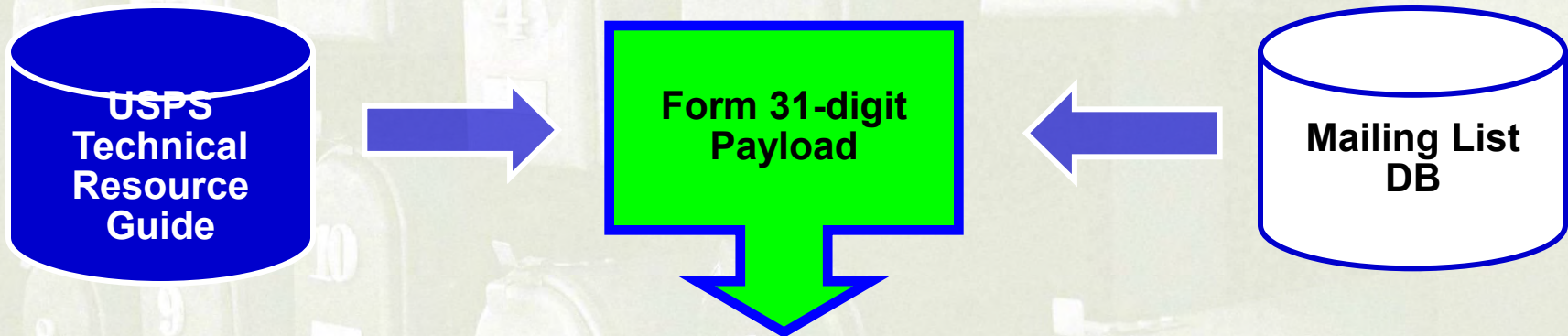
Generate the Barcode

- There are three steps required to generate the Intelligent Mail® barcode on letters & flats:

    1. Form the 31-digit payload

    2. Encode the 31-digits

    3. Print the barcode on mailpieces

Form the 31-digit Payload

> Gather and assemble data to form the 31-digit Payload
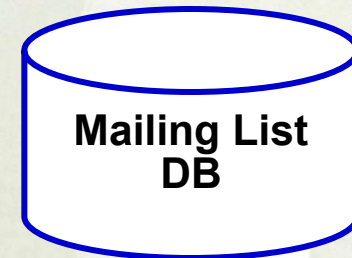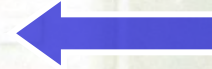
Step 1

5070012345620080000138141834649

Barcode ID	Service Type	Mailer ID	Serial Number	Routing Code
Ex. 50	*Ex. 700 for*	*Ex. 123456*	Ex: 200800001	*Ex. 38141834649*
for Mixed AADC	*First-Class Mail*	*USPS-assigned*	Mailer-assigned	*Delivery Point ZIP*

Apply Encoding Algorithm

Step 1
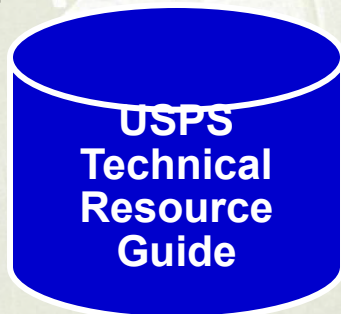
USPS Technical Resource Guide → Form 31-digit Payload ← Mailing List DB

0070012345620080000198765432101

Step 2

Encoder Library → Apply Encoding Algorithm
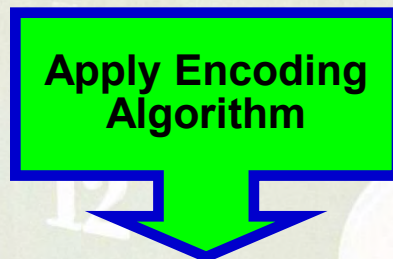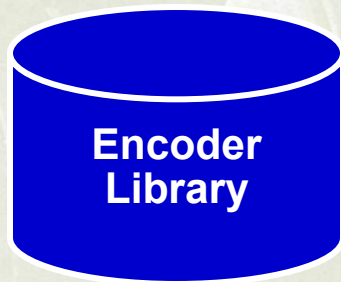
DADTATFFAFFTTTAFTAFDADFDDDDDTAFFDAAFFDAFDDFFTADFTFTTFDAAFTFTADTTT

Download encoders and user guides from **http://RIBBS.USPS.GOV/ONECODESOLUTION**
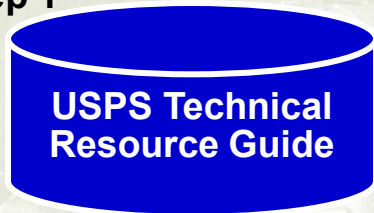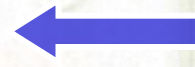
Print

Step 1

USPS Technical Resource Guide → **Form 31-digit Payload** ← Mailing List DB

00700123456200800001987654321 01

Step 2

Encoder Library → **Apply Encoding Algorithm**

DADTATFFAFFTTTAFTAFDADFDDDDDTAFFDAAFFDAFDDFFTADFTFTTFDAA FTFTADTTT

Step 3

USPS or Vendor Developed Font Package → **Print Intelligent Mail® Barcode**

Printer-Specific Fonts

Basic online decoder tool is available at: http://ribbs.usps.com/OneCodeSolution

UNITED STATES POSTAL SERVICE

Intelligent Mail® Barcode

You have reached the Intelligent Mail® barcode decoder page. Using this tool you can convert a Intelligent Mail® barcode into its numeric equivalent. First, convert each bar of the Intelligent Mail® barcode into its character equivalent (F, T, A, or D) as described in the legend below. Then type the character string into the barcode character field. Finally, click on the [Decode] button.

Barcode Character (enter a string of sixty five F, D, A, or T characters):

`ADTTTATTTFTDFADTDTFTAATATADDDDFTTDTDFFDFTTATAFFDDADDTFFADFDFTTTAD`

[Decode] [Return to Main Page]

Success

Barcode:

Barcode ID:	00
Special Services:	040
Customer ID:	123456
Sequence Number:	200800001
Delivery Point ZIP Code:	987654321

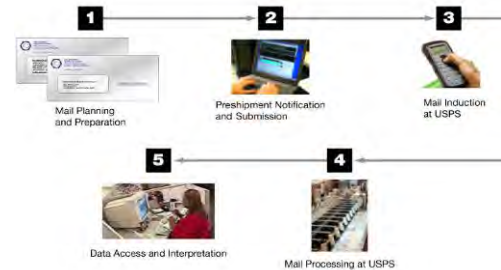| Key	Description
F	Full Bar
D	Descending Bar
A	Acsending Bar
T	Track Bar
← Backspace	Clear Previous
Delete	Clear Next

Bringing It All Together

Uniqueness

Electronic Documentation

Feedback

Bringing It All Together

With Full-Service Option your business can improve…

- ✓ Supply Chain Effectiveness

- ✓ Accountability

- ✓ Mailing Return on Investment

Supply Chain Effectiveness

- Information flow
  - Near real-time
  - Demand forecasting
- Reduce costs with handling, storage of paper
- Sustainability

Bringing It All Together

Accountability

- – Proof of Mailing

- – Specific Induction Information

- – Communication across suppliers

The Future of the Mail

- Using Intelligent Mail®, your business will have the information and resources to succeed

- With Intelligent Mail®, the future is now…

…It's Time for Intelligent Mail®