Electronic Verification System (eVS®) Business and Technical Guide

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Electronic Verification System (eVS®) Business and Technical Guide

Publication 205

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February 2024
Transmittal Letter

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A. Explanation. This publication is designed for shippers and software developers using or planning to use the Electronic Verification System (eVS®) for manifesting parcel mail.

B. Availability. Publication 205 is available only in electronic format as follows:

- Publication 205 is available on the PostalPro site at *https://postalpro.usps.com*

C. Comments on Content. Send comments and suggestions about the content of this publication to the following address:

<u>**DIRECTOR, COMMERCIAL PRODUCT PAYMENT & POLICY**</u>
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ SW RM 3658
WASHINGTON DC 20260-4401

D. Rescission. This publication supersedes Publication 205, *Electronic Verification System Business and Technical Guide*, dated July 2023. Archive all copies of the superseded publication and replace them with this edition.

E. Effective Date. This publication is effective immediately.

Tom Foti

Vice President

Product Solutions

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1 eVS Basics

1.1 Migration to USPS Ship

USPS Ship is a new, modern IT architecture model that divides the core domains of package acceptance, payment, and verification into separate deployable microservices. The USPS Ship platform streamlines the manifest submission process, simplifies pricing and payment, provides a new verification architecture and clear manifest status and payment reporting.

Currently, eVS shippers are encouraged to begin voluntary migration to USPS Ship. However, eVS shippers must complete migration to the USPS Ship platform within one year of the date of the published Federal Register final rule. After that date, eVS will be discontinued.

A guide to USPS Ship enrollment is being developed. Shippers desiring to enroll in USPS Ship may contact their local salesperson or the MSSC at 1-877-672-0007.

1.2 eVS Overview

Shippers began using eVS in 2005 primarily for Parcel Select mailings. USPS Marketing Mail and Bound Printed Matter presorted mailings could also be entered through eVS. In subsequent releases, new options have been added and updated:

2007	First-Class Mail and Priority Mail
2008	Priority Mail Open and Distribute (PMOD).
2009	Priority Mail Express
2013	First-Class Package International Service, Priority Mail International, Priority Mail Express International, and Global Express Guaranteed
2022	USPS Ship is introduced, shippers begin migration from eVS to USPS Ship
2023	USPS Ground Advantage replaces First-Class Package Service and Parcel Select Ground

eVS allows parcel shippers to document and pay postage by transmitting electronic manifest files to the eVS database, which is part of the *PostalOne!®* system. eVS is used for manifesting parcels to customers while parcels returned from consumers are handled under Traditional Parcel Return Service (PRS) or USPS Returns.

In many ways, eVS reflects the existing manifest mailing process, with three distinct differences:

a. ***Sampling***
eVS uses destination sampling to capture sampling data used to monitor postage and preparation accuracy. When destination sampling occurs, the Postal Service collects data after the shipper deposits the mailing at a destination entry facility. Depending on the mail class or shipper situation, eVS also uses origin sampling to capture data at the shipper's facility or at a business mail entry facility. New sampling methods have been added to eVS through census attributes for full network volume and Package Postage Validators (PPV) for Destination Delivery Unit (DDU) volume.

b. ***Monthly Data Reconciliation***
eVS sampling data is reconciled against all the shipper's manifests received during a calendar month rather than against each individual mailing. For eVS, all mailings entered during a calendar month are treated as a "single mailing" for the purpose of reconciliation and the collection of postage due. Daily mailings, however, must meet all presort and eligibility requirements in the Mailing Standards of the United States Postal Service *Domestic Mail Manual* (*DMM®*).

c. *Corporate Account*
Companies with multiple mailing facilities are not given separate eVS/PRS accounts for each location. Instead, the account is set up from a single corporate location and treated as one eVS/PRS account for payment and reconciliation.

1.3 Shipper Benefits

1.3.1 Mail Acceptance

eVS mail acceptance may occur at destination entry facilities, at origin entry facilities, or shipper facilities.

a. *Destination Entry Acceptance*
For destination entry parcels mailed through eVS, acceptance occurs at destination entry facilities. A parcel shipper has complete control of mailings from time of preparation to time of deposit at the destination entry facility. The shipper must schedule deposit appointment windows with the destination entry facility. The shipper is no longer subject to the hours of operation of the origin Post Office and the availability of Postal Service personnel for verification of mailings. This flexibility allows the shipper to dispatch mailings at various times of the day.

Note: Destination entry is not an available option for ePostage mailings.

b. *Origin Entry Acceptance*
For origin entry parcels mailed through eVS, acceptance generally occurs at the origin entry facility. Occasionally, these parcels may be accepted at a shipper's facility instead of the origin entry facility. These parcels may be transported to the origin postal facility by the Postal Service or the shipper. Mailings must be deposited to meet critical acceptance times, as applicable.

c. *Shipper Facility Acceptance*
For DDU or Destination Sectional Center Facility (DSCF) destination entry parcels mailed through eVS, a parcel shipper may be required to allow eVS sampling at the shipper's facility. This generally occurs during parallel testing and when a shipper begins eVS manifesting to ensure that there are enough parcels verified to ensure a valid statistical sampling. This process may be discontinued when samples are consistently obtained at destination entry facilities.

1.3.2 Elimination of Paperwork

eVS significantly reduces paperwork. Hard-copy manifests, postage statements, PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, and adjustment worksheets are all replaced with electronic documentation. Postage statements for eVS are generated from the shipper's electronic files and postage is electronically deducted from the shipper's *PostalOne!* postage payment account.

1.3.3 Online Mailing Data

eVS provides reports for manifest files, postage statements, and results of postage samplings, helping the shipper monitor the quality of mail and, when necessary, take preventive measures to ensure that discrepancies and possible postage adjustments do not occur or are addressed promptly. eVS reports are available online through the Business Customer Gateway.

1.4 eVS Participation

New shippers enrolling in electronic shipping services are automatically enrolled in USPS Ship and should contact their local salesperson.

1.4.1 Step 1: Register for eVS Participation.

To register for participation in eVS, you must complete the following steps:

a. *Business Customer Gateway Account*
Access the Business Customer Gateway at https://gateway.usps.com/eAdmin/view/signin to create a user account. If a user account already exists, establish an eVS profile.

b. *Gather necessary information*
Corporate site address, mailing site address, contact information, banking information for payment.

c. *Business Location*
Ensure the corporate business location for the eVS mailing is accurately identified in the Business Customer Gateway or establish a new location as needed. The shipper's company name as entered in the Business Location is used to identify the shipper's eVS account throughout USPS systems. The corporate site must be identified first before any mailing sites are identified. Each subsequent mailing site should be identified separately.

d. *PostalOne! Access*
Log-in to add *PostalOne!* access from the "Request Access" link by selecting "Audit Mailing Activity" under the "Track & Report" heading. The first user requesting access for a business location is prompted to assume the Business Service Administrator (BSA) role.

e. *eVS Profile*
Log-in to add eVS to current profile from the "Request Access" link by selecting "Manage Electronic Verification Activity (eVS)" under the "Shipping Services" heading. The first user requesting eVS for a business location is prompted to assume the BSA role for eVS.

f. *Business Service Administrator*
Approve access for multiple representatives that need access to eVS. After the eVS account is established, the user can view the eVS Monthly Account and Sampling Summary and related reports via the "Manage eVS" link in the Business Customer Gateway.

g. *Verification Assessment Evaluator (VAE)*
This role allows a user to submit a Refund Request for Unused Label, or Other Refund Request, or Joint Review Request. The BSA may assign the VAE role in the Business Customer Gateway. *Note: after successfully assigning a user to the VAE role, the BSA must contact the eVS help desk at evs@usps.gov to request activation.*

h. *Test Environment for Mailers Profile*
Log-in to add the Test Environment for Mailers (TEM) access to the current profile by selecting "Electronic Data Exchange (*PostalOne!*)" under the "Design & Prepare" heading. After the eVS TEM profile is created, the shipper can view postage statements, manifest errors, and reports generated from submitted test files.

1.4.2 Step 2: eVS Shipper Account Numbers

To participate in eVS, you must establish a new permit imprint account in ZIP Code 20260 through the Business Customer Gateway (BCG), establish a new postage payment account, and obtain a master Mailer Identification Number (MID).

▪ *Permit Imprint Account*
The eVS applicant must establish a unique permit imprint account number used exclusively for eVS/PRS. If there is a permit number that is already being used and all mailings will convert to eVS, the permit may be able to migrate to eVS/PRS if the permit number is available. The following requirements apply to an eVS/PRS permit imprint account:

a. *Account Application*
Application for the new permit imprint process is completed during Step 1. Additional permit accounts may be opened if the permits are owned by the eVS shipper. If multiple permit imprint accounts are opened, one account must be designated as the master permit account used for any adjustments to the eVS/PRS account**.**

b. *Abbreviations*

A company style permit imprint is required. The permit imprint indicia on all eVS mail must display the name or authorized abbreviation reported to the Postal Service for the permit imprint account. When applying for the new permit, the shipper must include company aliases and abbreviations to be used as alternative names in the permit imprint indicia. For example, Acme Enterprise Solutions may prefer to display "AES" in the permit imprint indicia rather than "Acme Enterprise Solutions."

c. *File Transmissions*

The permit imprint account number and the corresponding 5-digit ZIP Code of the Post Office of Account must appear in the designated fields in all eVS manifest files (see Publication 199).

d. *Enterprise Payment System (EPS) Postage Payment Link*

The permit imprint account number must be linked to the shipper's postage payment debit account — an EPS debit account as described in the eVS Participant Checklist — for automatic payment each time a postage statement is generated from the successful eVS processing of manifest file records. Existing OMAS customers are also eligible to use eVS. Shippers desiring to use an EPS Trust account must have prior approval from the Manager, Product Preparation & Payment prior to setting up a trust.

e. *Exclusive* **eVS/PRS** *Use*

The permit imprint number(s) registered for eVS must be used only for eVS/PRS mailings. This restriction ensures that eVS/PRS financial transactions remain separate from non-eVS/PRS financial transactions related to the same EPS account. This separation by permit number can assist the eVS shipper in reconciling financial transactions. The exclusive eVS/PRS permit account number may appear as part of the permit imprint indicia as specified and illustrated in subsection 1.5 Please note: ePostage customers must have a unique permit for their mailings.

f. *Application Fee*

eVS has no permit imprint application fee. Annual Mailing Fees apply to USPS Marketing Mail only.

▪ *Postage Payment Account*

The shipper must have or establish a *PostalOne!* postage payment debit account or an OMAS account. This account must be established and verified prior to submitting any manifest files or entering physical mail pieces into the mailstream. This account is used for automatic funds withdrawal each time a postage statement is generated by eVS from the shipper's transmitted manifest files. The permit account number registered in eVS/PRS is linked to the EPS postage payment account in *PostalOne!* to handle the funds withdrawal.

There must be sufficient funds available to cover daily mailing activity and adjustments; if debit limits are set for the bank account, it is the shipper's responsibility to monitor the debit activity as appropriate. The bank account is debited for the total day's postage on the next bank business day. Shippers desiring to use an EPS Trust account must receive prior approval from the Manager, Product Preparation and Payment. To be approved, shippers must provide information showing intent to keep the trust account funded to sufficiently cover postage statements to be debited against the account. USPS reserves the right to remove any discounts on mailings that were not paid due to insufficient funds and may assess interest at a rate of 6% per annum per *DMM* 607.3.1.4. Shippers should become familiar with the rules of EPS regarding insufficient funds and debit bounces. Multiple occurrences of sufficient funds and/or debit bounces can result in suspension of the account (see EPS User Guide).

The postage payment transaction is recorded and can be viewed in the EPS Transaction History Report.

▪ *Mailer Identification (MID) Numbers*

The shipper must have or obtain a unique master MID from the Postal Service for all manifest

file transmissions and, if required, obtain additional MIDs for parcel records in the manifest files. The master MID identifies the applicant in eVS, *PostalOne!*, and sampling databases. Additional MID(s) are required for additional mailing site(s) and are used to designate the applicant's mail facilities, distribution centers, or divisions within the company. Shippers shipping on behalf of one or more clients must request a unique MID for each client to designate package ownership. The eVS applicant must request MIDs through the Business Customer Gateway by navigating to the "Mailer ID" service under "Shipping Services" and then selecting "Request MID." Alternatively, shippers may contact the Help Desk (1-800-274-9693) for assistance. An eVS MID may not be used for non-eVS mail. The following requirements apply to eVS MIDs:

a. The following rules apply to the use of MIDs.

(1) *9-digit MIDs* that have been assigned by the Postal Service for use in eVS and begin with "9" are conforming MIDs. 9-digit MIDs that begin with any digit other than "9" are designated as nonconforming MIDs and must be migrated to a conforming MID.

(2) *6-digit MIDs* may be requested by customers if the volume of parcels to be mailed will cause package identification codes (PICs) on parcels to repeat within a 4-month period. *Note: A 6-digit MID can only be used on parcels mailed using an approved IMpb barcode construct and corresponding file format.*

(3) MIDs Financial Responsibility
Master MIDs may be assigned to mail owners or consolidators. Child MIDs that are requested and assigned to a Master MID become the responsibility of the Master MID owner whom they have been assigned to. Payments for any packages that contain the Child MID in the PIC which are determined to be unmanifested by eVS are the responsibility of the Master MID owner to which the Child MID is assigned.

(a) Removal of MID
If a consolidator has provided Child MIDs to clients who no longer use their services, it is the responsibility of the consolidator to ensure the use of the Child MID ceases. Consolidators who wish to remove a Child MID should follow the directions below:

1) The Master MID owner must notify the client using the child MID that they may no longer use the MID assigned to them.

2) The Master MID owner must notify eVS of the intent to cease mailing relationship.

3) Complete eVS Form 133a - Intent to Remove MID.

4) Submit completed form to eVS_HQ@usps.gov with the subject line: **Request to Remove Child MID (MID #).**

5) eVS program office will monitor mailing activity beginning on the 1st of the month after delinking is requested.

(4) If manifested activity occurs within the 120-day monitoring period, the 120 days monitoring period will start over and revert to the first of month for the Original Master MID Owner.

(5) The Master MID owner must notify the Child MID user to discontinue usage of Child MID and provide processes to acquire a new Child MID to be associated to a new Master MID owner. If unmanifested activity occurs within 120 days:

(a) The Original Master MID owner is responsible for all Unmanifested assessments.

(b) The Master MID owner must notify the Child MID user to discontinue usage of the Child MID and provide processes to acquire a new Child MID

(6) If Mailing activity does not occur within 120 days monitoring period, the eVS Program office will delink the Child MID in *PostalOne!* and notify Master MID owner that Child MID has been delinked.

(7) If the Unmanifested postage for the month of activity exceeds $50, the Unmanifested PICs are deleted from the Master MID owner and identified in *PostalOne!* as "associated to a delinked MID. Contacting Child MID user for payment".

(8) If the Unmanifested postage total for the month exceeds $50, and the Child MID owner cannot be identified, the eVS HQ Director will notify the Inspection Service.

Note: USPS reserves the right to withdraw any MIDs used on packages with counterfeit postage. This may require USPS to withdraw a MID that a Shipper is currently using. A new MID is reassigned to the Shipper to implement into their processes.

b. *File Transmission*
A master MID registered to a shipper for eVS must be used in the Electronic File Number (see Publication 199) in the Header Record of every eVS manifest file transmitted by the shipper. No other MID may be used for eVS manifest files transmitted by that shipper.

c. *Package Identification Code (PIC).*
Please note for the purposes of this document, alternative terms "Tracking Number" and "Intelligent Mail Package Barcode" or "IMpb" may be used interchangeably to refer to the unique numeric barcoded label identifying a single package.

MIDs used in the PIC (see Publication 199) in the manifest file Detail Records and the associated parcel barcodes printed on the mailing labels must meet the following requirements:

(1) *eVS Master MID*
An eVS master MID is registered and certified only for eVS file transmissions and not for any other services. This MID may also be used as a parcel MID in the PICs in the manifest file Detail Records and the associated parcel barcodes printed on the mailing labels. This MID may not be used for non-eVS mail.

(2) *Parcel MIDs*
eVS applicants and current eVS shippers can request additional parcel MIDs for PICs to identify shipper processing facilities, distribution centers, shipper divisions within a company, and/or shipper clients. Parcel MIDs certified only for eVS and identified in the database as "labels only" MIDs, may not be used for non-eVS mail. MIDs not certified for eVS but certified for other services such as USPS Tracking may not be used for eVS mail. This requirement helps shippers and the Postal Service identify all mail handled under eVS.

eVS Form 133a - **Intent to Remove MID**

UNITED STATES POSTAL SERVICE ®　　　　　　Intent to Remove MID (eVS®)

Consolidator Information (*Please PRINT*)

Consolidator (Mailer) MID		
Primary Contact	Telephone Number (Include area code)	Email address
Secondary Contact (if known)	Telephone Number (Include area code)	Email address
Company Name		
Street Address (*number, street, suite, apt, etc.)*		
City	State	Zip +4

Child MID Information

Client MID	ACTIVE CHILD MID	LINKED CHILD MID
Primary Contact	Telephone Number (Include area code)	Email address
Secondary Contact (if known)	Telephone Number (Include area code)	Email address
Company Name		
Street Address (*number, street, suite, apt, etc.)*		
City	State	Zip +4

Additional Child MID Information

Client MID	ACTIVE CHILD MID	LINKED CHILD MID
Primary Contact	Telephone Number (Include area code)	Email address
Secondary Contact (if known)	Telephone Number (Include area code)	Email address
Company Name		
Street Address (*number, street, suite, apt, etc.)*		
City	State	Zip +4

Child MID Information

Client MID	ACTIVE CHILD MID	LINKED CHILD MID
Primary Contact	Telephone Number (Include area code)	Email address
Secondary Contact (if known)	Telephone Number (Include area code)	Email address
Company Name		
Street Address (*number, street, suite, apt, etc.)*		
City	State	Zip +4

eVS Form 133a　　　　　　　　　　　　　　　　　　　　February 2024

1.4.3   Step 3: Shipper Information and Computer Access

After obtaining or establishing the necessary accounts and paying applicable annual mailing fees, the applicant must do the following:

a. ***Computer Access and eVS Profile***
Customers who have registered on the Business Customer Gateway at https://gateway.usps.com/bcg/login.htm and created their eVS profile are able to view the eVS Monthly Account and Sampling Summary and related reports, after the eVS application has been processed.

b. ***Computer Access and File Transfer***
PS Form 1357-S, *(Customer)* Request *for Computer Access,* may be required to set up the out-bound file transfer mechanism from the Postal Service. Access is via a logon ID and password, unique to each eVS shipper, provided by the Postal Service. PS Form 1357-S is not required if the applicant plans to use Electronic Data Interchange (EDI) or Parcel Data Exchange (PDX).

c. *Online Enrollment*
Complete the Shipping Services Profile. This application collects shipper information necessary to establish an eVS customer profile in the Program Registration database. The following elements are critical:

(1) ***Master Mailer Identification (MID) number***
The creation of the shipper's eVS profile in *PostalOne!* cannot be completed without this number. A master MID must be indicated on the eVS application after it is obtained via Online Enrollment.

(2) ***File Testing Mechanism***
Test files are transmitted to the Product Tracking and Reporting system (PTR) TEM server for file processing. Submitted test files are then posted to the shipper's eVS TEM account and evaluated by the Confirmation Services Support at the National Customer Support Center (NCSC). Customers who are manifesting with in-house or non-eVS compliant vendor software must also submit a copy of their test files via email and encrypted to eVS@usps.gov.

(a) ***Unregistered MID***
An eVS manifest file Header Record containing a master MID not registered in Program Registration cannot be processed for eVS by PTR and causes the file to fail.

(b) ***Registered MID in Pending Status***
An eVS manifest file Header Record containing a master MID registered in Program Registration in a pending status is processed in *PostalOne!* TEM. A pending status in Program Registration indicates that required file testing and certification have not taken place or have not been successful.

(c) ***Registered MID in Certified Status***
An eVS manifest file Header Record containing a master MID registered in Program Registration and having a certified status is processed through eVS production for postage payment.

d. *eVS Manifest Application*
Complete and submit the comprehensive *Electronic Verification System Application* (see Appendix B). The application solicits shipper information for determining the projected level of file testing and estimated range of postal resources needed to help the applicant meet all eVS requirements for manifesting. The application collects the following information:

- Shipper and Client Identification
- Shipper Information
- Quality Control

- Manifest System Information
- Parcel Products

1.4.4 Step 4: Certification and Quality Control

After completing the applications and all required forms, the applicant must do the following:

a. *Software*

Develop or obtain software that meets eVS electronic file and barcode specifications for producing accurate eVS manifests and barcodes. Shippers have the following options for software. The certification process is determined by their selection.

- Internal Software – developed by the eVS shipper.
- Vendor Software – developed and supported by a vendor.
- eVS Compliant Software – developed and supported by a vendor or eVS shipper and evaluated as eVS compliant by the Postal Service.
- eVS Application Program Interface (API) – Register online at USPS Webtools.

b. *File and Label Certification*

eVS file and label certification consists of two related but independent testing processes:

(1) *eVS Shipping Services Certification*

The eVS Shipping Services Certification process checks the format of eVS electronic files and barcode labels. If the applicant has been previously certified to transmit Shipping Services manifests for USPS Tracking and to generate the corresponding GS1-128 Code barcoded labels, minimal changes are required to meet eVS file and label format specifications. The eVS applicant is required to generate eVS files using the format and coding in Publication 199 and Appendix G, and to transmit them into TEM. The eVS applicant must indicate on the eVS application and Mailer ID application which Shipping Services will be used. The eVS applicant is required to submit eVS barcode labels for Shipping Services (using the appropriate Service Type Code for the service and class being used) corresponding to the PICs in the manifest files.

(2) *eVS File and Label Evaluation*

The eVS evaluation process checks price calculations, entry and destination ZIP Codes, and the application of zones for zone-priced mail, as well as individual coding and coding configurations as specified in Publication 199 and Appendix G. Label content is also checked to ensure that price and mail class/product markings, ancillary service endorsements, and other markings meet the standards in the *DMM*.

c. *Quality Assurance*

Develop and administer effective quality assurance procedures to ensure the integrity and accuracy of the shipper's mail production, postage payment, mail classification, and file transmissions as described in Chapter 5.

1.4.5 Step 5: Parallel Test and Go Live

After meeting all requirements to participate in eVS, the shipper has the following options to receive Postal Service approval to manifest packages using eVS:

a. *Parallel Test*

This option is only available to customers who are already manifesting packages under a Manifest Mailing System. After file and label evaluation and certification are completed, a parallel test is recommended. During the parallel test, eVS manifest files are transmitted and mailings are made to determine the accuracy of the shipper's system. In most cases, mailings are presented under both existing manifesting and eVS procedures. The length of a test can vary, based on the issues identified. The test allows the prospective eVS shipper and the Postal Service to resolve potential issues and to monitor the effectiveness of quality control procedures. The following applies:

(1) The Postal Service coordinates a parallel test run.

(2) During the test period, mailings are deposited and accepted using both eVS and existing manifesting procedures.

(3) Postage payment continues under existing processes paid under permit(s) issued locally (not the eVS permit), and the shipper continues to produce required postage statements, manifests, as applicable, during the test.

(4) The shipper monitors the calculated eVS postage adjustments and takes any corrective action necessary to resolve the underlying issues that are causing the adjustments.

(5) The length of the parallel test is determined by the complexity of the shipper, including the number of mailing sites and mail class/product. The anticipated length is established before the parallel test begins.

b. *Go live without Parallel Test*

After file and label evaluation and certification are completed, an eVS shipper may choose to go live without a parallel test. No hard copy documentation such as postage statements, manifests, PS Form 8125 or 5630, *Shipment Confirmation Acceptance Notice*, is required; however, Facility Access and Shipment Tracking (FAST) appointments may be required in lieu of PS Form 8125 or 5630. PS Form 3152, *Confirmation Services Certification* is still required for Priority Mail Open & Distribute or Priority Mail Express shippers. Shippers are subject to any additional postage due because of the postage adjustment factor, manifest errors, unmanifested, and DDU mis-shipped from the first date of mailing.

1.4.6 Step 6: Mailing Authorization

After meeting all requirements to participate in eVS, the eVS shipper is provided an authorization to mail through eVS. The authorization contains the terms and conditions for preparing and presenting eVS mailings to the Postal Service (see sample in Appendix D).

1.5 eVS Participant Checklist

Requirements	Comments	☑

a. Contact the eVS Support Team and Register on the Business Customer Gateway	▪ If not working with HQ Operation Integration Specialist, call 877-264-9693 option 2 and request an eVS Support Team member to serve as your guide through the registration and certification process.
	▪ Register on the Business Customer Gateway at: https://gateway.usps.com/bcg/login.htm
	    o Click "Sign up for the BCG" to create a new user account and company profile
	    o Select "Online Enrollment" under Shipping Services
	    o Select "Electronic Verification System (eVS)" from the Program list
	    o Select "Mail Owner" or "Mail Service Provider" from the Shipper Type
	    o Click "Continue" to complete your eVS enrollment request
	    Your Profile and Certification Questionnaire are displayed with a standard eVS account profile. Click "Edit Profile" and/or "Edit Questionnaire" to modify answers as appropriate.
		☐

b. Receive eVS Onboarding Kit	The eVS Support Team provides additional forms necessary to configure an eVS account for manifest file transmission and postage payment.	☐

c. Submit eVS Onboarding Kit	▪ Complete the eVS Onboarding Kit, please contact eVS support team for the appropriate forms.
	▪ Submit PS Form 1357-S, *(Customer) Request for Computer Access,* if required, to set up the Product Tracking and Reporting System account
	▪ Mail PS Form 1357-S to:
	    EVS SUPPORT TEAM
	    NATIONAL CUSTOMER SUPPORT CENTER (NCSC)
	    225 N HUMPHREYS BLVD. STE 501
	    MEMPHIS TN 38188-1001
	
	    or by fax: 901-821-6244
	    or by email: eVS@usps.gov
	
	▪ Pay annual mailing fees (required for USPS Marketing Mail only)
	▪ Link the permit to the eVS company profile in the Business Customer Gateway
		☐

d. Configure Postage Payment (EPS)	▪ Complete EPS enrollment process. Instructions can be found on the EPS Migration Fact Sheet found on PostalPro. (Enterprise Payment System Account Creation Fact Sheet ▪ For assistance with setting up an EPS account, contact the MSSC at 1-877-672-0007 or MSSC@usps.gov	☐
e. Complete eVS Application	▪ Complete eVS Application (See Appendix B)	☐
Note: Shippers may not submit test files for certification if they have not completed registration in the Business Customer Gateway and successfully linked their eVS permit to their eVS profile.		
f. Certify Labels and Manifest Files	▪ Submit sample labels for certification with PS Form 5052, *Printer Certification Submission.* Please contact the eVS help team at eVS@usps.gov for the appropriate forms. ▪ Submit test Shipping Services File(s) to validate your communication process and manifest content for compliance with eVS requirements. ▪ Review Publication 199, *IMpb Implementation Guide for: Confirmation Services and eVS Mailers,* to ensure your systems meet the business and technical requirements.	☐

g. **Parallel Test (optional)**	▪ A shipper converting to eVS from an existing USPS Manifest Mailing System may complete a parallel testing process. ▪ Shippers have the option to go live without completing a parallel test.	☐
h. **Receive eVS authorization to mail**	▪ NCSC sends email notification after certification and transmission configuration is successful.	☐

1.6   Use of eVS

1.6.1   Required Use

Currently, eVS is not mandatory for parcel shippers. If eVS is required for electronic manifesting and postage payment at a future date, the timeline for adoption is announced by the Postal Service in the *Federal Register* and the *Postal Bulletin.*

1.6.2   Optional Use

The use of eVS with all other parcel mail is optional. eVS may be used only for the subclasses and rate combinations available under eVS as shown in Table G–10 in Appendix G. When additional classes and subclasses of parcel mail and additional price categories become available under eVS, the Postal Service will announce those additions in the *Postal Bulletin* and revise this publication. Appendix F contains a listing of applicable prices by destination entry facility.

1.6.3   Mailing Standards

The principal mailing standards for eVS are in *DMM* 705. The following standards also apply to eVS:

a. Only items as defined in the *DMM* may be mailed using eVS. No carrier-routed mail should be sent through eVS.

b. Assigned eVS permit imprint may only be used as the postage payment method for eVS mailings.

c. Destination entry rate mail must meet the applicable standards in the *DMM*.

d. Presort rate mail must meet the applicable presort standards and volumes in the *DMM*.

e. All mail must meet the classification, dimensional and content eligibility requirements in the *DMM*. Content Based Prices (Bound Printed Matter, Library Mail, Media, and USPS Marketing Mail Nonprofit) are subject to inspection and review.

f. eVS mail must be separated from non-eVS mail when presented for mailing. At a minimum, eVS and non-eVS mail must be presented in separate containers and clearly identified.

g. All pallets and pallet boxes containing parcels prepared and identified using eVS must show "eVS" (or the alternatives "EVS" or "E-VS") either to the left of required line 3 information or directly below Line 3 (origin line) using the same size and lettering used for Line 3.

1.6.4   Postage Computation for Domestic Products

Postage is computed according to the applicable standards in the *DMM*, including under section 604.7.0 for computing postage. The determinants used in eVS for the computation of postage are class of mail, rate indicator, destination rate indicator, ZIP Code (along with the header record, entry facility is used to calculate applicable zone), processing category, postal routing barcode, weight, and dimensions. Additional information may be found in Appendices A and E.

1.6.4.1 Detail Record 1: Postage Field

The reported postage amount in the Detail Record 1 Postage field is validated based on the rate ingredients in the detail record. Any difference between the postage in the file and the eVS recalculated postage is displayed as a variance in *PostalOne!*

The following details how postage is computed for eVS:

a. *Postage Amount in Manifest Record*

The recorded postage amount is a single amount that does not include the subtraction of discounts or the addition of surcharges, non-incidental enclosure postage, and Extra Services.

b. *Total Postage Amount for Postage Statement*

For the total postage amount for the Postal Service generation of postage statements, eVS adds up the postage amount plus any surcharges minus any discounts reported in the corresponding Detail Record 1 positions (see Publication 199).

c. *Extra Services for Postage Statement*

Total Extra Service fees are calculated separately and reported separately from the postage amount for the generation of postage statements. Detail Record 1 can accommodate up to five Extra Services for each parcel record in all file versions 1.6 or higher (see Publication 199).

d. *Oversized*

Any packages identified in the mailstream that are non-mailable sizes (i.e., exceeding 130 inches or greater than 70 pounds) are subject to an overweight/oversized fee of $100 that must be collected prior to release of the item. All rules concerning overweight and oversize found in the DMM are applied.

(1) *USPS Ground Advantage and Parcel Select Oversized Rate*

Parcel Select parcels up to 70 pounds measuring more than 108 inches and up to 130 inches in combined length and girth are charged the applicable oversized *price*. The oversized price is used for the postage amount, but the actual weight of the parcel must be shown in the electronic manifest file. The appropriate rate indicator code in the Detail Record 1 Rate Indicator field must be used to represent the oversized *price*.

e. *Cubic Pricing*

Cubic prices are not based on weight. Instead, they are charged by zone and by the cubic volume of the mailpiece. Each mailpiece must measure one (1) cubic foot or less, weigh 20 pounds or less, and the longest dimension may not exceed 18 inches. If any of these measurements are exceeded, the price is based on the single-piece rate. The appropriate rate indicator must be used in **Detail Record 1** Rate Indicator field, and the Length, Height, and Width fields must be completed to calculate prices.

(1) *Soft Pack and Padded Envelopes*

Follow these steps to determine the cubic price tier for Soft Pack and Padded Envelopes:

a. Measure the length and width in inches.

b. Round down each measurement to the nearest 1/4 inch, expressed as a decimal. For example, 10-1/8" inches rounds down to 10.0 inches.

c. Add the two measurements together and consult the table below for the corresponding cubic volume. The longest dimension cannot exceed 18 inches.

d. Apply the cubic volume from the table below to the Cubic Pricing Tier Table (section 2) to obtain the Cubic Price Tier for that package.

Length + Width	Cubic Price Tier
≤ 16"	0.10
> 16" and ≤ .21"	0.20
> 21" and ≤ 24"	0.30

Length + Width	Cubic Price Tier
> 24" and ≤ 26"	0.40
> 26" and ≤ 28"	0.50
> 28" and ≤ 30"	0.60
> 30" and ≤ 32"	0.70
> 32" and ≤ 34"	0.80
> 34" and ≤ 35"	0.90
> 35" and ≤ 36"	1.00

2) *Rectangular and Nonrectangular Parcels*

Follow these steps to determine the cubic tier measurement for rectangular and nonrectangular parcels:

a. Measure the length, width, and height in inches.

b. Round down each measurement to the nearest 1/4 inch, expressed as a decimal (0, .25, .5, .75). For example:

> 6-1/8" is rounded down to 6"
> 5-7/8" is rounded down to 5.75"
> 6-3/8" is rounded down to 6.25"

c. Multiply the Length x Width x Height to calculate the parcel's volume. For example:

> 6" x 5.75" x 6.25" = 215.625 cubic inches.

Note: If the result is greater than 1,728 cubic inches, Dimensional-Weight Pricing is used.

d. Divide the parcel's volume by 1,728 to calculate the volume in cubic feet (ft³). For example:

> 215.625 ÷ 1,728 = 0.125 ft³

This package is calculated at Tier 2.

See below for corresponding price tiers:

Table 1.6.4.1-e Cubic Volume Pricing Tiers

Calculated Volume	Tier
≤ .10 ft³	1
> .10 ft³ and ≤ .20 ft³	2
> .20 ft³ and ≤ .30 ft³	3
> .30 ft³ and ≤ .40 ft³	4
> .40 ft³ and ≤ .50 ft³	5
> .50 ft³ and ≤ .60 ft³	6
> .60 ft³ and ≤ .70 ft³	7
> .70 ft³ and ≤ .80 ft³	8
> .80 ft³ and ≤ .90 ft³	9
> .90 ft³ and ≤ 1.0 ft³	10

Rounding Up

Increase by 1 the last digit to be kept if there are any digits to its right. For example, when rounding up to two decimal places, 3.3701 and 3.3790 both yield 3.38.

f. *Dimensional-Weight (DIM) Pricing*

Priority Mail, Priority Mail Express, USPS Ground Advantage, and Parcel Select parcels exceeding 1,728 cubic inches are priced on actual weight or dimensional weight, whichever is greater.

The parcel's shape is used to determine its dimensional weight, which is then compared with the actual weight.

If the parcel is rectangular, its volume in cubic inches is divided by 166 and rounded up to the next whole number.

If the parcel is nonrectangular, its volume in cubic inches is multiplied by an adjustment factor of 0.785. If this result exceeds 1,728 cubic inches, that result is divided by 166 and rounded up to the next whole number.

For parcels subject to dimensional-weight pricing, the appropriate rate indicator must be used in the Detail Record 1 Rate Indicator field. Packages claiming dimensional pricing must also include the package measurements in the Detail Record 1: Length, Width, Height, and Dimensional Weight fields.

> Note: Parcel Select parcels that exceed the Dimensional Weight of 25 pounds are categorized as nonmachinable.

DIM pricing does not apply to Priority Mail Open and Distribute (PMOD) or Priority Mail Express Open and Distribute (EMOD) parcels. See Appendix R: Dimensional (DIM Weight) Scenarios for example on how DIM Weight is applied.

> Note: The rectangular divisor of 166, the nonrectangular factor of 0.785, and the cubic volume threshold constant of 1,728 must be configurable.

g. **Manifest Pound Weight**

In the electronic manifest, all parcel weights are expressed in decimal pounds rounded off to four decimal places. For computing eVS parcel weights, each parcel is weighed individually and not in bulk, regardless of the class of mail. The Shipping Services File includes pounds, ounces, and kilograms as units of measurement. The eVS system only uses pounds, so do not use ounces or kilograms.

h. *Single-Piece-Price Weight Calculation*

Single-Piece price weights are grouped as follows:

Rounding Off

Increase by 1 the last digit to be kept if the last digit to its right is 5 or greater. If the last digit to its right is 4 or less, the last digit doesn't change.

- Weight for Priority Mail, Priority Mail Express, Priority Mail Open and Distribute, Media Mail, and Library Mail is rounded off to two decimal places.

  The price is charged per pound; any fraction of a pound is considered a whole pound. So, if a parcel weighs 4.0051 lb., eVS first rounds off the weight to 4.01, then calculates the postage for a 5 lb. parcel.

  However, if a parcel weighs 4.0041 lb., that rounds off to 4.00 lb. and eVS calculates postage for a 4 lb. parcel.

  Weight for Priority Mail and Priority Mail Express not prepared in a flat-rate box or a flat-rate envelope is rounded up to the nearest pound.

- Weight for USPS Ground Advantage under 1 lb. and Parcel Select under 1 lb. is rounded up to the nearest 4-ounce increment (4, 8, 12, or 15.999). The minimum postage rate per piece is the 4 oz. (0.25 lb.) rate.

  Weight for USPS Ground Advantage and Parcel Select parcels weighing 1 – 70 pounds is rounded off to four decimals, and the price is charged per pound; any fraction of a pound is considered a whole pound. So, if a parcel weighs 4.00005 lb., eVS first rounds off the weight to 4.0001, then calculates the postage for a 5 lb. parcel.

However, if a parcel weighs 4.00001 lb., that rounds off to 4.0000 lb. and eVS calculates postage for a 4 lb. parcel.

- Regular and Nonprofit Marketing Mail Marketing Parcels and Nonprofit Marketing Mail parcels weighing 3.3 oz. (0.2063 lb.) or less use a single-piece price that is the same regardless of the parcel weight, up to and including 3.3 ounces. For example, a Nonprofit Marketing Mail parcel weighing 2 oz. (0.125 lb.) is charged the same amount as a Nonprofit Marketing Mail parcel weighing 3.3 oz. (0.2603 lb.).

- Nonpresorted Bound Printed Matter is charged per half-pound from 1 through 5 pounds, and per pound from more than 5 through 15 pounds. For pieces weighing 5 pounds or under, any fraction of a half-pound is considered a whole half-pound. For pieces weighing more than 5 but not more than 15 pounds, any fraction of a pound is considered a whole pound.

  For example, if a BPM item weighs 4.325 pounds, the weight (postage) increment is 4.5 pounds; if an item weighs 6.25 pounds, the weight (postage) increment is 7 pounds. The minimum postage price per piece is the 1-pound price.

i. *Piece-Pound-Price-Weight Calculation*

Prices for USPS Marketing Mail weighing more than 3.3 oz. (0.2063 lb.) and all Presorted Bound Printed Matter require computing individual piece-pound-prices for each parcel as described below and as shown in [Appendix E](#).

- *USPS Marketing Mail*

  For USPS Marketing Mail parcels weighing more than 3.3 oz. (0.2063 lb.), multiply the weight of each parcel by the applicable pound price, then add the result to the applicable piece price to arrive at the postage amount for the individual parcel. The pound price includes any applicable destination entry discount.

- *Bound Printed Matter*

  For presorted Bound Printed Matter parcels, multiply the weight of each parcel by the applicable zoned pound price, then add the result to the applicable piece price to arrive at the postage amount for the individual parcel. The pound price includes any applicable destination entry discount. Postage for a Bound Printed Matter parcel weighing 1 lb. or less is calculated by adding the 1 lb. rate to the piece price.

j. *Destination Entry Validation*

Postage for parcels claiming non-DDU destination entry prices are validated based on the ZIP and destination rate indicator combination provided in the detail record.

- *NDC, SCF and ASF entry*

  For detail records identifying the destination entry facility as 'B' or 'S', use the Location Key to cross-reference the Mail Direction File and Address File from the FAST Drop Ship Product to determine if the provided ZIP is eligible for the claimed entry discount.

  Postage for packages failing this validation is recalculated without a destination entry discount, and additional postage due is calculated as part of the monthly adjustment.

k. *Nonstandard Fees*

- *Length Fee* is based on the length and entry point of the package. The length fee is based on parcels that are greater than 22 inches and less than 30 inches, and for parcels greater than 30 inches. Non-standard fees are identified in Notice 123.

- *Cube Fee* is charged on packages that are greater than 2 cubic feet. Fees are identified in Notice 123

- *Dimension Noncompliance Fee* is levied on packages greater than 1 cubic foot or with a length of greater than 22 inches if the customer did not provide dimensions in the SSF or provided inaccurate dimensions. Fees are identified in Notice 123.

l. *Surcharges*

Surcharges such as the nonbarcoded parcel surcharge are not included in the calculation of the postage amount in Detail Record 1. For file versions 1.6 or higher, surcharges are coded in the Detail Record 1 Surcharge Type field and the amount is reported in the Detail Record 1 Surcharge Amount field.

See Table G-8 in Appendix G for all surcharge codes.

1.6.5   Postage Computation for International Products

Postage must be computed according to the applicable standards in the International Mail Manual (IMM), including IMM-152 for computing postage. Refer to IMM for a complete list of Country Price Groups and Weight Limits. Individual Country Listings in the IMM specify the conditions for mailing to each destination county. If custom information is included in the eVS manifest, SSF version 1.7 or higher is required along with the use of integrated custom forms (Form specifications can be found on PostalPro). The elements used in eVS for the computations of postage are as follows and detailed in Appendixes A and S:

a. *Postage Amount* (Detail Record 1 Postage field)
In eVS, the determinants of the postage amount are class of mail, rate indicator, destination rate indicator, Destination Country Code, Country Price Group processing category, weight of parcel, and dimension of parcel. Refer to IMM for information on Zone Pricing to Canada. (see Publication 199)

The reported postage amount in the Detail Record 1 Postage field is validated based on the rate ingredients in the detail record. Any difference between the postage in the file and the eVS recalculated postage is displayed as a variance in *PostalOne!* The following details how postage is computed for eVS:

b. *Postage Amount in Manifest Record*
The recorded postage amount is a single amount that does not include the subtraction of discounts or the addition of surcharges, and Extra Services.

c. *Total Postage Amount for Postage Statement*
For the total postage amount for the Postal Service generation of postage statements, eVS adds up the postage amount plus any surcharges minus any discounts reported in the corresponding Detail Record 1 positions (see Publication 199).

d. *Extra Services for Postage Statement*
Total Extra Service fees are calculated separately and reported separately from the postage amount for the generation of postage statements. Detail Record 1 can accommodate up to three Extra Services for each parcel record for file version 1.7 and up to five Extra Services for each parcel record in all other file versions. (see Publication 199).

1.6.6   Appointments

After mailings are prepared, the quality assurance described in Chapter 5 is performed, and the electronic manifest file is successfully transmitted and received by PTR and eVS, the shipper can deposit mailings directly at the destination entry facility according to the appointment window made through the FAST system.

eVS shippers who drop ship mail to destination facilities other than a Destination Delivery Unit (DDU) must indicate "eVS content" in the FAST appointment and provide the associated CRID for

each eVS shipper whose mail is associated with the appointment. Each DDU must be contacted to set up an appointment for drop shipments destined to DDUs.

OPTIONAL: It is recommended that the FAST appointment confirmation number be placed in the eVS file.

Note: Appointments are not required for retail-entered ePostage mailings.

1.7   eVS Permit Imprint Indicia

1.7.1   Requirement

Each parcel included in an eVS mailing must bear the same permit imprint indicia following the standards in *DMM* 604.5.0 on use and format with these two options:

a.   *Company Permit Imprint Indicia.* A company permit imprint indicia displays the name or abbreviation of the eVS shipper's company name, with or without a permit account number. This is the required style for eVS parcel mail unless the shipper has received authorization from the Director, Commercial Product Payment & Policy, to use the permit style in 1.5.1b.

1.7.2   Company eVS Permit Imprint Indicia

The marking "eVS" (or the alternatives "EVS" or "e-VS") must appear by itself as the last line in the company eVS permit imprint indicia. As an option, "Permit No." followed by the shipper's exclusive e-VS permit account number may be included as part of the company eVS permit imprint if placed on the line below the company name and above the line containing the marking "eVS." City and state never appear in a company eVS permit imprint indicia.

PARCEL SELECT US POSTAGE PAID PEN SERVICE eVS	PRIORITY MAIL US POSTAGE PAID ABC CO eVS	PRESORTED BPM US POSTAGE PAID J&B FULFILLMENT PERMIT NO # eVS

1.7.3   Regular eVS Permit Imprint Indicia

The marking "eVS" (or alternatives "EVS" or "e-VS") must appear by itself as the last line in the regular eVS permit imprint indicia, below the city and state line. As an option, the ZIP for the eVS permit (20260) may be included if placed on the line below the permit number.

PRIORITY MAIL EXPRESS US POSTAGE PAID WASHINGTON DC PERMIT NO. ### eVS	USPS GROUND ADVANTAGE US POSTAGE PAID WASHINGTON DC PERMIT NO. ### ZIP CODE 20260 eVS	PARCEL SELECT US POSTAGE PAID WASHINGTON DC SHIPPING PRODUCTS PERMIT NO. ### ZIP CODE 20260 eVS

1.7.4   Test Indicator

The marking "eVS Test" must be in the permit imprint indicia for shippers participating in a parallel test while paying postage through a non-eVS manifest system or other means of payment.

```
PARCEL SELECT
US POSTAGE PAID
PEN SERVICE
eVS TEST
```
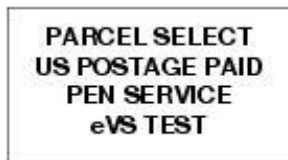
1.8 eVS Labels

Each parcel mailed under eVS must bear the appropriate eVS label with all the appropriate markings, following the standards in the *DMM*. Please refer to the USPS Parcel Labeling Guide, available on PostalPro, for further details and sample images.

2 Parcel Return Service (PRS) Basics

2.1 Overview

Traditional Parcel Return Service (PRS) is a national program that allows return parcel business with the Postal Service using electronic technology. Shippers participating in the Traditional PRS program must have a Negotiated Service Agreement. PRS shippers must, at a minimum, pick up from all Sectional Center Facilities (SCFs). This manifesting system allows parcel shippers to document and pay postage by transmitting electronic manifest files to the eVS database, which is part of the *PostalOne!* system. PRS Permit holders or their clients may distribute PRS labels to their consumers to make it easy to return merchandise. Return labels may be distributed with the product or printed online. Consumers may return PRS parcels by giving the parcels to Postal Service personnel. PRS parcels are picked up by consolidators or shippers at Return Delivery Units (RDU) or Return Processing Facilities (RPF – formerly RSCF: see note). PRS shippers are notified when parcels are available for pick up at RDU postal facilities and pick up as scheduled from RPF postal facilities.

> Note: RSCF has been redesignated as RPF for USPS Ship. However, eVS will continue to use the RSCF designation. eVS converts RPF to RCSF for pricing and reporting.

PRS reflects the existing manifest mailing process, with three distinct differences:

a. *Sampling*
PRS primarily uses destination sampling for RPF parcels to capture sampling data used to monitor postage and preparation accuracy. PRS sampling may also be conducted at the shipper's facility after parcels have been picked up from postal facilities. For PRS customers who do not have sampling conducted at their facilities, any applicable adjustments are based on the data collected at RPF facilities.

b. *Monthly Data Reconciliation*
PRS sampling data is reconciled against all the shipper's manifests received during a calendar month rather than against each individual mailing. For PRS, all packages manifested during a calendar month are treated as a "single mailing" for reconciliation.

c. *Corporate Account*
Regardless of the number of pickup locations, there is only one PRS account per shipper.

The traditional PRS program is being built into the new USPS Ship platform. USPS reserves the right to determine when PRS customers must migrate to USPS Ship. USPS will work through the migration process with the PRS shippers.

2.2 Shipper Benefits

2.2.1 Shipper Pickup

PRS mail pickup may occur at RPF or Return Delivery RDU facilities.

a. *RDU Pickup*

PRS agents are notified when packages are available for pick up at RDU facilities. These packages must be picked up by the agent according to the times and frequency identified in their mailing authorization. If these packages are not picked up in a timely manner, they will back flow to the RPF for pick up.

The required pickup window for PRS is as defined in the *DMM* and as follows:

Facility Type	Pickup Every
RDU	48-hours
RPF	24-hours

b. *RPF Pickup*

PRS agents must pick up parcels from RPF facilities according to the times and frequency identified in their mailing authorization.

2.2.2 Elimination of Paperwork

PRS significantly reduces paperwork. Hard-copy manifests, postage due summaries for PRS and adjustment worksheets are all replaced with electronic documentation. Electronic files from PRS customers are used to calculate postage which is electronically deducted from the shipper's *PostalOne!* postage payment account.

2.2.3 Online Mailing Data

A PRS shipper can continuously review the reports that include manifest files, postage due summaries, and results of postage samplings online through the Business Customer Gateway where shippers can manage their mailing activity. This data helps the shipper t monitor the quality of mail and, when necessary, take preventive measures to ensure that discrepancies and possible postage adjustments do not occur or are eliminated promptly.

2.3 PRS Participation

2.3.1 Introduction

PRS provides the benefits of work sharing to returned parcels; by allowing PRS shippers to pick up parcels from postal facilities and submit manifest files for those parcels after pick-up. PRS prices are based on the postal facilities where mail is picked up. Companies who wish to participate must work with a USPS Sales Representative to enter into a Negotiated Service Agreement. The PRS Participant Checklist is included in Section 2.3.7 for use by customers who are interested in using PRS for postage payment. The *DMM* explains PRS and the requirements to participate.

2.3.2 Step 1: Register for PRS Participation

To register for participation in PRS, the applicant must do the following:

a. ***Business Customer Gateway Account***
Access the Business Customer Gateway at https://gateway.usps.com/bcg/login.htm to create a user account. If a user account already exists, establish a PRS profile.

b. ***Gather necessary information***
Corporate site address, mailing site address, contact information, banking information for payment.

c. ***Business Location***
Ensure the corporate business location for the PRS mailing is accurately identified in the

Business Customer Gateway or establish a new location as needed. The shipper's company name as entered in the Business Location is used to identify the shipper's PRS account throughout USPS systems.

d. ***PostalOne! Access***

Log-in to add *PostalOne!* access from the "Request Access" link by selecting "Audit Mailing Activity" under the "Track & Report" heading. The first user requesting access for a business location is prompted to assume the Business Service Administrator (BSA) role.

e. ***PRS Profile***

Log-in to add PRS to current profile from the "Request Access" link by selecting "Manage Electronic Return Activity (PRS)" under the "Shipping Services" heading. The first user requesting PRS for a business location is prompted to assume the Business Service Administrator (BSA) role for PRS.

f. ***Business Service Administrator***

Approve access for multiple representatives that need access to PRS. After the PRS account is established, the user can view the PRS Monthly Account and Sampling Summary and related reports via the "Manage Electronic Return Activity (PRS)" link in the Business Customer Gateway.

g. ***Verification Assessment Evaluator (VAE)***

This role allows a user to submit a Refund Request for Unused Label, or Other Refund Request, or Joint Review Request. The Business Service Administrator (BSA) may assign the VAE role in the Business Customer Gateway.

h. ***Test Environment for Mailers (TEM) Profile***

Log-in to add the Test Environment for Mailers access to the current profile by selecting "Electronic Data Exchange (*PostalOne!*)" under the "Mail & Transport" heading. After the PRS TEM profile is created, the shipper can view postage due statements, manifest errors, and reports generated from submitted test files.

2.3.3 Step 2: PRS Shipper Account Numbers

To participate in PRS, an applicant must establish a new Permit Imprint (PI) account, use an existing or establish a new postage payment account, and obtain a Master Mailer Identification (MID) number:

a. ***Parcel Return Service Account***

The PRS applicant must establish a Permit Imprint account number for PRS. To apply for the new Permit Imprint account number, the applicant can use Online Enrollment or PS Form 3615, *Mailing Permit Application and Customer Profile*. PRS shippers may use the existing eVS permit number assigned to them or use a unique merchandise return service permit number. The master permit account number is used for any adjustments to the PRS account. The following requirements apply to an PRS permit account:

(1) ***Abbreviations or Aliases***

The PRS business reply label must display the name, abbreviation, or alias reported to the Postal Service for the merchandise return service permit account. The same name is required to appear in the legend on the mailing label. If applying for the new permit, the shipper must include company aliases and abbreviations to be used as alternative names in the permit imprint indicia. For example, Acme Enterprise Solutions may prefer to display "AES" in the permit imprint indicia rather than "Acme Enterprise Solutions."

(2) ***File Transmissions***

The permit imprint account number and the corresponding 5-digit ZIP Code™ of the Post Office of Account must appear in the Detail Record of all PRS manifest files.

(3) ***Enterprise Payment System (EPS) Postage Payment Link***

The permit imprint account number must be linked to the shipper's postage payment debit account — an Enterprise Payment System (EPS) debit account as described in

the eVS Participant Checklist — for automatic payment each time a postage statement is generated from the successful eVS processing of manifest file records. Existing OMAS customers are also eligible to use eVS. Shippers desiring to use an EPS Trust account must have prior approval from the Manager, Product Preparation & Payment prior to setting up as a trust.

(4) ***Exclusive eVS/PRS Use***
The permit account registered for PRS must be used for all eVS/PRS mailings. This restriction ensures that eVS/PRS financial transactions remain separate from non-eVS/PRS financial transactions related to the same EPS. This separation by permit account can assist the PRS shipper in reconciling financial transactions. The exclusive eVS/PRS permit account may appear as part of the permit imprint indicia as specified and illustrated in the USPS Parcel Labeling Guide.

(5) ***Annual Permit and Account Maintenance Fees***
PRS has no annual Permit and Account Maintenance fees.

b. ***Postage Payment Account***
The shipper must have or establish a *PostalOne!* postage payment debit account. This account is used for automatic funds withdrawal each time a postage due summary is generated from the eVS/PRS shipper's transmitted manifest files. The permit account number registered in eVS/PRS is linked to the postage payment account (EPS account) in *PostalOne!* to handle the funds withdrawal.

There must be sufficient funds available to cover daily return activity and adjustments; if debit limits are set for the bank account, it is the shipper's responsibility to monitor the debit activity as appropriate. The bank account is debited for the total day's postage on the next bank business day.

The postage payment transaction is recorded and can be viewed in the eVS/PRS shipper's EPS account. The PRS transaction ID associated with a postage statement also appears in the EPS account.

Shippers should become familiar with the rules of EPS regarding insufficient funds and debit bounces. Multiple occurrences of sufficient funds and/or debit bounces can result in suspension of the account (see EPS User Guide).

The postage payment transaction is recorded and can be viewed in the EPS Transaction History Report.

All eVS/PRS shippers must use EPS.

c. ***Mailer Identification (MID) Numbers***
The PRS applicant must have or obtain a unique master MID from the Postal Service for all manifest file transmissions and obtain additional MIDs for parcel records in the manifest files. The master MID identifies the applicant in PRS, *PostalOne!,* and sampling databases. Additional MIDs can be used to designate the applicant's mail facilities, distribution centers, or divisions within the company. Shippers shipping on behalf of one or more clients must request a unique MID for each client to designate package ownership. The PRS applicant must request MIDs through the Business Customer Gateway by navigating to the "Mailer ID" service under "Mailing Services" and then selecting "Request MID." A PRS MID may not be used for non-PRS mail. The following requirements apply to PRS MID:

(1) *Use of MIDs.* The following rules apply to the use of MIDs.

(1) 9-digit MIDs that have been assigned by the Postal Service for use in PRS and begin with "9" are conforming MIDs that may be used in PRS. 9-digit MIDs that begin with other than "9" are designated as nonconforming MIDs and must be migrated to a conforming MID.

(2) 6-digit MIDs may be requested by customers if the volume of parcels to be mailed will cause package identification codes (PICs) on parcels to repeat within a 6-month period.

(2) *File Transmission*
A master MID registered to a shipper for PRS must be used in the Electronic File Number (see Publication 199) in the Header Record of every PRS manifest file transmitted by the shipper. No other MID may be used for PRS manifest files transmitted by that shipper.

(3) *Package Identification Code.*
Please note for the purposes of this document, alternative terms "Tracking Number" and "Intelligent Mail Package Barcode" or "IMpb" may be used interchangeably to refer to the unique numeric barcoded label identifying a single package.

MIDs used in the Package Identification Code (PIC) (see Publication 199) in the manifest file Detail Records and the associated parcel barcodes printed on the mailing labels must meet the following requirements:

(1) *PRS Master MID.* A PRS master MID is registered and certified only for PRS file transmissions and not for any other service. This MID may also be used as a parcel MID in the PICs in the manifest file Detail Records and the associated parcel barcodes printed on the mailing labels. This MID may not be used for non-PRS mail.

(2) *Parcel MIDs.* PRS applicants and current PRS shippers can request additional parcel MIDs for PICs to identify shipper processing facilities, distribution centers, shipper divisions within a company, and/or shipper clients. Parcel MIDs certified only for PRS and identified in the database as "labels only" MIDs, may not be used for non-PRS mail. MIDs not certified for PRS but certified for other services such as USPS Tracking may not be used for PRS mail. This requirement helps shippers and the Postal Service identify all mail handled under PRS.

2.3.4 Step 3: Shipper Information and Computer Access

After establishing the necessary accounts, the applicant must complete the following:

a. *Computer Access and PRS Profile*
Customers must sign-up on the Business Customer Gateway at https://gateway.usps.com/bcg/login.htm or log-in to create a PRS profile under "manage electronic return activity (PRS)". If your company has multiple representatives that need access to PRS, the business service administrator (BSA) for your company must authorize access for these additional representatives. After the PRS account is established, the shipper can view the PRS Monthly Account and Sampling Summary and related reports.

b. *Computer Access and File Transfer*
Complete and submit PS Form 1357-S, *(Customer) Request for Computer Access,* to set up the file transfer mechanism with the Postal Service. Access is via a logon ID and password, unique to each PRS shipper, provided by the Postal Service. PS Form 1357-S is not required if the applicant plans to use Electronic Data Interchange (EDI) or Parcel Data Exchange (PDX). An applicant interested in EDI or PDX should contact Shipping Services Support for information.

c. *Online Enrollment*
Complete the Shipping Services Profile. This application collects shipper information necessary to establish a PRS customer profile in the Program Registration database. The following elements are critical:

(1) *Master Mailer ID*
The creation of the shipper's PRS profile in *PostalOne!* cannot be completed without this number. A master MID must be indicated on the PRS application after it is obtained via Online Enrollment.

(2) *File Testing Mechanism*
File testing cannot occur until the shipper has received a logon ID and password. The

certification profile in Program Registration is used to preset the PRS certification status to pending for testing files and label barcodes. Test files are transmitted to the Product Tracking and Reporting system (PTR) TEM server for file processing. Submitted test files are then posted to the shipper's PRS TEM account and evaluated by the Shipping Services Support at the National Customer Support Center (NCSC).

(a) *Unregistered MID*
A PRS manifest file Header Record containing a master MID not registered in Program Registration cannot be processed for PRS by PTR and causes the file to fail.

(b) *Registered MID in Pending Status*
A PRS manifest file Header Record containing a master MID registered in Program Registration in a pending status is processed in *PostalOne!* TEM. A pending status in Program Registration indicates that required file testing and certification have not taken place or have not been successful.

(c) *Registered MID in Certified Status*
A PRS manifest file Header Record containing a master MID registered in Program Registration and having a certified status is processed through eVS production for postage payment.

d. *PRS Manifest Application*
Applicants must submit a letter of request containing the following information to the Director, Commercial Product Payment & Policy, eVS at 475 L'Enfant Plaza SW RM 3676, Washington DC 20260-3676:

(1) Company name and address

(2) An individual's contact name, telephone number, fax number, and email address

(3) Price category or categories to be used and the proposed retrieval locations (Delivery Units and Sectional Center Facilities)

(4) A description of the electronic returns manifesting system to be used to document returns listed by location and price eligibility.

2.3.5   Step 4: Certification and Quality Control

After completing the applications and all required forms, the applicant must complete the following:

a. *Software*
Develop or obtain software that can create PRS electronic files and barcode specifications for producing accurate PRS manifests and barcodes.

b. *File and Label Certification*
PRS file and label certification consists of two related but independent testing processes:

(1) *PRS Shipping Services Certification*
The PRS Shipping Services Certification process checks the format of PRS electronic files and barcode labels. If the applicant has been previously certified to transmit Shipping Services manifests for USPS Tracking and to generate the corresponding GS1-128 symbology barcoded labels, minimal changes are required to meet PRS file and label format specifications. The PRS applicant is required to generate PRS files using the format and coding in Publication 199 and Appendix G, and to transmit them through the transmission account established using PS Form 1357-S. The PRS applicant is required to submit PRS barcode labels corresponding to the Package Identification Codes in the manifest files.

(2) PRS File and Label Evaluation. The PRS evaluation process checks price calculations, pickup facility and return address ZIP Codes, and the application of zones for zone-priced mail, as well as individual coding and coding configurations as specified in Publication 199 and Appendix G. Label content is also checked to ensure that the

legend, shipper identification information and other markings meet the standards in the DMM.

c.   Quality Assurance
Develop and administer effective quality assurance procedures to ensure the integrity and accuracy of the shipper's returns processing, postage payment, and file transmissions as described in Chapter 5.

2.3.6   Step 5: Service Authorization

After meeting all requirements to participate in PRS, the PRS shipper is provided an authorization to mail through PRS. The authorization contains the terms and conditions for picking-up mail and manifesting PRS parcels to the Postal Service.

2.3.7   PRS Participant Checklist

Requirements	Comments	☑

1. Contact the eVS / PRS Support Team and Register on the Business Customer Gateway	▪ If not working with HQ Operation Integration Specialist, call 877-264-9693 option 2 and request an eVS / PRS Support Team member to serve as your guide through the registration and certification process.
	▪ Register on the Business Customer Gateway at: **https://gateway.usps.com**
	  o Click "Register for Free" to create a new user account and company profile
	  o Select "Online Enrollment" under Shipping Services
	  o Select "Electronic Verification System (eVS)" from the Program list
	  o Select "Mail Owner" or "Mail Service Provider" from the Shipper Type list
	  o Click "Continue" to complete your PRS enrollment request
	    Your Profile and Certification Questionnaire are displayed with a standard PRS account profile. Click "Edit Profile" and/or "Edit Questionnaire" to modify answers as appropriate.
		☐

2. Open a unique PRS permit and complete PS Form 1357-S, *(Customer) Request for Computer Access*	▪ Please contact the eVS help team at eVS@usps.gov for the appropriate forms.
	▪ Complete PS Form 1357-S, *(Customer) Request for Computer Access,* if required, to set up the Product Tracking and Reporting System account
	▪ Complete PS Form 3615, *Mailing Permit Application and Customer Profile*, (annotate PRS on bottom left of the form) to open a permit for PRS use only
	▪ Mail PS Form 1357S and 3615 to:
	
	  EVS / PRS SUPPORT TEAM
	  NATIONAL CUSTOMER SUPPORT CENTER (NCSC)
	  225 N HUMPHREYS BLVD. STE 501
	  MEMPHIS TN 38188-1001
	
	  or by fax to: 901-821-6244
	  or by email at: eVS@usps.gov
	
	▪ Link the permit to the PRS company profile in the Business Customer Gateway
	  Note: This logon allows you to transmit electronic manifest files and access extract files for parcels with any of your PRS MIDs
	  Note: Separate PTR logon ID required for PRS extract retrieval by MID. If there are numerous additional logons needed, please contact the NCSC for assistance.
		☐

3. Configure Postage Payment	▪ Complete EPS (Enterprise Payment System)enrollment process. Instructions can be found on the EPS Migration Fact Sheet found on PostalPro (Enterprise Payment System Account Creation Fact Sheet	PostalPro (usps.com) ▪ For assistance with setting up an EPS account contact the MSSC at 1-877-672-0007 or MSSC@usps.gov	☐

4. **Submit PRS letter to eVS@usps.gov**	Letter must contain all required information as stated in *DMM*	☐
Note: Shippers may not submit test files for certification if they have not completed registration in the Business Customer Gateway and successfully linked their PRS permit to their PRS profile.		
5. **Certify Labels**	▪ Submit sample labels for certification with PS Form 5052, *Printer Certification Submission*. Please contact the eVS help team at eVS@usps.gov for the appropriate forms.	☐
6. **Transmit test file(s) to PRS *PostalOne!***	▪ This process tests your communication process and file content for compliance with PRS *PostalOne!* Your file must be able to support all possible price ingredients for PRS packages. ▪ Review Publication 199 to ensure your systems meet the business and technical requirements	☐
7. **Receive PRS authorization to mail**	▪ NCSC sends email notification after certification and transmission configuration is successful.	☐

2.3.8   Mis-sorted Packages

PRS participants must return all mis-sorted packages within 24 hours of pickup, to the originating facility from which the packages were picked up. If assistance is needed in returning the mis-sorted packages please contact your Business Service Network (BSN).

2.3.9   FAST Appointment

PRS participants must schedule a FAST appointment to pick up PRS packages. The pickup can be made in conjunction with the drop off appointment.

2.4   Use of PRS

2.4.1   Mailing Standards

The principal mailing standards for PRS are in the *DMM*. The following standards also apply to PRS:

a.   Only parcels as defined in the *DMM* may be returned using PRS.

b.   Postage may only be paid through eVS/PRS accounts for PRS mailings. Postage stamps, pre-canceled stamps, and metered postage may not be used.

c.   PRS shippers must set up appointments and pick up at postal facilities according to their service agreement.

d.   PRS shippers must transmit an electronic manifest file to eVS within 72 hours from the time of pickup at the RPF or RDU. There must be separate manifest files for each level (RPF or RDU).

e.   PRS shippers must retrieve parcels from designated RSCFs or RDUs on a regular schedule as required in the *DMM*. From all listed RSCFs, at a minimum of every 24 hours, excluding Saturdays, Sundays, and USPS holidays, unless otherwise authorized. From RDUs, at a minimum of 48 hours, excluding Saturdays, Sundays, and USPS holidays, unless otherwise authorized All mail must meet the classification and content eligibility requirements in the *DMM*.

f.   Packages shipped from "offshore locations" (outside of the contiguous 48 states as defined in the *DMM*) are available for pick up at designated offshore RSCFs. For this purpose, "offshore locations" are defined as Alaska, Hawaii, Puerto Rico, or any U.S. Territory or possession defined in *DMM* 608.2. At the shipper's request, USPS may transport offshore packages to an RPF in the Continental US for shipper pick-up. Those packages are subject to USPS Ground Advantage prices. Use instructions provided in 8.a to calculate proper

zone. If the manifest system cannot properly rate these items, shipper is not authorized to distribute PRS labels to these locations.

2.4.2 Postage Computation

Postage must be computed according to the applicable standards in the *DMM* for computing postage. The elements used in PRS for the computation of postage are as follows and detailed in Publication 199:

a. *Postage Amount*
In PRS, the determinants of the postage amount shown in Detail Record 1 Postage field (see Publication 199) are mail class/product, rate indicator, destination rate indicator, zone, processing category, and postal routing barcode, and weight of parcel. Each of these determinants is recorded in a separate field in Detail Record 1.

The Detail Record 1 Postage field is validated based on the rate ingredients in the detail record. Any difference between the postage in the file and the eVS recalculated postage is displayed as a variance in *PostalOne!* The following details how postage is computed for PRS:

(1) *Postage Amount in Manifest Record*
The recorded postage amount in the Detail Record 1 Postage field is the actual postage amount for the PRS parcel. PRS does not allow for any Extra Services.

(2) *Oversized Price.*
Parcel Select parcels up to 70 pounds measuring more than 108 inches and up to 130 inches in combined length and girth are charged the applicable oversized price. The oversized price is used for the postage amount, but the actual weight of the parcel must be shown in the electronic manifest file. The appropriate rate indicator code in the Detail Record 1 Rate Indicator field must be used to represent the oversized price.

b. *Pound Weight*
All parcel weights are expressed in decimal pounds rounded off to four decimal places. For computing PRS parcel weights, each parcel is weighed individually and not in bulk.

c. *Single-Piece-Price Weight Calculation*
Single-Piece price weights are grouped as follows:

- Prices for Priority Mail and Parcel Select always use weight rounded-up for single-piece price calculation. For example, the Parcel Select price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. If an item weighs 4.0051 pounds, the weight (postage) increment is 5 pounds.

- For Parcel Select, the minimum postage price per piece is the 1-pound rate.

- For Priority Mail not prepared in a flat-rate box or a flat-rate envelope, the minimum postage price per piece is the 1-pound price.

d. *Return Facility and Pickup Facility Identification*
The 5-digit ZIP Code of the RPF or RDU postal facility where the mail is picked up must be provided in the Header Record Entry Facility ZIP Code field. The origin 5-digit ZIP Code for an individual PRS package must also be provided in the Detail Record 1 Destination ZIP Code field.

2.5 PRS Labels

Each parcel mailed under PRS must bear the appropriate PRS label with all the appropriate markings, following the standards in the *DMM*. Please refer to the USPS Parcel Labeling Guide for further details and sample images.

2.6   PRS Refund Requests

As applicable to refund requests in section 4.3.15, all refund requests must be submitted using the refund workflows in eVS within 60 days from the date of mailing with appropriate documentation; otherwise, no refund request is considered except in extenuating circumstances. Furthermore, the shipper must clearly explain the reason(s) for the discrepancy and what corrective action has been taken by the shipper to prevent recurrence in the future. For "Other Refund Requests", all applicable documentation must be provided at the time of the request. All written refund requests must contain the following:

- Date the system or procedural failure occurred

- The number of pieces affected

- Package Identification Code (PIC) affected

- The amount of overpayment of postage

- Shipper's tax identification number (TIN) or complete W9 form

If applicable, the following information may be needed to support the refund request:

- Any Electronic File Number (EFN) affected

- Any other pertinent information to support the request

3   Electronic Files and Manifests

3.1   eVS File and Manifest Structure

3.1.1   eVS Process

eVS requires the creation of an electronic file containing specific data records organized into manifests. Each manifest within the file corresponds to a data record for each destination entry facility or each origin entry Post Office, with data records for the parcels grouped under the data record for the entry facility or entry Post Office.

eVS shippers transmit electronic files to the Postal Service Product Tracking and Reporting system (PTR), which is also used for Shipping Services. Business rule validations and record filtering occur in PTR. Successfully accepted records are forwarded to the eVS database. Records with errors in eVS appear in the manifest error report.

The successfully accepted records are used by eVS to generate electronic postage statements for automatic debiting of the shipper's postage payment account. eVS cannot process and charge postage on any files transmitted with a set of mixing file format versions in the same file transmission.

The file transmission process for USPS Ship does not differ from the process to submit an eVS file.

3.1.2   File Format and Layout

eVS and Shipping Services use a similar file format. Certain fields not required for Shipping Services are *mandatory* for eVS. These fields must be populated for postage payment and verification purposes.

If the shipper chooses *not* to populate the full layout, the shipper must include the optional fields, shaded in gray and noted by position number in the heading. These fields must be filled using the

default values indicated in the "Content Rules and Limitations" column in Publication 199. Record lengths must not vary. They must be the exact length shown in the record formats.

Publication 199 contains the eVS file layout for file version 1.6 or higher including all required fields. The higher file versions, 1.7 or 2.0, offers the greatest amount of flexibility features to shippers particularly with custom forms, extra services and IMpb compliance. The use of newer version enhances positioning in marketplace. Different file versions cannot be combined in the same file transmission.

3.1.3 File, Manifest, and Records

The eVS electronic manifest file version 1.6 or higher consist different type of records: the Header Record (identified as H1), Detail Record 1 (identified as D1), Detail Record 2 (identified as D2), Detail Record 3 (identified as D3) and Detail Record 4 (identified as D4) for file version 1.7 or higher. The following definitions standardize terminology in this technical guide:

Record   A record consists of a specific number of bytes representing data either about a specific entry facility (Header Record) or a specific parcel (Detail Record 1).

Manifest   A manifest consists of one Header Record and one or more Detail Records 1. A manifest may never contain more than one Header Record.

File   An electronic file, at a minimum, must contain at least one manifest. Most files generally consist of many manifests identified by unique Header Records.

3.1.4 Header Record

The Header Record in file versions 1.6 or higher, which is 130 bytes long, contains general information about the shipper and specific information about the mailing, such as date and time of mailing and place of deposit for destination rate entry parcels or place of mailing for origin entry parcels. The Header Record contains the transaction ID and shipper's master MID.

Each Header Record in the electronic manifest is identified by an Electronic File Number (EFN) that must remain unique for a 120-day period from first use. All Header Records must contain Service Type Code (STC) "750" for file versions 1.6 or higher. For eVS mailings, the Header Record must display the value '1' in the "Electronic File Type" field for file versions 1.6 or higher. Publication 199 contains complete information about all required Header Record fields and their content.

The Header Record also shows the total number of records in the manifest, which consists of one Header Record and all Detail Records under the Header Record. Each parcel is represented by an individual Detail Record 1 under the Header Record.

3.1.5 Detail Record 1

Each Detail Record 1 in file versions 1.6 or higher, which is 500 bytes long, contains information about an individual parcel under the Header Record in the electronic manifest. Information about the parcel includes permit and post office of account for payment, mail class, destination ZIP Code, postage amount, weight, processing category, rate and destination rate indicators, zone, postal routing barcode, Extra Services such as USPS Tracking, and any discount or surcharge.

The recipient's name and address information are required in the Shipping Services File version 1.7 or 2.0 Detail Record 1 for accountable Extra Services parcels and mailpieces in the mailing (for example, Insured and Collect on Delivery). Customers must populate the recipient's name and delivery address in Detail Record 1 in file versions 1.7 or 2.0 for parcels or mail pieces with accountable Extra Services. This information is accepted for eVS mail but not visible on the eVS *PostalOne!* site.

3.1.6 Detail Record 2

Detail Record 2 in Shipping Services File version 1.6 or higher, which is 500 bytes long, contains recipient name and address information as well as fields for email and SMS address for the recipient and sender. The recipient's name and address information are required for accountable Extra Services pieces in the mailing (for example, Insured). Detail Record 2 in file version 1.6 or higher, must be populated with the recipient's name and address information for packages with accountable Extra Services. This information is accepted for eVS mail but not visible on the eVS *PostalOne!* site.

3.1.7 Detail Record 3

Detail Record 3 in Shipping Services File version 1.7 or higher contains international customs information including sender and recipient names and address as well as description of package. This record is only to be used for mailing international parcels mailings.

3.1.8 Detail Record 4

Detail Record 4 in Shipping Services File version 1.7 or higher contains International Customs information as well as package's content description. This record is only to be used for mailing international parcels. More than one Detail Record 4 may exist per mail piece (D1) record.

3.2 Post Office of Account and Post Office of Mailing

3.2.1 Description

All eVS shipper accounts must be enrolled under the Post Office of Account ZIP 20260 (Washington DC).

3.2.2 Post Office of Mailing (Entry Facility Zip Code)

The 5-digit ZIP Code of the postal facility where the mail is tendered is required in the Entry Facility Zip Code field of the Header Record.

3.2.3 Mailings with Accountable Mail

For mailings with Insurance, shippers must use Shipping Services version 1.6 or higher to provide recipient name and address information electronically to meet requirements for accountable Extra Services mail.

3.2.4 Verification Function

To facilitate sampling (when needed) at destination entry facilities (except DDUs), information from FAST is used to populate reports for eVS that show where mail is deposited.

The Post Office of Mailing does not collect or request postage statements, manifests, or PS Form 8125 related to eVS mailings, unless under parallel testing. The Post Offices of Mailing generally do not perform onsite verification or sampling of destination entry eVS mailings; unless established at start up. However, they generally do perform origin entry verification at either the shipper's facility or the Post Office of Mailing.

3.3 File Format and Transmission

3.3.1 File Format

eVS shippers must format their files in one of the following ways:

> ***Flat file***   Flat file format details are found in Publication 199.

Electronic Data Interchange (EDI)
>Shippers wishing to use EDI with the Postal Service must be established as an EDI trading partner.

3.3.2 Transmission Methods

eVS shippers must transmit their eVS electronic manifests to the Postal Service Product Tracking and Reporting system (PTR) using one of the following communication protocols:

Package Data Exchange (PDX):
>A free API or browser interface is available through the BCG. New shippers are set to PDX upon enrollment.

AS2: S/MIME over HTTP(S):
>This option requires that the Business Partner also use an EDIINT/AS2 capable software product. There are more than 20 interoperable EDIINT certified software products currently available; for further information contact the DTS help desk at 919-501-9850 or BDM-DTS-EDI@usps.gov.

SFTP/PGP:
>Allows direct transmissions of files to the Postal Service and for delivery of files to business partner SFTP servers. Business Partners who do not have an SFTP server may use SFTP to PUT/deposit and GET/pickup files.

3.3.3 Duplicate Records

For 120 days from the date of manifest, Shippers must not repeat (duplicate) Electronic File Numbers (EFNs) used in Header Records or Package Identification Codes (PICs) used in Detail Records 1. Duplicate records compromise the usability of tracking information and the integrity of eVS file and payment reconciliation, creating additional work and expense for the shipper and the Postal Service.

Duplicate records accidentally created and transmitted to eVS are handled as follows:

a. ***Header Records***
Duplicate Header Records with the associated Detail Records 1 that are successfully processed by PTR are forwarded to eVS. For Duplicate EFNs, eVS processes any unique PICs which have not been previously manifested within the past 120 days.

b. ***Detail Records 1***
Duplicate Detail Records 1 processed by PTR, whether duplicated within the same file, same manifest or previously manifested within the past 120 days, are forwarded to eVS. eVS processes the duplicate Detail Records 1 and charges for these duplicates as part of the normal automatic postage debiting process.

3.3.4 File Retransmission for File Versions 1.6 or higher

Files may be rejected during processing for the following reasons:

- **EDI** may reject a file if the control number is duplicated within the last 60 days

- **PTR or eVS** may reject a file if there is an error in the header record (see Publication 199)

- **eVS** may reject a file if the EFN has been duplicated within 120 days of a previous manifest date and contains non-unique PIC(s). Rejected records should appear in the manifest errors report.

a. Follow this process to correct and transmit rejected files:

>**(1) Rejected by EDI:**
>>**a.** Make sure that the control number is not duplicated within a 60-day period and resubmit the file.

(2) *Rejected by PTR:*

a. Make sure that the date of mailing is within the last 30 days and the same file can be retransmitted.

b. If resubmitting files during the reconciliation period, use the last day of the previous month for the date of mailing within the manifest file.

c. If entire file was not rejected, do not resubmit entire file, because eVS will charge postage for all parcels in the file.

(3) *Rejected by eVS:*

a. Make sure that the EFN is not duplicated within a 120-day period.

b. Use the same non-duplicate EFN, but make sure the file type is changed to "Corrections" (Type 4), because eVS does not accept the same EFN as a "Tracking & Postage" (Type 1) file type within a 120-day period.

b. To submit a record (PIC) that has been rejected as manifest error:

(1) *Rejected by PTR or eVS*:

a. Correct the rate ingredients that caused the error.

b. Use the same EFN, but make sure that the file type is changed to "Corrections" (Type 4) to prevent the file from being rejected as invalid.

c. Resubmit only the records that had errors.

Reminder: All unmanifested parcels, sampled parcels with missing manifests, and manifest errors must be manifested by the 10th of the subsequent month to avoid adjustments for postage.

3.3.5 Transmission Reports

Notice of electronic file transmission acceptance or rejection is displayed in the Product Tracking and Reporting system (PTR) Confirmation Error/Warning Report. A PTR Confirmation Error/Warning Report is generated by PTR for each transmitted manifest and forwarded to eVS and the shipper. The first successfully transmitted Header Record found in the PTR batch file is used to represent the manifest transaction in eVS.

Publication 199 contains more information about the file transmission process and is available on PostalPro.

3.3.6 Test Environment for Mailers (TEM)

PTR and *PostalOne!* maintain separate test environments that duplicate the current functionality of their production counterparts. During the file certification process, eVS shippers should submit manifest test files to the PTR TEM. eVS manifest files received in the PTR TEM are processed and routed to the *PostalOne!* TEM, where eVS generates postage statements and all corresponding reports.

eVS shippers are encouraged to continue their TEM use after they have begun live mailings in eVS. TEM allows shippers to validate internal software changes as needed without a formal testing schedule.

a. *To submit a test manifest via the PTR TEM:*

(1) Follow the Parcel Data Exchange (PDX) or Secure File Transfer Protocol (SFTP) access instructions provided by the NCSC.

(2) Submit test manifest files via PDX or SFTP.

For PDX:

>> **a.** Log into the BCG.
>>
>> **b.** Navigate to Shipping Services, then PDX.
>>
>> **c.** Select "Test Environment for Mailers."
>>
>> **d.** Upload the manifest.
>
> *For SFTP:*
>
> Submit manifest files to the location specified by NCSC.
>
> **(3)** Retrieve the corresponding CEW and payment extract test files via PDX or via the SFTP location specified by NCSC, depending on the method you used to submit the manifest files.

b. The eVS TEM provides the Monthly Account and Sampling Summary as well as eVS Customer Reports based on test manifests received via PTR TEM. These reports allow you to monitor the accuracy of test manifests, validate postage payment calculation, and take any necessary corrective action to improve manifest quality prior to manifest submission in the production eVS environment.

> *To access the eVS TEM:*
>
> **(1)** Log into the BCG.
>
> **(2)** Click the Electronic Data Exchange (*PostalOne!*) link under the Design & Prepare heading.
>
> **(3)** Select Mailing Reports from the "Audit Mailing Activity" menu.
>
> **(4)** *For eVS:* Click the "Electronic Verification Activity (EVS)" link.
> *For PRS:* Click the "Electronic Return Activity (PRS)" link.

3.3.7 *PostalOne!* Contingency Plan

a. eVS System Outage

If there is a system outage, hardcopy postage statements are not required, and mailings are not held from processing.

If you do not see a file in *PostalOne!*/eVS, contact the eVS help desk at 877-264-9693 or eVS@usps.gov to ensure that files have been received. Provide the helpdesk with EFNs or file names along with transmission date and time.

b. PTR System Outage

If there is a system outage that impacts the receipt and processing of the files, a non-compliance fee for manifest file requirement is not assessed.

If you do not receive a CEW report within 4 hours after file submission, verify that your systems are functioning correctly, then contact the eVS or confirmation services help desk to ensure that shipper files have been received. Provide the helpdesk with EFNs or file names along with transmission date and time.

c. eVS Shipper Outage

If you are unable to submit file(s) due to an outage at your end, a help desk ticket must be initiated. Provide details about the issue as well as any pertinent information concerning the mailing. Once your system is restored, you must submit all files within three business days. After three days, a noncompliance fee may be assessed.

4 Postage Verification and Adjustment

4.1 Online Information

4.1.1 Purpose

eVS is designed to allow the shipper and the Postal Service to monitor the receipt of electronic manifests and analyze the results of parcel sampling performed by specially trained Postal Service employees. Ongoing review of this online information is critical to pinpoint problems, find root causes, and take appropriate action to resolve problems and prevent recurrence.

> **USPS Ship Comparison:**
> USPS Ship Comparison callout boxes describe unique aspects about USPS Ship verifications as compared to eVS.

4.1.2 Information Access

Information for the current month is displayed on the eVS Monthly Account and Sampling Summary page (commonly referred to as the "landing page"). This summary report consolidates financial data from manifest files, postage statement generation, and sampling data. The eVS Monthly Account and Sampling Summary page is the first page accessed for an account and is also referred to as the landing page.

The eVS Monthly Account and Sampling Summary consists of four distinct but related sections:

a. Shipper Information.

b. Monthly Account Summary.

c. Monthly Sampling Summary.

d. Monthly Adjustment Summary.

Various links on the eVS Monthly Account and Sampling Summary provide access to other important eVS reports used for checking data flow and postage payment. Chapter 6 describes these reports generated and posted in the eVS *PostalOne!* module for the shipper and the Postal Service.

4.2 Sampling Data

4.2.1 Collection Frequency and Locations

The Postal Service captures package sampling data continuously as part of the eVS mailing and verification process. The collection of sampling data takes place at destination network distribution centers (DNDCs), destination auxiliary service facilities (DASFs), destination sectional center facilities (DSCFs), and destination delivery units (DDUs). The Postal Service may also collect sampling data at the shipper's plant or at the origin Post Office.

In 2022, the Postal Service added two sampling sources.

a. ***Postage Package Validator (PPV)***
    PPV was added to many Passive Adaptive Sorting Systems (PASS) in delivery units. These samples are combined with other samples taken at the DNDC's, DASF's, and DSCF's and used to calculate Postage Adjustment Factor (PAF).

b. *Census Data*
Weights, dimensions and zones captured by Mail Processing Equipment (MPE) in the processing facilities is used to calculate postage and compare to postage in the shipper's manifest for the applicable piece. This data is combined with other samples taken at the DNDC's, DASF's, and DSCF's and used to calculate PAF for traditional eVS shippers. These samples are charged as shortpaid for ePostage shippers.

> **USPS Ship Comparison:**
> Samples are collected via PPV at the DDU or via census data through mail processing. USPS reserves the right to add sampling sources as needed.

4.2.2 Reconciliation Period and Reports

Throughout the month, eVS continuously reconciles package sampling data against the records in the shipper's electronic manifest files received during the month. The actual reconciliation period for package sampling data includes the month itself and the first 10 days of the following month.

a. *Manifests*
eVS matches data for sampled packages against data in the manifest records transmitted during that month. For example, manifests for June mailings that are transmitted from June 1 through June 30 are used for reconciliation. Additionally, any reconciliation file for unmanifested data or manifest errors submitted through July 10 is included.

b. *Sampling Data*
Sampling data for a specific month includes package samples taken during the month as well as samples taken the first 5 days of the following month, if those samples can be matched against records that are part of a manifest transmitted during that month. For example, samples taken from July 1 through July 5 that can be matched against manifests with a transmission date between June 1 and June 30 are reconciled to June.

4.2.3 Sampling Summary Information

Information about the continuous sampling reconciliation — sample data matched with the corresponding manifest data — appears on the eVS Monthly Account and Sampling Summary page in the Monthly Sampling Summary section. For packages sampled and used to compute the postage adjustment factor (PAF), the Monthly Sampling Summary displays two running postage amounts that reflect the ongoing sampling process. The eVS shipper can view and analyze the detailed information for the following two totals by checking the eVS Monthly Account and Sampling Summary page on the eVS Web site:

a. *Actual Postage of Pieces Sampled* reflects the total postage computed from the sampling data input by the Postal Service sampler.

b. *Manifest Postage of Pieces Sampled* reflects the total manifest postage computed for the corresponding package records. The Postal Service uses the postage elements reported in the shipper's manifest parcel records for recalculating the manifest postage.

4.3 Postage Adjustments

4.3.1 Postage Adjustment Factor (PAF)

A separate postage adjustment factor (PAF) is calculated for each mail class/product sampled by dividing the total postage for the samples by the total postage recalculated by the Postal Service for the corresponding package records in the shipper's manifest file. The Postal Service recalculates manifest postage using rate-specific data elements exactly as coded in the shipper's manifest. When parcels are subject to PAF, samples that cross mail classes are recalculated at

published rates. E.g., NSA rates are not applicable for parcels manifested as First Class and are sampled as Priority Mail with more than 1 lb. weight.

If the results of the monthly sampling indicate that total manifest postage for the mail class/product sampled — as recalculated by the Postal Service for the sampled packages — is underpaid by more than 1.5% (that is, the PAF is greater than 1.015), the Postal Service assesses additional postage due by multiplying total recalculated manifest postage for the month by the PAF multiplier (the PAF minus 1). For example, if the PAF equals 1.021, the PAF multiplier .021 would be applied against the manifest postage for the mail class for the entire month to calculate additional postage due. Each mail class/product manifested and sampled may be subject to a PAF.

It is expected that each mail class/product sampled would have a minimum of 250 packages sampled per month. However, when there are fewer actual samples taken resulting in a PAF exceeding 1.015, the Postal Service will perform additional validation of the sample. eVS estimates a standard error for a total constructed from an estimated ratio computing a 95% confidence limit from this standard error using the t-distribution. Additional postage due is calculated from this model. If a shipper disputes a PAF based on the number of samples, USPS will refer to other sampling reports identified in Section 6 of this document to assess the number of samples taken.

The eVS Monthly Account and Sampling Summary page contains logic that indicates whether a Postage Adjustment Factor (PAF) calculation is impacted by "Small Sampling" logic on the second tab of the page. Any PAF impacted by Small Sampling logic is depicted with a superscript of "1" and a corresponding note stating that the PAF is subject to Small Sampling Rules.

Any additional postage due is collected on the 21st day after the last day of the monthly accounting period. Shippers have the first 10 days of the following month to review their account (see 4.3.13) and initiate a joint Shipper/Postal Service sampling data review (see 4.3.14), providing details to be used for joint review.

Incorrectly priced parcels, and mis-shipped DNDC and DSCF parcels can contribute toward possible additional postage due. If postage is overpaid, no postage adjustment is made for the month, although overpayments made during a month offset underpayments. The shipper can minimize the potential for both overpayments and additional postage assessments by monitoring the results of samplings and taking corrective action on subsequent mailings.

PAF assessment shall apply to all destination entry or a combination of origin entry and destination entry shippers. PAF calculation for each mail class/product shall include sampling data and census data to determine the monthly PAF. See 4.3.2 for more information about census data.

Samples are collected from five sources:

1) Intelligent Mail Device (IMD) at origin/destination

2) Retail Systems Software (RSS) at origin

3) Origin-Destination Information System (ODIS)/Revenue Piece Weight (RPW) at Destination Delivery Units (DDU)

4) Package Postage Validation (PPV) at DDUs

5) Mail Processing Equipment (MPE).

4.3.2   Short-paid Adjustment (Census Data)

eVS compares the captured package attributes to the manifested package attributes to determine if postage is paid incorrectly. For packages that are underpaid, an adjustment for all the short-paid packages is due and payable during the monthly reconciliation period.

Short-paid adjustments apply to ePostage shippers only. eVS shippers do not qualify for shortpaid adjustments.

Shippers are set up in either the PAF or short-paid model. A shipper cannot be set up as both.

4.3.3   Post Stratification

Post Stratification extrapolates sampling results proportionally based on manifest volume. Post Stratification accounts for the different mail characteristics or sampling variation in a sampling facility, including onshore/offshore. Post Stratification uses individual "strata" that represent various risk factors across multiple mail classes. Samples are assigned to specific strata for PAF calculation. The PAF is then aggregated proportionally to the manifest population.

PAF Sum Calculation for Mail Class					
Manifested Pieces per strata	/	Total Manifested pieces per mail class	=	Manifest Weight per strata	(rounded to 4 decimals)
Sample Postage per strata	/	Manifest Postage per strata	=	Postage Adjustment Factor/strata	(rounded to 3 decimals)
Rounded PAF/strata	X	Rounded Manifest Weight/strata	=	Adjusted PAF/strata	(rounded to 3 decimals)

Add together all the Rounded Adjusted Postage Adjustment Factors for the stratas to get the Total Weighted PAF, (rounded to 3 decimals)

The post stratification process categorizes PAF samples and all manifested pieces into eight categories for a given mail class. The eight categories are : DDU, DNDC onshore, DNDC offshore, DSCF onshore, DSCF offshore, None onshore, None offshore and other.

This designation is based on the manifest destination rate indicator and the entry destination ZIP codes for the piece. All international mail is considered "Other". To determine onshore or offshore, the entry and destination ZIP Codes of the piece are considered. The piece is categorized as "onshore" if either both or neither of the ZIP Codes are in the following list: 20521, 20189 (special DOS ZIP Codes) or starts with '006', '007', '008', '009', '995', '996', '997', '998', '999', '090', '091', '092', '093', '094', '095', '096', '097', '098', '340', '962', '963', '964', '965', '966', '967', '968', '969', or '001'. Otherwise, the piece is considered "offshore".

The PAF is computed from reconciled samples based on their manifested category. The result is multiplied by the percentage of volume manifested in that category in that mail class and month. Finally, all adjusted PAFs are added together to produce a total weighted PAF.

4.3.4   Unmanifested Packages

Unmanifested packages include packages that were accepted and scanned by the Postal Service for which the Product Tracking and Reporting system (PTR) and eVS never received or successfully processed electronic manifest records from the shipper representing the packages within the previous 120 days from the date of the scan.

Any sampled packages that are unmanifested are charged published prices based on the measured characteristics of those packages. If the sample comes from an IMD, the price is determined by sample rate ingredients, if known .Any packages that are unmanifested, but were not sampled, are charged an average per-piece postage calculated price by mail class. This per-piece postage price is calculated using the average postage, at published prices, for the shipper's sampled packages of that mail class.

Additionally, an Unmanifested eVS Fee is applied by mail class to the competitive mail classes and combined mail class, as follows:

▪ The Unmanifested eVS Fee is a per-piece price that is assessed to all unmanifested volume for that mail class when the unmanifested ratio exceeds the defined threshold of 4%.

▪ The Unmanifested ratio is a percentage derived from taking the total number of Unmanifested volume by mail class and dividing it over the total number of manifested volume and manifest errors for that mail class reported in any given mailing month.

▪ Pieces that are assessed the Unmanifested eVS Fee are not subject to the IMpb compliance fee.

▪ IMpb compliance fee does not change if the Unmanifested ratio falls below the threshold.

The Unmanifested Fee helps reduce USPS manual processes and operational costs involved with unmanifested reconciliations. eVS Shippers may view the Unmanifested Fee in the Unmanifested Report from the Monthly Account Summary tab at any time during the mailing

> **USPS Ship Comparison:**
> Unmanifested mailpieces are charged based on census data (when available) at the applicable NSA or published rate. If census data is not available, mailpieces are charged at the average rate for that mail class.

month.

4.3.5   Duplicate Packages

Parcel records receiving multiple Delivered scan events from the Product Tracking and Reporting system (PTR) without corresponding payment records for these packages are reported as duplicate packages. Shippers are responsible for payment of all duplicate packages.

Duplicate packages include packages with an eVS MID that were accepted and scanned by the Postal Service for which PTR and eVS have received either a) Delivered scan events in multiple ZIP Codes or b) Delivered scan events in the same ZIP Codes across multiple days or c) Multiple delivered scan events representing multiple packages delivered on the same day.

For eVS packages identified by PTR as a duplicate, postage due is collected on the 21st day after the last day of the monthly accounting period using the applicable unmanifested per piece charge (as defined in 4.3.4).

If a shipper submits a manifest containing detail records matching the PICs of duplicate packages, eVS reconciles the PIC and manifest destination ZIP to the corresponding duplicate record to recognize payment and determine which of the duplicate PICs is removed from the pending adjustment. eVS also maintains a count of duplicate records for each PIC; only those duplicates for which no matching manifest record is found are charged as part of the duplicate package adjustment. Packages that are determined to be duplicate by other means that do not appear on the Duplicate Report are charged as an Ad-hoc adjustment.

The online Duplicate Report contains known false positive results and is not used for the Duplicate PIC monthly adjustment. All PICs identified as potential duplicates on this report are analyzed and validated via an offline process. The final list of monthly duplicate PIC can be obtained through the assigned eVS Analyst.

> **USPS Ship Comparison:**
> The offline duplicate process has been automated to charge Duplicates based on census data (when available) at the applicable NSA or published rate. If census data is not available, mailpieces are charged at the average rate for that mail class. Duplicates are charged monthly.

4.3.6   Mis-shipped Parcels

Packages are defined as Mis-shipped at DDU when scan events indicate mis-ship for packages at acceptance and the ZIP Code is validated by eVS to remain on mis-shipped report. Parcels deposited by an eVS shipper at an incorrect entry facility are termed "mis-shipped" parcels and are handled as follows:

a.   ***Destination Delivery Unit Parcels***
Each mis-shipped destination delivery unit (DDU) parcel is charged the difference between the manifested postage and the USPS Ground Advantage single-piece price, as defined in the *Domestic Mail Manual.*

Mis-shipped parcels appear in the DDU Confirmation Services Mis-shipped Report in eVS. Postage for mis-shipped Confirmation Services parcels is calculated daily. The shipper's

PostalOne! postage payment account is debited on the 21st day of the following month for the additional mis-shipped postage accumulated during the previous month. Mis-shipped DDU parcels are not included in the postage adjustment factor described in 4.3.1.

Exhibit 4.3.6a

Mis-shipped Validation for DDU Entry discount:
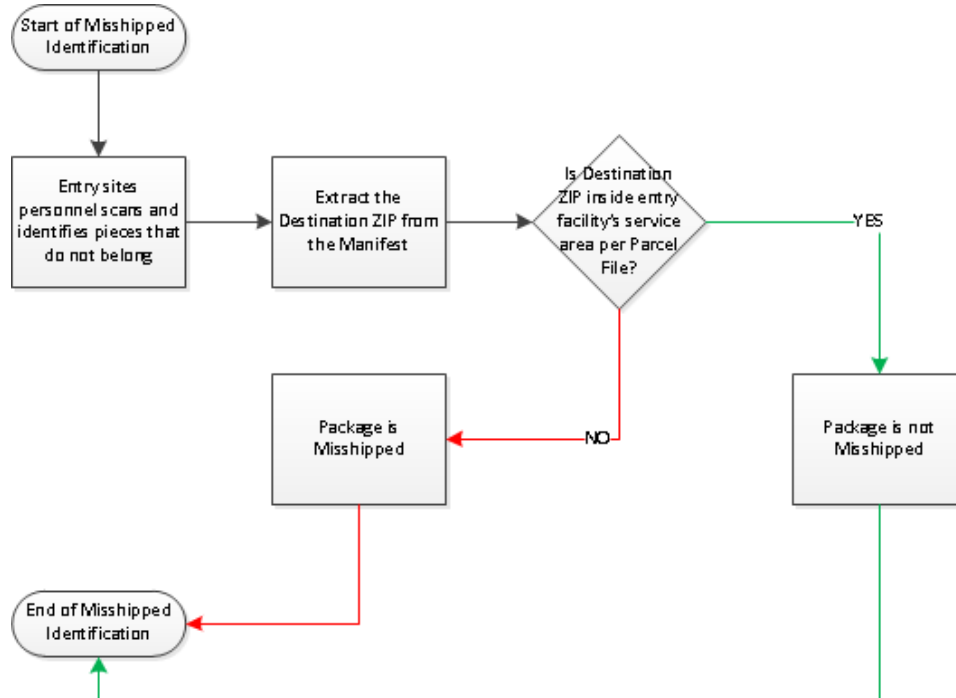
4.3.7 Manifest Errors

The Postal Service uses the rate ingredients within the file to calculate postage for each package. This is referred to as the eVS recalculated postage within eVS reports. In the event a rate ingredient combination does not produce a valid price, the PICs for these packages are placed into the Manifest Error Report. Shippers may resubmit manifests during the current month through the 10th of following month to correctly pay for these packages. When packages with correct rate ingredients are manifested, they are removed from the Manifest Error Report.

Postage for packages manifested using an invalid rate ingredient combination is re-rated based on consideration of the valid information in the manifest detail record. The adjustment postage may be calculated outside of the automated recalculation if sufficient information is available. The most accurate of the available postage calculations is used to determine the manifest error adjustment:

a. *Individual postage per piece based on package details*
    If the eVS shipper and/or eVS analyst can identify the intended postage rate that is appropriate based on package details, the appropriate and corresponding postage from the current published Notice 123 Price List is assessed for those packages.

b. *Shipper manifested postage per piece*
    If the eVS shipper and/or eVS analyst can identify the intended postage rate that is appropriate based on package details and agree that the original manifest postage was accurate, the original manifest postage is assessed for packages remaining in the report.

c. *Average per unit postage price for the mail class/product*
    If the required information in addition to the mail class/product cannot be determined, the

average per unit postage price for the mail class/product mailed is charged for the packages remaining in the report.

d. ***Average per unit postage price for all mail classes/products***
If the mail class/product cannot be determined, the average per unit postage price for all mail classes/products mailed is charged for the packages remaining in the report.

eVS includes the calculation of appropriate extra service fees as identified in the manifest by Service Type Code (STC) and/or Extra Service Code for individual manifest error records.

If a shipper is using an IMpb and file versions 1.6 or higher, a correction file can be submitted for Manifest Errors by using the original EFN (process for submitting a correction file are found in Publication 199). Only PICs for which postage was not processed in the original submission should be included with the correction EFN.

> **USPS Ship Comparison:**
> Manifest errors are automatically corrected, and postage recalculated. If a mailpiece cannot be auto-corrected, it is flagged as Unmanifested if received and scanned by USPS.

4.3.8   Presort Eligibility

eVS includes a verification of presort rate eligibility based on manifest data; if a shipper does not meet the minimum volume for a mailing, the shipper does not qualify for presorted prices. eVS defines a mailing as all parcels mailed with the same Date of Mailing for a given Mail Class.

eVS aggregates manifest package data by mail class and mailing date to define a mailing for the purposes of presort eligibility. eVS shippers must meet all piece and/or pound minimums as defined in the *DMM*. eVS recalculates postage for all PICs that are part of a mailing that fails this validation per *DMM* rules. The additional postage is assessed as part of the monthly Presort Rate Eligibility Adjustment.

Manifested parcels that do not meet the minimum piece and/or pound volume to claim presort prices for the mailing date indicated are re-rated as follows:

a. ***USPS Marketing Mail and Parcel Select*** parcels are re-rated as single-piece USPS Ground Advantage.

b. ***Bound Printed Matter*** parcels are re-rated as Nonpresorted Bound Printed Matter.

c. ***Media Mail*** parcels are re-rated as single piece Media Mail.

d. ***Library Mail*** parcels are re-rated as single piece Library Mail.

4.3.9   Destination Entry Eligibility

eVS includes a verification of destination entry eligibility based on manifest data for packages identified as DNDC or DSCF entry; if a shipper does not deposit mail at the correct entry facility, the shipper does not qualify for destination entry prices. Note: Destination entry is *not* an available option for ePostage mailings.

For all packages that identify DNDC or DCSF entry based on the Destination Rate Indicator, eVS validates that the Package Destination ZIP is within the service area for the Entry Facility ZIP. This validation matches the "Locale Key" from the Mail Direction File to the "Delivery Address ZIP(s)" from the Address File based on a matching "Drop Ship Discount Type Code".

a. ***Locale Key***
eVS looks up the Locale Key based on the Destination ZIP. eVS queries the Mail Direction File for a Locale Key with a corresponding "Drop Ship Discount Type Code" ('B' for DNDC and 'S' for DCSF). Multiple Locale Keys may be returned from this lookup.

Note: Locale Key is derived by using a subset of the Drop Site Key in the Address File. Locale Key is located in positions 2-7 of the Drop Site Key.

b. *Manifest Mailing Date*
eVS validates the manifest Date of Mailing is within the Mail Direction File's "Effective Start Date" and the "Actual Drop End Date".

c. *Delivery Address ZIP(s)*
Using the "Locale Key(s)" from the above lookup, eVS matches the "Delivery Address ZIP(s)" from the Address File where the "Drop Ship Discount Type Code" is a match and compares them to the Manifest Header's Entry Facility ZIP. If a ZIP match is found, the destination entry rate shall be allowed.

eVS recalculates postage for each individual PIC that fails this validation. The additional postage is assessed as part of the monthly Destination Entry Eligibility Adjustment.

Manifested parcels that do not meet the eligibility requirements to claim destination entry prices are re-rated as follows:

a. *USPS Marketing Mail* parcels are re-rated as "None" entry discount at the Mixed NDC price.

b. *Parcel Select* parcels are re-rated as zone-priced USPS Ground Advantage.

c. *Bound Printed Matter* parcels are re-rated as "None" entry, presorted Bound Printed Matter.

Exhibit 4.3.9a

Destination Entry Validation for NDC or SCF entry discount:
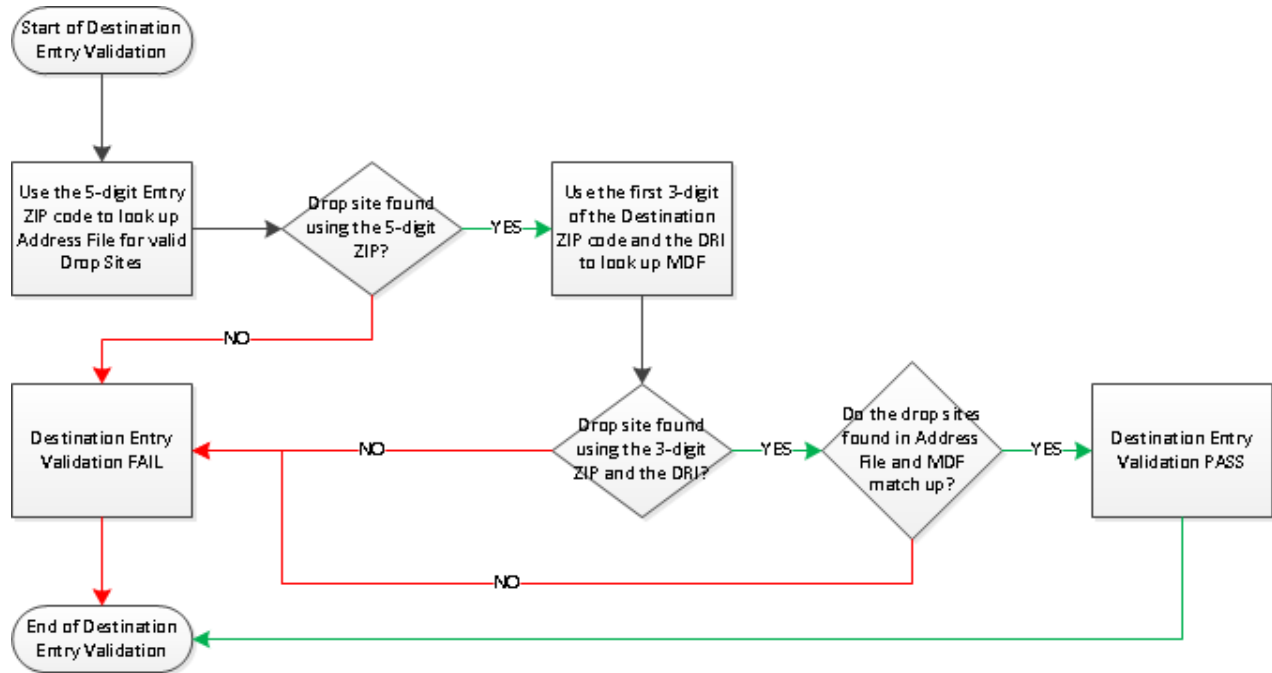
4.3.10 Ineligible Content

eVS performs content audits for shippers who ship Bound Printed Matter and Media Mail through eVS.

Content audit adjustment is calculated by MID. If any package is found to have ineligible content, a percentage of error for each MID in the sampling is determined by dividing the number of errors by the total number of sampled packages. The additional postage due for each MID is assessed by multiplying the percentage of error for that MID by the difference between the original price paid and the equivalent of Parcel Select published price (with corresponding Entry Level and Presort Level) of the mailing. For purposes of the content audit, a mailing is defined as all packages across the MID with the same mailing month for that mail class. The additional postage is assessed as part of the monthly Ineligible Content Adjustment.

4.3.11 Incorrect Packaging

eVS includes a verification process to identify Incorrect Packaging. This report, based on sampling data, lists those records that were removed from PAF calculation due to a packaging discrepancy between the manifest record and the physical sample, or due to the sampled dimensions qualifying for Nonstandard or Noncompliance fees.

Packaging discrepancies occur when packages are shipped using Postal Service-supplied expedited packaging (Priority Mail Express, Priority Mail) or have expedited labels or markings on the package but were not manifested with the corresponding rate ingredients. Additional postage due is calculated for the difference between the manifested postage and the sampled postage.

4.3.12 IMpb Noncompliance

Shippers are assessed IMpb non-compliance fees for commercial competitive products when non-compliance pieces exceed the threshold for one of the IMpb Quality Compliance categories. Refer to Publication 199 for the most updated compliance details.

4.3.13 10-Day Shipper Investigation

The shipper has the first ten (10) days of the following month to review all pending adjustments for the previous month. During this period, the shipper can transmit files containing records for packages listed as unmanifested or can submit corrections files for manifest errors. Shippers must request joint Postal Service review of any disputed adjustments by the 10th of the month.

To clearly display files transmitted during the 10-day shipper investigation period as files from the previous month submitted for the purposes of reconciliation, any manifests transmitted to reconcile unmanifested packages or resolve manifest errors from the previous month should contain a "Date of Mailing" value equal to the last day of that previous month in the corresponding Header Record field.

Example: A manifest transmitted on April 7, 2023, to reconcile unmanifested packages from March 2023 should use "20230331" (March 31, 2023) as the "Date of Mailing" value in the Header Record.

4.3.14 10-Day Joint Shipper/Postal Service Data Review

After the 10-day shipper investigation, the Postal Service reviews the data provided by the shipper and requests any additional data from the shipper as needed. Adjustments pending due to duplicate packages, presort eligibility, destination entry eligibility and/or content eligibility may also be reviewed when applicable.

4.3.15 Dispute Queue, Joint Review Request, and Refund Request

a. Obtaining access to Dispute Queue
eVS shippers can request for a joint review or a refund from the eVS Monthly Account and Sampling Summary (the landing page) by clicking on "Submit Refund Request for Unused Label" or "Submit Other Refund Request**"** or "Joint Review Request" hyperlink on the landing page.

You must be assigned a Verification Assessment Evaluator (VAE) role to submit a Joint Review request. Your Business Service Administrator (BSA) can obtain the VAE role or provide approval of the VAE role to others. *Note: After successfully assigning a user to the VAE role, the BSA must contact the eVS Help Desk at eVS@usps.gov to request activation.*

Once any Refund Request or a Joint Review Request has been submitted, a Dispute Queue case number is assigned. The VAE receives an email confirmation with a case number. The VAE can click on the assigned case number in the Dispute Queue to monitor the request status or provide additional information as needed. Refer to Appendix N for information on using the Refund Request, Joint Review Request, and Dispute Queue.

b.   Joint Review
All Joint Review requests must be submitted with appropriate documentation by the 10th of the following month. All requests must be submitted using the Joint Review workflows in eVS.

Except in extenuating circumstances, all adjustments due for the month are collected on the 21st of the following month. If the reconciliation agreement is not achieved by the 21st, the adjustment postage due is collected and the shipper is given appeal rights as needed.

Any Joint Review request received after an assessment has been collected may be subject to an admin fee.

> **USPS Ship Comparison:**
> A Joint Review Request is submitted through the USPS Ship Disputes and Refund Requests service on the Business Customer Gateway.

c.   Refund
All refund requests, including refund requests for Unused Labels must be submitted through the Dispute Queue within 60 days from the date of mailing with appropriate documentation; otherwise, no refund request is considered except in extenuating circumstances. Furthermore, the shipper must clearly explain the reason(s) for the discrepancy and what corrective action has been taken by the shipper to prevent recurrence in the future. All refund requests must contain the following:

- Date the system or procedural failure occurred

- The number of pieces affected

- Package Identification Codes (PIC) affected

- The amount of overpayment of postage

- Shipper's tax identification number (TIN) or complete W9 form

If applicable, the following information may be needed to support the refund request:

- Any Electronic File Number (EFN) affected

- Any other pertinent information to support the request

Failure to provide clear, sufficient documentation may result in denial of the refund. If the refund is denied, it must be taken to the next higher level for appeal. Shippers should not continue to submit the same refund requests multiple times in the dispute queue if they have already been denied.

For extenuating circumstances, the USPS may grant an exception to review refund requests submitted past 60 days from the date of mailing. All required documentation must be provided with the request including the explanation of the circumstances.

Refund processing may take up to 45 days to complete.

> **USPS Ship Comparison:**
> Refund requests are submitted through the USPS Ship Disputes and Refund Requests service on the BCG.

d. **Refund Request for Unused Labels**
Unused Labels are labels that were manifested but packages with these labels were not mailed.

Refund eligibility for unused dated shipping labels is administered under the established standards and policies set forth by USPS and no other entity is permitted to circumvent or publish these standards based on their interpretation. Postage label providers that disseminate instructions and criteria surrounding unused dated shipping labels refunds must reflect USPS standards, policies, and procedures as outlined in this publication, and are subject to USPS approval. If a postage refund is granted, the original physical shipping label must be destroyed by the mail owner. If the authorized user does not destroy the physical shipping label and the label receives a valid USPS acceptance/mail processing scan event after the refund is granted, the authorized user is charged the postage. There are two automated methods for submitting an unused labels refund: online interface in *PostalOne!* and Type 4 Shipping Services File (SSF) also known as a corrections file. Shippers can access the online interface from the *PostalOne!* landing page by clicking on "Submit Refund Request for Unused Label."

Refund requests for unused dated shipping labels must be submitted electronically by the authorized user (mail owner) who generated the label. The refund request should reflect the Package Identification Codes (PIC) or Electronic File Number (EFN) submission methods as outlined in this section.

(1) *PIC/EFN Submission (Online Interface):*
There are two ways to submit a refund request through the online interface:

   a) Manually enter up to 200 PIC/EFNs in the field box

   b) Upload a text (.txt) file with multiple PIC/EFNs. There is no limit to the number of PIC/EFNs submitted if using the text (.txt) upload option. Refer to appendix N for guidance on using the online interface for requesting refunds for unused labels. All refund requests made through the online interface must be submitted within 60 days from the date of mailing.

(2) *PIC/EFN Submission (Type 4 SSF):*
Shipper submits a Type 4 Corrections file, SSF version 1.6 or higher. The Corrections file must include the original Electronic File Number (EFN) at Detail Record 1 under the Unused Label/Removal field name. The Corrections file must be submitted within 60 days from the date of mailing. eVS may reject a file if the EFN was duplicated within the last 120 days. Any PICS associated with the 'Y' indicator under the Unused Label/Removal field name are reviewed as unused labels. Publication 199 outlines the SSF layout for File Type 4.

   a) **System Validation (Online Interface and Type 4 SSF):**
   The system validates whether PIC/EFNs are formatted appropriately, then creates a dispute queue case number for PIC/EFNs that pass validation. If PIC/EFNs fail validation, an error message is displayed for any of the following: invalid PIC length, duplicate EFN, commas in EFN, invalid EFN prefix, EFN submitted as a PIC, invalid EFN length. If submitting using a Type 4 SSF option, the same PIC validation criteria applies.

b) **Reconcile Refund for PIC (Online Interface and Type 4 SSF):**
The system reconciles uploaded PICs or the EFNs that contain PICs to manifest data to verify payment activity, physical scan activity, timely submission, and uniqueness. As a result, PICs are approved or denied. A refund is issued within 20 days to the shipper's EPS account. You can monitor which PICs have been approved or denied by accessing the Unused Label Refund Report in the Dispute Queue; see Appendix N for more information. A processing fee of 10% is deducted for requests qualified for a refund. If a request is not qualified for a refund, no processing fee is deducted.

Refund requests made by postage label providers or other third parties on behalf of an authorized user who generated the label must include written documentation from that user indicating the circumstances surrounding the request. Physical submission of labels to the provider or third party is not permitted; however, USPS may request physical evidence of unused dated shipping labels be provided in certain circumstances. Authorization guidelines for submitting unused label requests from shipping parties are as follows:

(1) *Mail Owner:*
Request should only occur when a package with a label was not mailed.

(2) *Mail Consolidator*:
Request should only occur when the mail consolidator either:

- Receives an explicit request from the mail owner for an unused label on a package.
- Knows an unused label affixed to a package was transported by a carrier other than USPS.

(3) **Postage Label Provider:**
Request should only occur when the Postage Label Provider receives an explicit request from the mail owner for an unused label on a package.

Exhibit 4.3.15.d

Rejection Code	Rejection Description	Rejection Display
UM	PIC had physical scans and was assessed as unmanifested	Unmanifested
SP	A physical piece was sampled in USPS network	Sampled
PN	No manifested postage found for PIC	Postage Not Paid
PS	Physical scan for PIC found	Physical Scan Found
DE	Denied	Denied
DP	Duplicate PIC was found in the same refund request	Duplicate PIC Found
60	Mailing date for PIC is more than 60 days old	More Than 60 Days
4M	PIC was already submitted for refund in the past 120 Days	In 120 Days

e. **Shipper Underpayment**

Any occurrence of postage underpayment detected by the shipper should be reported to the Postal Service within five (5) working days from the date of detection. Any postage refund request or underpayment of postage may initiate an investigation by the Postal Service to determine why the discrepancy was not detected at the time of mailing and whether proper corrective action was taken to prevent a recurrence.

f. Administrative Processing Costs

When the Postal Service determines postage was overpaid or underpaid because of a system failure in the shipper's operation, the administrative processing cost is charged to the shipper. Any applicable administrative cost is deducted from the authorized net refund amount before a refund is issued.

Some refunds, depending on the dollar value, may be subject to a higher-level review by USPS.

For unused labels, a processing fee of 10% is subtracted for requests qualified for a refund. If a request does not qualify for a refund, there is no processing fee.

g. Adjudicating Requests

Adjudicating requests must be sent to the Director, Commercial Product Payment & Policy. The Director will determine the validity of the automated unused labels refund, other postage refund request, or postage payment adjustment within 30 working days after the request outcome or postage payment adjustment. Appeals are directed to the PCSC, as defined in the DMM. PCSC issues the final agency decision on all appeals.

The review and payment of a refund may take up to 45 days or longer depending on the extent of review required.

4.4 Content Eligibility Review

eVS shippers who present content-based mailings must ensure parcels meet the eligibility requirements for the intended class of mail shown on the package. Since eVS mail is not verified under normal verification procedures, the opportunity to sample daily does not exist. However, eVS shippers who enter content-based packages are still subject to classification and content eligibility review.

Origin: A product audit is performed to validate the content. Mailings are randomly inspected for classification and content eligibility and the results are reported to the eVS Program Office.

Destination: A product audit is performed to validate the content. Shippers who produce destination mailings are sampled at their facility for classification and content eligibility by eVS HQ personnel.

Content audit adjustment is calculated by MID. If any package is found to have ineligible content, a percentage of error for each MID in the sampling is determined by dividing the number of errors by the total number of sampled packages. The additional postage due for each MID is assessed by multiplying the percentage of error for that MID by the difference between the original price paid and the equivalent of Parcel Select published price (with corresponding Entry Level and Presort Level) of the mailing. For purposes of the content audit, a mailing is defined as all packages across the MID with the same mailing month in that Mail Class. Errors found are documented for the shipper and the postage adjustment is performed at the end of the month. Any mitigation of the adjustment must be fully documented and submitted as an appeal to the Director, Commercial Product Payment and Policy.

For example, 50 BPM pieces with the same MID are sampled. Two (2) BPM pieces are found to have ineligible content. The original price paid for all BPM packages across that MID within the same mailing month is $4,000. The equivalent Parcel Select Price for all those BPM packages is $5,000. The difference between the original price paid and the equivalent Parcel Select price is $1000.00.

The additional postage is calculated as follows:

- The percentage of error is 2 / 50 = 0.04

- The additional postage due is 0.04 x $1000 = $40.00

Note: *If packages with different MIDs are found to have ineligible content, the percentage of error and additional postage due are calculated separately for each MID for all packages across the MID with the same mailing month in that Mail Class.*

4.5 Offline Process

4.5.1 Unmanifested

For Unmanifested offline reconciliation, the scan data is used to determine the level of entry for each package and rated according to that level at published prices.

4.5.2 Duplicates

Logic for calculating duplicate assessments in eVS is inaccurate. Therefore, each month the data for duplicates if evaluated and compared to PTR scan data. Duplicates are identified if there is a 1:1 ratio between Arrived at Unit and Delivered Scans. Data is provided to shippers and assessments charged on the 21st of the following month.

> **USPS Ship Comparison:**
> Offline processes have been eliminated.

4.6 Unauthorized Processes

Virtual Overlabels – The usage of a virtual overlabel process is **unauthorized.**

USPS has approved the usage of physical overlabels and expects customers who need to utilize an overlabel process ensure quality control over the overlabeling process. This includes ensuring original labels are completely obscured to prevent any possibility of a scan of the original label, which could drive unmanifested assessments.

5 Quality Assurance

5.1 Purpose

5.1.1 Identification of Potential Failures

An effective quality assurance program identifies potential or actual system failures at the earliest possible stage in mail preparation and documentation. To participate in eVS, the shipper must implement the procedures listed in 5.2 or comparable procedures that ensure proper postage payment. Shippers should not expect that development or usage of USPS processes is the resolution or process to measure their quality control. These procedures are included as an attachment to the eVS authorization.

5.1.2 Mail Preparation and File Accuracy

At a minimum, quality assurance ensures the accuracy of mail preparation and correctness of postage computation. It also helps a shipper identify areas for improvement or enhancement that can streamline all business functions and mailing operations and lead to a more effective use of resources. It is the responsibility of the shipper to provide accurate rate ingredients in the file to calculate postage. Failure to provide accurate ingredients that result in manifest errors could result in additional charges to assist with reconciliation.

5.1.3 Development of Procedures

If the Postal Service determines that the procedures implemented by the eVS shipper are not sufficient to prevent inaccurate postage calculations, errors in file transmissions, or large volumes of unmanifested packages, manifest errors or mis-shipped parcels, the shipper must correct existing quality control procedures within 30 days' notice before requiring additional procedures. The Postal Service will work directly with the eVS shipper to develop any new or additional procedures.

5.2 Procedures

5.2.1 Internal Sampling

Initially the eVS shipper must perform postage accuracy verifications on 0.5% of the packages, or 100 packages, whichever is less, from each shipper facility. Detailed information on sampling is found in subsection 5.2.2. This is done by comparing the postage documented during the quality assurance sampling against the postage claimed for those parcels on the manifest.

The shipper must document a package-by-package postage comparison on PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet — Single–Package Rate Mailings,* (or a facsimile or similar worksheet developed by the shipper). PS Form 8159 is available from the Postal Service. As one part of quality assurance, a Postage Adjustment Factor (PAF) must be calculated using the following formula:

$$PAF = \frac{\text{Total Required Postage of Sampled Pieces}}{\text{Total Manifest Postage of Sampled Pieces}}$$

5.2.2 Postage Accuracy Verifications

Postage accuracy verifications are handled as follows:

a. *Day 1–30.* The shipper must perform postage accuracy verifications on 0.5% or 100 packages, whichever is less, of the packages from each shipper facility for the first 30 days.

b. *Day 31–90.* After that 30-day period, when postage calculations for mailings remain within the ±1.5% (1 in 400 parcels) accuracy level, the percentage of packages verified from each destination entry level can be reduced to 0.25% for the next 60 days.

c. *After Day 90.* After that 60-day period, the percentage of packages verified can be reduced to 0.10% (1 in 1,000 parcels).

d. If any destination entry level exceeds the ±1.5% difference, 0.5% of packages to that entry level must be sampled until the ±1.5% accuracy level is maintained for 30 days.

5.2.3 Quality Control Areas

Quality assurance requires that eVS shippers at a minimum have quality control procedures in place for the following areas:

a. *Quality Control Documentation*
The shipper must maintain and document the shipper's quality control over all aspects of mail production and system processing environments. Documentation could be represented by a quality control manual or other work instructions and checklists that the Postal Service could audit if necessary.

b. *Customer Identification Maintenance Process*
The shipper must ensure that all clients of the shipper are incorporated into the eVS data structure for proper identification and impact on postage payment. This process should include periodic review of the Unregistered MIDs report and any necessary action to resolve.

c. *Barcode Read Rate*
The shipper must document which quality controls are used and which reports are generated to ensure accurate readability of barcode information on all parcels.

d. *Accountable Mail Packages*
The shipper must have a process to validate that all insured parcels or collect-on-delivery parcels, whether claimed by the shipper or by clients of the shipper, are verified as being present within the mailing before including the shipper's data or the clients' data within the electronic eVS manifest mailing. All claims for lost or damaged accountable mail must be filed at the Post Office of Mailing.

e. *Sampling Process*
The shipper must document the frequency of errors by using an electronically formatted sampling form approved by the Postal Service. Samples must consist of mixed classes and destinations. Descriptions, root causes of those errors and the corrective action taken for files accepted from clients must be documented on the sampling form. The shipper must have client-based quality control to ensure the proper rating of all material being entered by the client.

f. *File Merge Process*
The shipper must ensure the inclusion of all client data files within the body of the main electronic eVS manifest mailing.

g. *File Upload Process*
The shipper must ensure the proper upload of all electronic eVS manifest mailing data.

h. *File Return Process*
The shipper must ensure that file error report data returned from the Postal Service receives scrutiny, prompt correction, retransmission, or other electronically documented reconciliation.

i. *Monthly Quality Improvement Effort*
The shipper must provide a corrective action report regarding action being taken to improve quality if Postal Service sampling results indicate more than 1.5% postage error rate. In addition, the shipper must provide corrective action reports for unmanifested packages and for mis-shipped DDU packages that exceed 1.5 percent of packages mailed during any monthly accounting period.

j. *Delivery Appointment Quality Measurement*
The shipper must arrive within one half hour of appointment schedules and provide, upon request by the Postal Service, electronic validation of monthly performance in meeting these appointment schedule times, as applicable to each destination entry facility where mail is being deposited.

k. *Classification*
The shipper must ensure that any parcels claimed at USPS Marketing Mail Nonprofit, Media Mail, Bound Printed Matter and Library Mail prices meet the content eligibility criteria found in the Domestic Mail Manual (*DMM*) for the prices claimed. All parcels mailed at USPS Ground Advantage prices must meet content eligibility criteria. Any parcels mailed as Package Service or USPS Marketing Mail cannot include content that requires First-Class Mail postage.

l. *Account Information Updates*
Shippers must update their account information within the BCG on a semi-annual basis. This includes updating the VAE, BSA, emails, phone numbers, addresses, etc. within the BCG. Instructions for how to make updates can be found on [PostalPro](#) or by contacting the MSSC at 1-877-672-0007 or [MSSC@usps.gov](#). This information is used to contact shippers when new processes are being developed and deployed. Failure to make updates where USPS cannot contact you could result and is not limited to interruptions of service, additional fees, different processes for handling of mail.

5.3 File and Document Retention

As part of the quality control procedures implemented by the eVS shipper, manifest files and quality control records prepared under eVS must be retained as follows:

a.   *Manifest Files*
All eVS manifest files must be retained for at least 90 days from the date of mailing and made available for inspection by the Postal Service. Shippers with adequate storage capacity are advised to retain electronic files for at least six months.

b.   *Quality Control Sampling Reports*
Quality control sampling reports must be retained for at least 90 days unless errors are detected and made available for inspection by the Postal Service. If errors are detected during the sampling process, the corrective action taken must be described on the sampling report and the reports must be retained for at least one year.

5.4 Financial Reconciliation

All electronic manifest files transmitted during a monthly accounting period are expected to be compared against Postal Service debits from the shipper's unique *PostalOne!* postage payment account. All discrepancies must be brought to the Postal Service's attention for resolution as soon as they are discovered by the shipper.

Methods to ensure postage validation require using the unique sequence file numbers embedded in all Header Records. All missing sequence file numbers require regeneration of that file or an explanation for non-use. Any financial reconciliation for the month must be accomplished during the financial reconciliation period but prior to the 21st of the following month.

Subsequently, missing, duplicate or incorrect debits must be reconciled using the appeal and refund process outlined in section 4.3.15 and Appendix N.

6 eVS Reports

6.1 General Information

6.1.1   Online Viewing

The eVS reports available on the eVS Web site allow each shipper to monitor the accuracy of mailings and postage payments and take any necessary corrective action to minimize the potential for additional postage payment. To access eVS Reports, log into to the Business Customer Gateway and select "Manage Electronic Verification Activity (eVS)".

6.1.2   Access and Format

The Reports Menu link on the eVS Monthly Account and Sampling Summary page (described below in section 6.2) provides access to monthly eVS reports derived from manifest and sampling data. Information in these reports can be used as diagnostic tools to identify quality issues in eVS manifest mail preparation, price calculations, and transportation operations.

Most reports contain hyperlinks to other data or reports and are formatted to allow the user to sort the information in ascending or descending order by clicking on column headings. Report data in downloadable in these file formats: comma-delimited text file (.csv), Microsoft Excel (.xls), or XML (Extensible Markup Language) format. Comma-delimited files contain the unformatted information.

6.2 eVS Monthly Account and Sampling Summary

6.2.1 Overview

Also referred to as the "landing page," the eVS Monthly Account and Sampling Summary presents four distinct but related sections, each enclosed within an individual ruled box:

- Shipper Information

- Monthly Account Summary

- Monthly Sampling Summary

- Monthly Adjustment Summary

The eVS Monthly Account and Sampling Summary presents a dynamic view of the shipper's account by consolidating manifest and sampling reconciliation data for eVS mailings entered during the current month; you can also review data for previous months. In addition, this report ongoing calculations of the postage adjustment factor by comparing the information reported on each manifest with the results of the sampling process.

6.2.2 Shipper Information

This section contains general information identifying the eVS shipper including address, master MID number, master permit account number, and the associated post office of account ZIP Code and finance number. It also lists the mail classes/products that the shipper is authorized to prepare under eVS.

6.2.3 Monthly Account Summary

The information in this section is organized in rows and columns, with numbered text entries in the first column on the left for hyperlinks to related reports and data sources, numeric entries in the second column for the number of pieces, and dollar amounts in the third column for postage. The top of the section includes a hyperlink to the Postage Statement Summary as described in 6.4.17.

The Monthly Account Summary tab presents mailing activity and postage data to show how total postage is calculated. Total postage is the net amount of manifest postage (calculated as the original postage recorded in the shipper's manifest files plus or minus a variance in postage from the USPS recalculation of the manifest postage) and additional postage due subtotals.

The total postage calculation involves verifying postage declared in the shipper's manifest and using sampling verifications conducted throughout the monthly accounting period that can result in additional postage due:

a. **Total Manifest Postage**
Total manifest postage (line 1c) is derived by adding the manifest postage from the shipper's files (line 1a) and the difference ("variance" – line 1b) between the USPS recalculated postage from the rate ingredients in the shipper's SSF and the shipper's declared postage in line 1a. The data is displayed as follows:

(1) Postage
Manifest postage amounts (lines 1a, 1c, and 1d) and variance amount (line 1b) change dynamically each time a postage statement is successfully generated from the processing of manifest files.

(2) Pieces
Manifest piece counts (line 1a) and variance piece counts (line 1b) also change dynamically as manifest postage and variance amounts change.

(3) Mail Classes/Products
Each manifested mail class or product has a separate line 1c to represent the

associated pieces and postage for the mail class or product. This is the postage that is charged from the manifest.

b. ***Total Additional Postage Due***

Total additional postage due (line 2l) is calculated by adding the postage from the sampling postage adjustment factor (line 2a) with the postage adjustment determined from manifest errors (line 2b), the unmanifested parcels postage from PTR and sampling scans (line 2c), the postage adjustments determined by mis-shipped DDU parcels Confirmation Services barcode scans (line 2d), the duplicate PICs assigned to multiple packages (2e), the IMpb Noncompliance (2f), the Destination Entry (2h), the Presort Eligibility Exception (2i), Shortpaid sampling postage for ePostage shippers (2j) and Ineligible Content adjustments (2k). The data is displayed as follows:

(1) ***Postage***

Any additional postage due (line 2a) from applying a postage adjustment factor exceeding 1.015 appears immediately. The following items of additional postage due also appears immediately: Manifest Errors (line 2b), Mis-shipped DDU parcels (line 2d), Destination Entry (line 2h) and Presort Eligibility Exception (line 2i). The following items of additional postage due do not appear until the 11th day of the following month, after the 10-day shipper investigation period described in 4.3.9: Unmanifested Parcels (line 2c), Duplicates packages (line 2e) and IMpb noncompliance (2f).

(2) ***Pieces***

Piece counts change dynamically each week on Tuesday for unmanifested parcels (line 2c). Piece counts change dynamically daily for mis-shipped DDU parcels (line 2d), duplicate packages (lines 2e), IMpb noncompliance (line 2f), Destination Entry (line 2h) and Presort Eligibility Exception (line 2i) when the manifest are received and processed. Piece counts change dynamically daily for manifest errors (line 2b) when the files are processed. No piece counts appear for additional postage due from applying a postage adjustment factor.

6.2.4   Monthly Sampling Summary

This section organizes monthly information by total number of pieces sampled for the postage adjustment factor (PAF), postage calculated for those sampled pieces, and the corresponding postage that was actually paid after the Postal Service recalculated the postage for those pieces. This data is displayed by mail class/product. The postage adjustment factor is calculated as a ratio of the sample postage amount to the manifest postage amount and is displayed in this section of the report by mail class/product. Related reports based on sampling data can be accessed through the Reports Menu hyperlink.

Note: Due to common rounding errors, recalculation of postage often results in a postage difference (variance) for USPS Marketing Mail and Bound Printed Matter.

The Computation of Unmanifested Fee section shows the total volume manifested, unmanifested volume, and the calculated unmanifested ratio by mail class. It reports the threshold and the per piece assessment and calculates the total assessment by mail class.

The IMpb Compliance Assessment Report displays information by Mail Class, Total Volume Requiring IMpb, IMpb Compliance Metrics, Non-Compliance Volume, Score, Threshold, Pieces Under Threshold, and Assessment.

Assessment is the lower amount of the two mail class methods: by mail class and by aggregate of all mail classes (Blended).

6.2.5   Monthly Adjustment Summary

This section identifies adjustments by type, actual amount, transaction number, and proposed adjustments that are due for the month. It also shows comments (if any) regarding the adjustment.

Live Adjustments: Valid and are collectable from shippers.

Pilot Adjustments: For viewing purposes only; not valid adjustments that require collection from shippers.

Any adjustments resulting from an offline calculation may be collected through an ad-hoc adjustment and reported on the Monthly Adjustment Summary tab.

6.2.6 Current and Past Data

By default, the initial view of this page displays data for the current month and year. This functionality is available for most other eVS reports. You can also select and review summary reports for previous months from the "Change Month and Year" menus. After selecting the desired month, click the "Show Data" button to load the report.

6.2.7 Links to Other Reports

The following reports can be accessed directly from the Monthly Account Summary by clicking the hyperlinks in the lines indicated below:

- *Postage Statement Summary* ("Postage Statement Summary"; lines 1b and 1c)
- *Manifest Summary Report* (line 1a)
- *Postage Statement Variance Report* (line 1b)
- *Postage Discrepancy Report* for all mail classes/product (line 2a)
- *Manifest Detail Errors Report* (line 2b)
- **Unmanifested Records Report** (line 2c)
- *DDU Confirmation Services Mis-shipped Report* (line 2d)
- *Duplicate PIC* assigned to multiple packages (line 2e)

Note: *Assessments are not based on eVS system calculated adjustments. A monthly offline calculation is completed and collected based on the offline assessment.*

- *IMpb Noncompliance Report* (line 2f)
- *Incorrect Packaging Report* (line 2g)
- *Destination Entry Report* (line 2h)
- *Presort Eligibility Exception Report* (line 2i)
- *Sampling Shortpaid Report* (line 2j)
- *Ineligible Content Report* (line 2k)
- *Manifest Confirmation Report*, also known as the PTR/eVS Confirmation/ Error/Warning Summary Report (line 3f)
- *Manifest Header Error Report* (line 3g)

The following reports can be accessed from the Postage Statement Summary:

- *Presort Eligibility Exception Report* (under Presort Eligibility Discrepancies).
- *Destination Entry Eligibility Report* (under Destination Entry Exceptions).
- *Content Eligibility Sampling Report* (under Content Eligibility Exceptions).

The following reports can be accessed from the Manifest Summary Report:

- *Duplicate Package Identification Codes* (in transaction row)
  Note: Offline calculated reports are provided for collections

- **Unregistered Mailer IDs** (in transaction row)

The following report can be accessed directly from the Monthly Adjustment Summary:

- **Ineligible Content Report** (in individual adjustment)

6.3   Reports

6.3.1   DDU Confirmation Services Mis-shipped Report

Lists parcels identified as mis-shipped by the Product Tracking and Reporting system (PTR) from data collected by Shipping Services scans. The destination delivery ZIP Codes for these parcels reported in the shipper's manifest records are not within the service area of the destination delivery units (DDUs) that initially received the parcels from the shipper. These mis-shipped parcels are ineligible for the DDU rates claimed in the shipper's manifest records.

Additional postage due for these mis-shipped DDU parcels is calculated according to the eVS mailing standards in the *Domestic Mail Manual* and is withdrawn from the shipper's account on the 21st day following the accounting month.

6.3.2   Destination Entry Eligibility Report

Provides a summary, based on manifest data, of the destination entry packages that were not deposited at the correct entry facility according to the Mail Direction File. Packages are listed by Electronic File Number, Package Identification Code (PIC), Mailing Date and Mail Class.

Additional columns display the type of Entry Facility, Entry Facility ZIP, and manifest rate ingredients. The eVS recalculated postage paid and the additional postage due based on the eVS adjusted postage due are also displayed. The Package Identification Code (PIC) column includes a link to the Package Summary described in 6.3.13.

The Destination Entry Eligibility Report can be accessed by first selecting the Postage Statement Summary described in 6.3.17. The Destination Entry Eligibility Report link is displayed below the monthly Postage Statement Summary.

6.3.3   Duplicate PIC Assigned to Multiple Packages

Displays all PICs that were found to be duplicated during the calendar month. Parcel records appear in this report when they have received multiple scan events from the Product Tracking and Reporting system and did not have multiple payment records for these packages. Shippers are responsible for payment of all duplicate packages.

Note: Duplicates are charged monthly from an offline duplicate report that is provided to shippers.

6.3.4   IMpb Noncompliance Report

Lists packages for the selected month that have failed the IMpb validations by PTR. These packages are listed by the Date of PTR Validation, Date of Manifest Transmission, and Transaction ID. Additional columns include Electronic File Number (EFN), Package ID (PIC), Mailer ID, Entry Zip Code, Mail Class, Manifested Weight, and IMpb Noncompliance Reason Codes. The legend in the bottom of the report explains the reason codes of noncompliance.

6.3.5   Ineligible Content Report

This report, based on a query of manifest data, displays the packages for which additional postage is due after a content audit finds ineligible content in a sampled mailing. The report includes Audit Date, Package MID, and Mail Class. Additional columns display the Manifested

Pieces, the Original eVS recalculated postage, the Actual PS Price, the Difference of postage, the Percent of Content Error and the Total Additional postage due.

If an adjustment is due after a content audit of Bound Printed Matter or Media Mail, the Ineligible Content Adjustment is listed in the Monthly Adjustment Summary on the eVS Monthly Account and Sampling Summary page. Individual adjustments are identified by MID Mail Class Mailing Date (e.g., 987654321 Bound Printed Matter 11072011).

6.3.6   Mail Class Detail Report

This report displays summary data by EFN for packages comprising a presort mailing that failed to meet the eligibility criteria for presort prices. This report includes the EFN, master EFN, and transaction ID for each EFN associated with a presort mailing for the date and mail class identified as ineligible. Additional columns include the transmission date and mailing date, as well as the permit number, entry facility, and entry facility ZIP. The piece count, weight, eVS recalculated postage, eVS adjusted postage due, and eVS additional postage due are also provided.

6.3.7   Mailer ID Report

Lists all MIDs and effective date of label certification that are certified for use with the shipper's eVS or PRS account. The report is updated daily based on registration data current in the Business Customer Gateway.

6.3.8   Manifest Detail Error Report

Lists all the manifested packages that did not have a valid combination of rate ingredients and could not be processed for postage payment. The report includes header and detail record errors and corrections. Shippers can manifest these packages accurately and remove them from the report before the 10th of the following month.

6.3.9   Manifest Header Error Report

Lists all the individual electronic files that did not have valid information in the header record and could not be processed for postage payment. This report includes two views: Manifest Header Error Report and Manifest Header Rolled Back Report.

- *Manifest Header Error Report* includes file data including the EFN, transaction ID, date of mailing, transmission date, entry facility ZIP, and permit information. Additional columns include the number of detail records associated with this EFN and the error that prevented the file from being processed. EFNs listed in the report have not been processed for postage payment. Valid packages associated with the EFN must be resubmitted for payment. For the correct retransmission procedures, please refer to 3.3.4 for manifest file versions 1.6 or higher.

- *Manifest Header Rolled Back Report* includes the same file data as the main Manifest Header Error Report; however, this view is specific to EFNs that failed processing in the file transmission process between PTR and eVS. Shippers should not retransmit these EFNs or associated packages. The Date Reloaded column displays the resolution date when these EFNs were successfully uploaded to eVS for postage payment.

6.3.10   Manifest Search Report

This report allows users to search for packages by entering a Package Identification Code (PIC) or for manifests by entering an Electronic File Number (EFN). This report is accessed from the eVS Customer menu in *PostalOne!*

6.3.11 Manifest Summary Report

This report, based on manifest data, lists all the manifest files successfully transmitted and processed for the selected month. The report shows the Electronic File Number, transmission date, mailing date in the Header Record, total number of parcel records accepted and processed, total manifest postage declared in the shipper's manifest file, any unregistered MID, and duplicate Package Identification Codes (PICs). The report also presents the number of packages with a variance in the postage amount showing the difference between the postage in the manifest file and the postage amount recalculated by the Postal Service.

6.3.12 Missing Manifest Summary Report

Lists packages have been sampled but have not been transmitted in a manifest file. The report shows the MID of each sampled package, date sampled, data collection location, number of sampled packages, and total postage.

6.3.13 Package Summary

This summary is a side-by-side comparison of specific data elements for the manifest package and sample package. For the manifest package and the sample package, the summary shows the full Package Identification Code (PIC) from the manifest, full PIC including parcel routing barcode if scanned from the sample, MID, mail class, processing category, ZIP Code, parcel routing barcode information, weight, zone, destination rate indicator, rate indicator, any Extra Services, and additional postage data fields. The Package Summary is accessed in each sampling–based report that hyperlinks a package ID.

6.3.14 Postage Sampling Adjustment Worksheet

Displays all sampled and reconciled packages that are used to calculate the Postage Adjustment Factor (PAF).

6.3.15 Postage Statement Daily Summary Report

This is a summary view of the line-item Postage Statement Detail data available by EFN in the Postage Statement Detail report described in 6.3.16 below. Additional columns include the Enterprise Payment Transaction ID and a sum of the postage and fees. It can be filtered to display aggregated data for a specific date range.

6.3.16 Postage Statement Detail

This report provides hyperlinks to class-specific postage statements, along with the dollar amount of the Extra Services fees and manifest postage recalculated by the Postal Service using the codes in the manifest files. In addition, the report presents the postage variance, by parcel record, between the manifest postage and the recalculated postage, and payment status for each postage statement.

The lower part of the report lists the 22–digit Electronic File Numbers contained in the Header Record of every manifest contained within the file, along with the number of packages for each manifest and the manifest postage for the packages.

6.3.17 Postage Statement Summary Report

Lists the Electronic File Number used to identify files consisting of one or more manifests with the underlying parcel records. In addition, the report displays the mailing date, permit number, permit ZIP Code, and the postage amount as recalculated by the Postal Service using the codes in the manifests and Detail Records. The report also shows the payment status of the postage statements generated by the files. The hyperlinked Electronic File Numbers allow the user to open the corresponding Postage Statement Detail that contains links to postage statements generated by the parcel records to a specific file with one or more manifests.

Each time shipper sends a transmission file containing one or more manifests successfully processed by *PostalOne!,* the *PostalOne!* Wizard Web Service (WWS) generates a separate postage statement, by processing category, for each class or subclass of mail in that transmission file. For example, if the transmission file contains four successfully processed manifests for four destination entry facilities, and each manifest contains machinable Parcel Select parcels, machinable USPS Marketing Mail parcels, and irregular USPS Marketing Mail parcels, then WWS generates three postage statements: one for the machinable Parcel Select parcels, one for the machinable USPS Marketing Mail parcels, and one for the irregular USPS Marketing Mail parcels.

The total amount on each postage statement (the amount recalculated by eVS using the codes and parcel weights in the shipper's manifest files) is then automatically withdrawn from the shipper's postage payment account. Withdrawals can be verified by checking the transaction amounts in the postage payment account with the amounts on the generated postage statements. This arrangement allows the shipper to trace each transaction in the postage payment account to a successfully generated postage statement.

6.3.18 Postage Statement Variance Report

This report, based on manifested postage and the eVS recalculated postage from the manifest rate ingredients, shows the Electronic File Number from the Header Record used to identify the entire file and then the individual Package Identification Codes from the associated Detail Records. Several columns display manifest postage, Extra Services, and surcharges and discounts, followed by the same columns for the recalculated postage based on the codes in the shipper's manifest Detail Records. Each line ends with a column displaying any difference (variance) between the total manifest postage amounts and the total recalculated by the Postal Service.

The Postage Statement Variance Report is accessed by first selecting the Postage Statement Summary described in 6.3.17 above, then by an individual hyperlinked File Number to open the Postage Statement Detail described in 6.3.16. If a row in the Postage Statement Detail shows a hyperlinked package or postage variance, the user can select the hyperlink to open the Postage Statement Variance Report for the originally selected Electronic File Number.

6.3.19 Presort Eligibility Exception Report

This report, based on manifest data, provides a summary of the presort mailings which have not met the minimum piece and/or pound requirements as stated in the *DMM*. Mailings are identified by Mailing Date and Mail Class. Additional columns display the piece count and weight of mailing. The eVS recalculated postage paid and the additional postage due based on the eVS adjusted postage due are also displayed. The Mail Class column includes a link to the Mail Class Detail Report described in 6.3.6.

The Presort Eligibility Exception Report is accessed by first selecting the Postage Statement Summary described in 6.3.17. The Presort Eligibility Discrepancies summary is displayed below the monthly Postage Statement Summary. In addition to the link to the Presort Eligibility Exception Report, two counts are displayed for the month-to-date: Mailings with Presort Discrepancies and Total Presorted Mailings for Month.

6.3.20 Sampling Reports

6.3.20.1 Damaged/Missing Barcode Report

Lists the parcels that the Postal Service cannot sample accurately because the required parcel barcode is missing or so damaged that it cannot be scanned or human–readable data entered manually into the sampling device. As a result, eVS cannot match the sampling data with the corresponding manifest data in the manifest file to determine the accuracy of postage payment for the package. The Damaged/Missing Barcode Report is accessed from the Reports Menu, then Sampling Reports link.

6.3.20.2   Delayed Transportation Report

Lists parcels that are sampled 4 days or more after the mailing date in the associated manifest Header Record. The data for this report is obtained by comparing the date when sampling data is collected for each sampled package with the mailing date in the manifest containing the corresponding package record.

6.3.20.3   Float Report

Lists parcels that are sampled one day or more before the mailing date in the associated manifest Header Record. The data for this report is obtained by comparing the date when sampling data is collected for each sampled package with the mailing date in the manifest containing the corresponding parcel record. An electronic eVS manifest file must be transmitted on or before the date when the eVS mailing represented by the file is presented at a destination entry facility or at an origin facility. The Postal Service uses this report to determine whether packages are being deposited before postage payment.

6.3.20.4   Manually Entered Barcode Report

Lists sampled packages bearing barcodes that cannot be scanned by Postal Service personnel conducting verification sampling. The human-readable text of the barcode must be manually entered into the sampling device. Packages listed on this report become ineligible for any parcel barcode discount claimed.

6.3.20.5   Postage Discrepancy Report

Lists packages for which the sampled postage differs from the postage reported in the corresponding individual parcel records in the transmitted manifest file. The report includes sample and manifest weights and sample and manifest postage. The report lists both positive and negative discrepancy postage amounts. A Package ID with an asterisk indicates that the package was sampled at a destination delivery unit (DDU) and accepted with the destination rate indicator code in the shipper's manifest record (representing the same or higher rate category).

6.3.20.6   Reconciled Samples Report

Lists packages sampled by Postal Service personnel and reconciled to the corresponding parcel record in the manifest file. The report shows the postage difference between manifest postage recalculated by the Postal Service and postage determined by sampling data. Select an individual Package Identification Code (PIC) to see a side-by-side comparison of the sample data and manifest information for that package on the Package Summary page.

6.3.20.7   Sampled Incorrect Packaging Report

Lists records removed from PAF calculation due to a packaging discrepancy between the manifest record and the physical sample, or due to the sampled dimensions qualifying for Nonstandard Length or Noncompliance fees. Packaging discrepancies occur when packages are shipped using Postal Service-supplied expedited packaging (Priority Mail Express, Priority Mail) or have expedited labels or markings on the package but were not manifested with the corresponding rate ingredients. Additional postage due is based on the expedited packaging, labels, or marking.

Additional postage charged for nonstandard compliance and nonstandard length are found in the Incorrect Packaging Report.

6.3.20.8   Weight Discrepancy Report

Lists packages where a discrepancy exists between the weight reported by Postal Service sampling personnel and the weight reported on the manifest.

6.3.21 Unmanifested Records Report

Lists parcels for the selected month that have received scan events or have been sampled by the Postal Service but were not reported in an eVS manifest file. Pieces sampled that are unmanifested parcels cannot be included to calculate PAF but can be used to calculate the total number of pieces sampled. The client/site Mailer ID and client/site name displayed are derived from the Mailer ID in the PIC and are registered under the shipper's profiles in Program Registration. In addition, each Unmanifested PIC in report designates whether the piece was scanned through USPS mail processing equipment or if the mailpiece was manually keyed-in by USPS personnel.

6.3.22 PTR/eVS Confirmation/Error/Warning Summary Report

Includes information on all files received and loaded into eVS providing the end-to-end reconciliation from PTR through Enterprise Payment postage amounts. eVS shippers can use this report to monitor and ensure that all files submitted have been received and accepted by eVS. The report includes transaction ID; mailing date; transmission date; file type; number of header records and detail records accepted and rejected by PTR; number of header and detail records accepted and filtered by eVS; total recalculated postage; and total Enterprise Payment postage.

6.3.23 Short-paid Report

Displays all short-paid packages for the selected month, based on package attributes. This report is not available to all users, and shippers cannot request to be enrolled for short-paid adjustments.

6.4 Electronic Reports

6.4.1 Postage Extract

The payment extract files contain all rate ingredients reflecting any updates or changes made by eVS along with the postage calculated and charged by eVS. The extract is provided in a flat file format and posted to the shipper's outbound PDX page (the same location as the PTR extract data).

There are two options:

- **Full Extract** Includes full item level detail, such as postage and extra service fees.

- **Partial Extract** Excludes any postage amounts (postage fields).

Instructions and full file layout can be found in Appendix K.

6.4.2 Reconciliation Extract

The reconciliation extract files contain summary information for the monthly postage adjustments calculated by eVS. The reconciliation extract also includes piece-level data when available for individual adjustments.

The monthly extract with individual adjustment data is generated at each milestone in the reconciliation process.

a. The Notice version of the extract is generated on the 1st of the reconciliation month and includes all proposed postage adjustments from the previous calendar month.

b. The Interim version of the extract is generated on the 11th of the reconciliation month and includes all pending postage adjustments at the close of the Shipper Reconciliation period.

c. The Actual version of the extract is generated on the 21st of the month (or the actual date if reconciliation is ongoing past the 21st) and includes the actual amounts of additional postage processed for the monthly adjustments.

The extract is provided in a pipe-delimited file format and posted to the shipper's outbound PDX page (the same location as the PTR extract data).

Shippers may also request a weekly update of adjustments as they accrue in the current month. If enabled, a weekly extract is provided using the "Notice" version and including adjustment data for the current month.

The instructions and full file layout can be found in Appendix L.

6.4.3   Confirmation Error Warning (CEW)

> **USPS Ship Comparison:**
> CEW is replaced by the Package Error Warning (PEW), which is available through Informed Visibility – Mail Tracking Reporting (IV-MTR) service.

Verifies that your manifest file was successfully transmitted to the Product Tracking and Reporting system and that the data quality of the file itself was good. If the file contains edit errors or edit warnings, these are listed as well as summary information including how many records in the file were read and how many contain errors or warnings. Refer to Publication 199 for additional information.

7   Global Direct Entry (GDE)

7.1   General Information

The Global Direct Entry program allows international inbound shipments and parcels that have been cleared by U.S. Customs and Border Protection to be entered through USPS as domestic packages.

Typical GDE Shippers fulfill large quantities of small orders from overseas to the US, such as:

- E-tailers & Retailers fulfilling orders from overseas (e.g., eBay®, Nike®, etc.)
- Replacement parts & spares (e.g., car parts)
- Recyclers (e.g., ink jet cartridges, cell phones)
- Repair & Returns (e.g., video game consoles)
- Custom orders (e.g., glasses, dentures, shoes)

7.2   Participation

GDE Shippers must use an approved manifest software for larger parcel volumes. These software packages can be web enabled and used at multiple customer facilities. GDE Shippers may be afforded Commercial Plus and NSA pricing. The ability to ship to APO/FPO and PO Boxes applies. They can label and manifest anywhere.

7.2.1   Requirements

GDE Shippers must use US permits and provide a domestic return address. They must use a US payment mechanism and use USPS supplies and equipment if necessary. They must provide overseas consolidation and freight to the US and clear customs. Transportation to the acceptance unit must be provided by the GDE shipper and they must provide processes for returned packages.

GDE Shippers must:

- follow all requirements and mail preparation steps as domestic eVS shippers.

- follow all rules and regulations for eVS submission of files, payments, verifications, and reporting.
- use Service Type Codes (STC) in the IMpb. These STCs were specifically designed to identify GDE mail for tracking purposes.

GDE Shippers are not allowed to combine mailings amongst different shippers/consolidators to avoid sampling processes.

7.2.2 Registration

See 1.4.

Appendix A: eVS Electronic File Layout

For the layout of Shipping Services File Versions 2.0, 1.7, or 1.6, refer to [Publication 199](#).

Appendix B: eVS Applications

eVS Shipper Application

Part A.   Shipper and Client Identification

1. Mailer Identification (MID) numbers and site locations

A USPS-provided MID must be used in the package barcode and corresponding detail record in the electronic manifest files to identify the shipper or the shipper's client.

All eVS shippers must use *6-digit or 9-digit Mailer IDs (MIDs) issued by the Postal Service. Shippers who need to obtain MIDs for eVS use can request MIDs through the Business Customer Gateway at [USPS Business Customer Gateway](#). The usage of eVS MIDs is restricted to eVS packages only; they may not be used for other programs. Once issued, a PS Form 5052, *Printer Certification Submission,* is used for barcode and label certification.

<u>Transmissions</u> List the "master" MID of your company to be used in all eVS manifest file header records. Header records identify the sender of eVS files. Only the "master" MID may be used for this purpose and file transmissions. The master MID used for eVS file transmissions may not be used to transmit any other file type.

<u>Packages</u> List any additional eVS exclusive MIDs of your company to be used in the package identification codes (PICs) in the detail records of the eVS files and as part of the package barcode printed on the mailing label. These additional numbers generally represent different company sites or divisions within your company. The master MID used for transmissions may also be used for PICs. Package MIDs used in eVS PICs may be used only for eVS mailings.

*6-digit MIDs are only be assigned under special circumstances.

2. Client identification numbers

Provide a numeric listing of each 9-digit Mailer Identification (MID) number to be used by clients for the package identification codes (PICS) in the detail records of the eVS file transmission and as part of the package barcode printed on the mailing label.

3. Customer Registration Identification Number (CRID)

A CRID is created by the Postal Service customer registration system to uniquely identify a USPS customer at a particular location. CRIDs connect a company's information at a physical address across USPS applications. CRIDs are assigned through the Business Customer Gateway.

4. Shipper permit account number

eVS requires a single national permit account number that is used exclusively for all eVS mailings. This number may not be used to enter non-eVS mail. A new eVS permit imprint account in ZIP Code 20260 may be obtained through the Business Customer Gateway (BCG).

5. Shipper EPS account number

eVS requires an EPS Debit account for postage payment and applicable annual mailing fees payment. You may use an existing EPS Debit account or open a new one for eVS through https://gateway.usps.com/eAdmin/view/signin. Requests to use an EPS Trust Account should be submitted to the Manager, Product Preparation & Payment.

If an EPS Debit account is needed, customers may contact the MSSC helpdesk at 1-877-672-0007 or MSSC@usps.gov. More information about EPS can be found at https://postalpro.usps.com/node/4024.

Part B.   Shipper Information

1.   eVS manifesting is used for permit imprint parcel mail including Parcel Select, Priority Mail Express, Priority Mail, USPS Ground Advantage, USPS Marketing Mail, Media Mail and Bound Printed Matter. International: First-Class Mail International, Priority Mail International, Priority Mail Express International and Global Express Guaranteed.

Shippers interested in eVS must first establish a permit account number exclusively for eVS use, obtain an EPS Debit postage payment account, and request a Mailer Identification (MID) number from the USPS Business Customer Gateway to be used exclusively for eVS mailings and data file transmission. ePostage shippers must establish a unique permit account number exclusively for ePostage mailings. In addition, ePostage shippers must also request a unique MID to be used for ePostage mailings and data file transmission.

Email the completed application to the *PostalOne!* Help Desk at eVS@usps.gov. If there are questions about the application, please call 877-264-9693 or email <u>eVS@usps.gov</u>.

Part B. Mailer Information		
Company name		
Company corporate street address		
City, state, and ZIP +4		
Primary Contact Information		
Name		
Title		
Telephone number		
Email address		
Secondary Contact Information		
Name		
Title		
Telephone number		
Email address		
First Day of Mailing Date		
Name of person completing application		
Date		

Part C.   Quality Control

1.   Weight determinations
How are parcel weights determined?

☐ a. By weighing after the package is produced.

☐ b. By predetermined weight(s). Explain how predetermined weights are calculated and how often they are updated in your system.

☐ c. Other method. Describe fully any other method used.

Part C. Quality Control		
How are parcel weights determined?		
By weighing after the package is produced.		☐
By predetermined weight(s). Explain how predetermined weights are calculated and how often they are updated in the system.		
Other methods. Describe fully any other method used.		

Part D.   Manifest System Information

1.   Internal programming or vendor-provided support
Will your company develop the manifest system?

☐ a. Yes

☐ b. No, will use eVS compliant vendor

☐ c. No, will use another vendor

If b or c, provide the name and address of the vendor developing your manifest system (including internet-based systems).

If b or c, provide the name and version of the software product/manifest system.

Internal programming or vendor-provided support	☐	
In-house developed or software vendor	☐	
Pre-certified vendor	☐	
Software vendor name		

Part E.   Parcel Products

1.   Mail classes and price categories
Check all mail classes, subclasses, and price categories applicable to your current mailing operations (packages only). Not all products are currently available under eVS. Only the products listed in this section are available for eVS manifesting and postage payment.

Package Service	
☐ Parcel Select presorted destination entry	
Notes:	
Notes:	
☐ Bound Printed Matter: Presorted	
Notes:	
☐ Bound Printed Matter – Commercial Parcels: Nonpresorted	
☐ Media Mail – Commercial Parcels	
☐ Library Mail – Commercial Parcels	
USPS Marketing Mail	
☐ Marketing Parcels	
Notes:	
☐ USPS Marketing Mail Nonprofit	
Notes:	
Priority Mail Express, Priority Mail, USPS Ground Advantage	
☐ Priority Mail	
☐ Cubic	
☐ NSA	

☐	Priority Mail Open and Distribute
☐	DDU Entry
☐	USPS Ground Advantage
☐	NSA
☐	Priority Mail Express Open and Distribute
International Mail	
☐	First-Class Package International Service
☐	Priority Mail International
☐	Priority Mail Express International
☐	Global Express Guaranteed
☐	Will parcels be shipped to overseas military addresses of US territories?

eVS Vendor Application

eVS allows customers to electronically pay postage with a permit imprint for manifested IMpb parcels.

Vendors interested in supporting eVS must complete this application to obtain an eVS evaluated compliant vendor status or eVS certified MAC vendor status.

If there are questions about the application, please call (800) 522-9085 or send questions to eVS@usps.gov.

Part A.   Vendor Information

1. Vendor name

2. Vendor corporate address (street address, city, state, and ZIP+4®)

   Street address:

   City, State ZIP+4®:

3. Vendor contact information

   Name

   Title

   Telephone number

   Email address

6. Name of person completing application *(signature not required)*	**Date**

Part B.   Parcel Products

Check all mail classes, subclasses, and rate categories applicable to the capabilities of the shipper's eVS vendor application (parcels only). NCSC certification test plan is based on this application.

Destination Entry Parcels

Mail Subclass and Rate Category	Entry Level			
	DDU	DSCF	DNDC	NONE
☐ *Parcel Select (includes oversize pricing)*				
☐ **Presorted Destination Entry**				
☐ Machinable	☐	☐	☐	N/A
☐ Nonmachinable	☐	N/A	☐	N/A
☐ Nonmachinable 5-Digit	N/A	☐	N/A	N/A
☐ *Bound Printed Matter*				
☐ Nonpresorted	N/A	N/A	N/A	☐
☐ Presorted	☐	☐	☐	☐
☐ *Media Mail – Commercial Parcels*				
☐ Single-Piece	N/A	N/A	N/A	☐
☐ Basic Presort	N/A	N/A	N/A	☐
☐ 5-Digit Presort	N/A	N/A	N/A	☐
☐ *Library Mail – Commercial Parcels*				
☐ Single-Piece	N/A	N/A	N/A	☐
☐ Basic Presort	N/A	N/A	N/A	☐
☐ 5-Digit Presort	N/A	N/A	N/A	☐
☐ *USPS Marketing Mail Marketing Parcels*				
☐ **Parcels weighing 3.3 ozs or less**				
☐ Mixed NDC (Requires NDC Sort)	N/A	N/A	N/A	☐
☐ NDC	N/A	N/A	☐	☐
☐ SCF	N/A	☐	☐	N/A
☐ 5-Digit	☐	☐	☐	N/A
☐ **Parcels weighing greater than 3.3 ozs**				
☐ Mixed NDC (Requires NDC Sort)	N/A	N/A	N/A	☐
☐ NDC	N/A	N/A	☐	☐
☐ SCF	N/A	☐	☐	N/A
☐ 5-Digit	☐	☐	☐	N/A
☐ *USPS Marketing Mail Nonprofit Marketing Parcels*				
☐ **Presorted Parcels weighing 3.3 oz. or less**				
☐ Mixed NDC (Requires NDC Sort)	N/A	N/A	N/A	☐
☐ NDC	N/A	N/A	☐	☐
☐ SCF	N/A	☐	☐	N/A

Mail Subclass and Rate Category	Entry Level			
	DDU	DSCF	DNDC	NONE
☐ 5-Digit	☐	☐	☐	N/A
☐ **Presorted Parcels weighing greater than 3.3 oz.**				
☐ Mixed NDC (Requires NDC Sort)	N/A	N/A	N/A	☐
☐ NDC	N/A	N/A	☐	☐
☐ SCF	N/A	☐	☐	N/A
☐ 5-Digit	☐	☐	☐	N/A
☐ *USPS Marketing Nonprofit*				
☐ **Irregular Parcels weighing 3.3 oz. or less**				
☐ Mixed NDC	N/A	N/A	N/A	☐
☐ NDC	N/A	N/A	☐	☐
☐ SCF	N/A	☐	☐	N/A
☐ 5-Digit	☐	☐	☐	N/A
☐ **Machinable Parcels weighing greater than 3.3 oz.**				
☐ Mixed NDC	N/A	N/A	N/A	☐
☐ NDC	N/A	N/A	☐	☐
☐ 5-Digit	☐	☐	☐	N/A
☐ **Irregular Parcels weighing greater than 3.3 oz.**				
☐ Mixed NDC	N/A	N/A	N/A	☐
☐ NDC	N/A	N/A	☐	☐
☐ SCF	N/A	☐	☐	N/A
☐ 5-Digit	☐	☐	☐	N/A

Non-Destination Entry Parcels

Mail Subclass and Rate Category	Machinable	Nonmachinable
☐ *USPS Ground Advantage*		
☐ Single-Piece (includes Dimensional Weight)	☐	☐
☐ Cubic (alternate certification process)		
☐ Soft pack	☐	☐
☐ Non-soft pack	☐	☐
☐ Oversized	N/A	☐
☐ *Priority Mail*		
☐ Single-Piece (includes Dimensional Weight)	☐	☐
☐ Cubic (alternate certification process)		
☐ Soft pack	☐	☐
☐ Non-soft pack	☐	☐
☐ Small Flat Rate box	N/A	☐
☐ Medium Flat Rate box	N/A	☐
☐ Large Flat Rate box	N/A	☐
☐ Military Large Flat Rate box (APO/FPO/DPO)	N/A	☐
☐ Flat Rate envelope	N/A	☐
☐ Legal Flat Rate envelope	N/A	☐
☐ Padded Flat Rate envelope	N/A	☐

Mail Subclass and Rate Category	Machinable	Nonmachinable
☐ *Priority Mail Express*		
☐ Single-Piece (includes Dimensional Weight)	☐	☐
☐ Flat Rate envelope	N/A	☐
☐ Padded Flat Rate envelope	N/A	☐
☐ *Priority Mail Open & Distribute (PMOD)*	N/A	N/A

International

Mail Subclass and Price Category
☐ *Global Express Guaranteed (GXG)*
☐ Single-Piece
☐ *Priority Mail Express International*
☐ Single-Piece
☐ Flat Rate envelope (max 4 lbs.)
☐ Legal Flat Rate envelope (max 4 lbs.)
☐ Padded Flat Rate envelope (max 4lbs.)
☐ *Priority Mail International*
☐ Single-Piece
☐ ECOMPRO
☐ Flat Rate envelope (max 4 lbs.)
☐ ECOMPRO
☐ Legal Flat Rate envelope (max 4 lbs.)
☐ ECOMPRO
☐ Padded Flat Rate envelope (max 4 lbs.)
☐ ECOMPRO
☐ Small Flat Rate box (max 4 lbs.)
☐ ECOMPRO
☐ Medium Flat Rate box (max 20 lbs.)
☐ ECOMPRO
☐ Large Flat Rate box (max 20 lbs.)
☐ ECOMPRO
☐ *First-Class Package Int'l Service*
☐ Single-Piece

Extra Service Options

☐ **Extra Services - Domestic:**
☐ Adult Signature Required
☐ Certified Mail
☐ Certified Mail Adult Signature Required
☐ Hold for Pickup
☐ Insurance
☐ Priority Mail Express Insurance
☐ Restricted Delivery
☐ Return Receipt (See restrictions in *DMM* 503.1.4.1)
☐ Return Receipt Electronic (See restrictions in *DMM* 503.1.4.1)
☐ Signature Confirmation
☐ USPS Tracking
☐ **Extra Services - International:**
☐ Insurance
☐ Return Receipt (PMI with Insurance only)

Part C.   Software Platform/Operating System

1.   Software Name

2.   Software Version

3.   Operating Platform

4.   Compatible Printers/Drivers

Part D.   Manifest System Information

1.   How does your software prevent duplicate Electronic File Numbers (EFN) when processing for multiple shipping sites?

2.   Does your software support a master/child Mailer ID relationship with multiple child Mailer IDs with one or more Permits?

3.   How are price tables and zone charts updated?

4.   How are software versions controlled?

5.   How is the manifest generated?
- ☐ Internally produced
- ☐ eVS API

6.   Barcode label production
- ☐ Internally produced
- ☐ eVS API

7.   Electronic File format

What file formats are offered to customers?
- ☐ Flat file v2.0 *(recommended)*
- ☐ Flat file v1.7
- ☐ Electronic Data Interchange (EDI)

Note: EDI requires additional set-up and testing with the Data Transfer Services team.

8.   Secure Electronic File transmission method

What methods of transmission are offered to customers?
- ☐ HTTPS Web Services (PDX)
- ☐ SFTP with PGP
- ☐ AS2

Note: SFTP & AS2 require a connectivity project with the Data Transfer Services team.

9. **How will the manifest be submitted?**

☐ Vendor submission of all customer manifests

☐ Customer submission of manifests

Part E. Account Profile (Completed by Postal Service)

Developer ID: **WebTools ID:**

Vendor (test) eVS Permit Number	Company Name or Abbreviation in Indicia
Permit Post Office of Account	**Finance Number (Post Office of Account)**
City Washington **State** DC **ZIP Code** 20260	66-1204
Vendor Mailer ID's	**CRID**
Master MID: **Child MID:**	

Appendix C: Postal Service Forms

The additional forms required to configure a shipper's eVS account are available at USPS.com. Search for "Forms", then click the *Find a Form* icon. From the numerical list, select the desired form for download, or click the direct download links below:

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

> PS Form 3615 Mailing Permit Application and Customer Profile

> PS Form 5052 Printer Certification Certificate

Information needed to open an EPS account can be found at PostalPro.

Appendix D: Sample Authorization Contracts

Sample eVS Authorization

This letter and any attachments authorize [company name] to enter and pay postage, as applicable, for the mail classes/products named in your Electronic Verification System (eVS®) profile. The terms and conditions stated in this authorization adhere to all requirements for eVS as described in the Domestic Mail Manual (*DMM*) and the Publication 205, *Electronic Verification System Business and Technical Guide*. Your company must maintain the following standards to keep this authorization in effect.

1. Postal Regulations: In addition to complying with the specific terms and conditions of this authorization, [Company Name] (hereafter referred to as the "shipper") will prepare all mailings pursuant to postal regulations and mailing standards that include, but are not limited to, proper preparation and sortation, appropriate mailpiece and content eligibility, and correct payment of the required postage and fees for the prices and services claimed. This authorization is therefore subordinate to, and does not supersede, any provision of the *DMM* or any other Postal Service regulations or rulings that apply to mail presented under this authorization or any other service agreement that the shipper has or is required to have with the Postal Service.

2. Permissible Mailpiece Types: This authorization is limited to pay postage and fees for mailpieces in the "parcel" processing category (also known as "packages") as defined by the Postal Service in the *DMM*. The exception to that would be for letter size or flat size Priority Mail or Priority Mail Express flat rate envelopes.

3. Permissible Mail Classes/Products: This authorization for mailing packages is limited to the mail class/product approved in *PostalOne!* Packages will meet the appropriate eligibility standards and content eligibility requirements for those mail classes/products. Packages prepared and claimed at other mail classes/products are not allowed unless approved by the Director, Commercial Product Payment & Policy.

4. Shipper Identification and Locations: Prior to mailing, the shipper will obtain a master Mailer Identification (MID) number to be used exclusively for eVS mailings presented under this authorization. Any additional MIDs obtained for the shipper, or to identify clients or facilities of the shipper (for mail owners only) must be used exclusively for eVS. When eVS shippers enter packages for one or more clients (mail owners), the eVS shipper is expected to obtain a unique Mailer ID (MID) for each client/mail owner to designate package ownership. Only certified MIDs may be used on packages mailed under eVS. The shipper will also provide the Postal Service with a complete listing of all shipper sort facilities, and entry postal facilities where the shipper will deposit mail. The shipper is responsible for updating the list when a facility change is made by notifying the Director, Commercial Product Payment & Policy at eVS@usps.gov. The shipper is responsible for payment of all packages using any of the MIDs obtained for eVS use.

5. MIDs Financial Responsibility: Master MIDs may be assigned to mail owners or consolidators. Child MIDs that are requested and assigned to a Master MID become the responsibility of the Master MID owner whom they have been assigned to. Payments for any packages that contain the Child MID in the PIC which are determined to be unmanifested by eVS are the responsibility of the Master MID owner to which the Child MID is assigned.

   a. Removal of MID: In the event that a consolidator has provided Child MIDs to clients who no longer use their services for shipment, it is the responsibility of the consolidator to ensure the use of the Child MID ceases. Consolidators who request to remove a Child MID must submit a written request to USPS to remove the MID and contact the client using the MID to inform them they may no longer use the MID assigned to them by the consolidator.

   The process for removing MIDs is as follows:

   1) The Master MID owner will notify the client using the child MID that they may no longer use the MID assigned to them.

2) The Master MID owner will notify eVS of the intent to cease mailing relationship.

(a) Complete form (See Exhibit 1.3.3-A) for documentation template.

(b) Submit email request to eVS_HQ@usps.gov with the subject line of: "Request to Remove Child MID (MID #)"

3) eVS program office will monitor mailing activity beginning on the 1st of the month after delinking is requested.

If manifested activity occurs within 120 days monitoring period:

(a) The 120 days monitoring period will start over and revert to the first of month for the Original Master MID Owner
(b) eVS will notify the Child MID user to discontinue usage of Child MID and provide processes to acquire a new Child MID to be associated to a new Master MID owner

If unmanifested activity occurs within 120 days:

(a) The Original Master MID owner is responsible for all Unmanifested assessments
(b) eVS program office will notify the Child MID user to discontinue usage of the Child MID and provide processes to acquire a new Child MID

If unmanifested activity occurs after 120 days:

(a) If the Unmanifested postage for the month of activity exceeds $50, the Unmanifested PICs are deleted from the Master MID owner and identify in *PostalOne!* as "associated to a delinked MID. Contacting Child MID user for payment."
(b) If the Unmanifested postage total for the month exceeds $50, and the Child MID owner cannot be identified, the eVS HQ Director will notify the Inspection Service

If Mailing activity does not occur within 120 days monitoring period, eVS Program office will delink the Child MID in *PostalOne!* and notify Master MID owner that Child MID has been delinked.

6. eVS Permit Number: Prior to mailing, the eVS applicant must obtain permit imprint account to be used exclusively for eVS/PRS mailings. The applicant must apply for the permit imprint account using the PS Form 3615, *Mailing Permit Application and Customer Profile*. The registered permit number must be used exclusively for eVS/PRS mailings to ensure financial transactions remain separate from non-eVS/PRS transactions.

7. Quality Control (QC) and Record Retention: The shipper will, at a minimum, establish and perform under this authorization, all QC procedures described in Attachment A, *Quality Control Procedures*, to ensure and maintain the accuracy of mail preparation and the correctness of postage computations. The Postal Service reserves the right, at its discretion, to require the shipper to implement other reasonable and appropriate QC procedures if the Postal Service determines that the procedures described in Attachment A are inadequate to ensure proper payment of postage. The Postal Service will give the shipper 30 days to correct existing QC procedures before requiring additional procedures. As part of the QC procedures, manifest files and QC records prepared under this authorization is retained as follows:

   a. All eVS manifest files are retained for at least 90 days from the date of mailing and made available for inspection by the Postal Service.

   b. QC sampling reports are retained for at least 90 days unless errors are detected. If errors are detected during the sampling process, the corrective action taken is described on the sampling report and the reports are retained for at least one year.

8. Payment Process: Payment is made using an established Enterprise Payment System debit account with the Postal Service, if such account has not already been established This authorizes

the Postal Service to deduct charges for postage and any fees from this EPS account based on the mailing information reported under this authorization. The shipper authorizes the Postal Service to create the appropriate postage statements based on data transmitted in the electronic manifest files and to deduct postage and any fees automatically from the shipper's EPS account. There must be adequate funds available to cover mailing activity and adjustments, and if debit limits are set for the debit account, the shipper must ensure that the limit is also sufficient to cover mailing activity and adjustments. The bank account is debited for the total day's postage on the next bank business day. Shippers are subject to all rules that apply to EPS.

9. Manifest Transmission: The shipper will transmit each electronic manifest at or before the time of mailing. The shipper will ensure the successful transmission of each electronic manifest to the Postal Service. Data in each manifest file record is accurate and populated to the correct fields as specified in Publication 205. Refer to the *PostalOne!* Contingency Plan in the Publication 205 for system outages.

10. Parcel Barcode and Payment Markings: Each package presented by the shipper under this authorization must bear a readable barcode meeting the technical standards in Publication 199 - Intelligent Mail™ Package Barcode (IMpb) Implementation Guide for: Confirmation service and eVS shippers; and the Barcode Package Intelligent Mail Specification; contain the required package information, and any Extra Service used by the shipper. Each package will also bear a permit imprint indicating the payment of postage and displaying all markings required by the *DMM* for eVS manifest mailings. Container placards must be appropriately marked and labeled to indicate that all packages on or in such containers are part of an eVS manifest mailing.

11. Extra Services Documentation: For mailing with Insurance, shippers must use Shipping Services File version 1.6 or higher to provide recipient name and address information electronically to meet requirements for accountable Extra Services mailings.

12. Shipper Reviews: The shipper will provide any assistance the Postal Service may require performing periodic monitoring and review of the accuracy of mail acceptance and payment pursuant to this authorization. Such a review will include, but is not limited to, the review of procedures for ensuring files have been transmitted; handling damaged and withdrawn pieces; proper identification and classification of mail matter; quality control; corrective actions, and production of accurate documentation.

13. Refund Requests: The shipper will submit any request for a postage refund or any adjustment to the postage payment account for postage overpayment within 60 days from the date of mailing; otherwise, no refund request is considered except in extenuating circumstances. The shipper must document and clearly explain the reason(s) for the discrepancy and the corrective action taken by the shipper to ensure the discrepancy does not recur. At a minimum, refund requests should include the following information: date the system or procedural failure occurred, the number of affected pieces, Package Identification Codes (PICs), the amount of the overpayment of postage, and the shipper's tax identification number (TIN) or complete W9 form. If applicable, additional information may include affected manifest Electronic File Numbers, and any pertinent information that will support the refund request. If submitting a Refund Request for Unused Label, PICs are required at time of submission for refund processing. Any occurrence of postage underpayment detected by the shipper is reported to the Postal Service within five (5) working days from the date of detection. Any postage refund request or underpayment of postage may initiate an investigation by the Postal Service to determine why the discrepancy was not detected at the time of mailing and whether proper corrective action was taken to prevent a recurrence. The Director, Commercial Product Payment & Policy, will rule on the validity of a postage refund request or postage payment adjustment. When the Postal Service determines postage was overpaid or underpaid because of a system failure in the shipper's operation, the administrative processing cost is charged to the shipper. Any applicable administrative cost is deducted from the authorized net refund amount before the refund is issued. Appeals are directed to the PCSC as defined in the *DMM*. PCSC issues the final agency decision on all appeals.

14. Sampling: Postage sampling data is collected by the Postal Service at facilities after the deposit of mailings under this authorization. The Postal Service reserves the right to collect postage sampling data at the shipper's plants or places of origin with proper notice to the shipper or when required by the mail class/product or rate category manifested.

15. Postage Calculation Accuracy: The Postal Service electronically checks the accuracy of the postage amount in all electronic manifest files prepared and submitted by the shipper as specified in Publication 205. The Postal Service calculates the postage and fees for each manifest using the original data elements found in the shipper's manifest files, generate the final postage statement from this data, and display the results as a variance in a report in *PostalOne!*

16. Additional Postage Assessments and Reconciliation Period: The Postal Service performs the calculation and assessment of any outstanding postage due as explained in Publication 205. The reconciliation period for all other adjustments begins after the close of any postal accounting period (the corresponding calendar month). The shipper will have the first 10 days during the subsequent month (the "reconciliation month") to transmit any missing or corrected manifest records. The shipper must request a Postal Service review by the 10th of the month. After the shipper initiates a request for review, the shipper and the Postal Service will review the sampling data and determine whether any samples are to be eliminated from the reconciliation process. Any adjustments for additional postage are withdrawn on the 21st of the subsequent month. The Postal Service calculates adjustments to postage due in the following specific situations:

   a. *Adjustment to Manifest Postage:*
   The Postal Service determines whether the shipper owes additional postage for any postal accounting period by using sampling verifications conducted throughout the accounting period to calculate a Postage Adjustment Factor (PAF). A separate PAF is calculated for each mail class/product sampled by dividing the total postage for the samples by the total postage recalculated by the Postal Service for the corresponding package records in the shipper's manifest file. The Postal Service recalculates manifest postage using price-specific data elements in the shipper's manifest. Any additional postage owed to the Postal Service is determined by the PAF as follows:

   1) If the monthly sampling results in a PAF less than or equal to 1.015 (1.5%), then the total manifest postage for that accounting period is not adjusted.

   2) If the monthly sampling results in a PAF more than 1.015 (1.5%), postage has been underpaid and the Postal Service assesses additional postage due by multiplying the total recalculated manifest postage for the month by the PAF multiplier for each mail class/product.

   b. *Unmanifested Packages:*
   Unmanifested packages include packages that were accepted and scanned by the Postal Service for which the Product Tracking and Reporting system (PTR) and eVS never received or successfully processed electronic manifest records representing the packages.

   Any sampled packages that are unmanifested are charged actual postage at published prices based on the measured characteristics of those packages. Any packages that are unmanifested but were not sampled are charged an average per-piece calculated price by mail class. This per-piece price is calculated using the average postage, at published prices, for the shipper's sampled packages of that mail class.

   c. *Mis-shipped Parcels:*
   Parcels deposited by the shipper at an incorrect entry facility are handled as follows:

   1) Each Destination Delivery Unit (DDU) parcel is charged additional postage derived from the difference between the postage recalculated by the Postal Service for the corresponding parcel on record in the shipper's manifest file (recalculated manifest postage) and the applicable non-destination entry single-piece price for the mis-shipped DDU parcel as defined in the *DMM*. In the case of USPS Marketing Mail

parcels, the shipper is charged the difference between the recalculated manifested postage and the appropriate USPS Ground Advantage single-piece price.

Mis-shipped parcels appear in the DDU Confirmation Services Mis-shipped Report in eVS. Postage for mis-shipped parcels is calculated daily.

2) Destination Network Distribution Center (DNDC) and Destination Sectional Center Facility (DSCF) parcels are not part of the mis-shipped adjustment. Instead, the difference in postage between the recalculated manifest postage and the postage calculated for any sampled mis-shipped DNDC or DSCF parcel becomes part of the PAF for sampled parcels. Sample postage for mis-shipped DNDC and DSCF parcels is calculated at the appropriate non-destination entry price, including rezoning as necessary.

d. *Manifest Errors:*
    The Postal Service uses the rate ingredients within the file to calculate postage for each package. In the event a rate ingredient combination does not produce a valid price, the PICs for these packages are placed into the Manifest Error Report. Shippers must resubmit manifests before the 10th day of the reconciliation month to correctly pay for these packages. When packages with correct rate ingredients are manifested, they are removed from the Manifest Error Report. Any packages remaining after the 10th of the following month are charged the average per-unit postage price for the mail class/product. If the mail class/product cannot be determined, the average per-unit postage price for all mail classes/products mailed is charged for the packages remaining in the report.

    To re-manifest the packages appearing on the Manifest Error Report, the shipper must use a new Electronic File Number. While this may result in a warning "label previously received" from the PTR on the detail record in the Confirmation Error Warning report, the packages are accepted into eVS and billed correctly for postage payment.

    If the shipper is using the IMpb, a correction file may be submitted so that packages are accepted into eVS and billed correctly for postage payment.

e. Duplicate Packages: Packages for which there are multiple delivered scan events from PTR without corresponding payment records are considered duplicate records. Shippers are responsible for payment of all duplicate packages. Duplicate packages include packages with an eVS MID that were accepted and scanned by the Postal Service for which PTR and eVS have received either a) Delivered scan events in multiple ZIP Codes or b) Delivered scan events in the same ZIP Codes across multiple days or c) Multiple delivered scan events representing multiple packages delivered on the same day.

    If a shipper submits a manifest containing detail records matching the PICs of duplicate packages, eVS reconciles the PIC and manifest destination ZIP Code to the corresponding duplicate record to recognize payment and determine which of the duplicate PICs is removed from the pending adjustment. eVS also maintains a count of duplicate records for each PIC. Only those duplicates for which no matching manifest record is found are charged as part of the duplicate package adjustment.

f. Content Eligibility: Shippers who present content-based mailings must ensure parcels meet the eligibility requirements for the intended class of mail shown on the package. eVS shippers who enter content-based packages are subject to periodic classification and content eligibility audits. If any package in a product content audit is found to have ineligible content, the percentage of packages in error of that mailing is considered to be ineligible for content-based pricing. For purposes of the content audit, a mailing is defined as all packages from a single MID with the same mailing month and mail class. Errors found are documented for the shipper and the postage adjustment is performed after the results are provided to the shipper. Any mitigation of the adjustment must be fully

documented and submitted as an appeal to the <u>Director, Commercial Product Payment & Policy.</u>

g.   Destination Entry Eligibility. Shippers who deposit mailings at DNDC and DSCF facilities must ensure that the packages destined for those facilities qualify to be deposited at those facilities and claim the respective destination entry prices. For pieces not destined to be entered at the correct entry facility, the shipper does not qualify for destination entry prices.

h.   Presort Eligibility. Shippers who claim presort prices must meet presort volume and/or weight criteria. eVS considers a date of mailing and the mail class to determine if the presort criteria is met. For mailings that do not meet the minimum volume, each package is re-calculated to the appropriate qualifying single piece price.

i.   Incorrect Packaging: Shippers who are using Postal Service supplied expedited packaging, labels or marking, but are identified and manifested as a non-expedited mail class are assessed the difference of the actual sampled postage and the manifested postage.

j.   IMpb Assessment: Shippers are assessed IMpb non-compliance fees for commercial Competitive Products when non-compliant pieces exceed the threshold for one of the IMpb Quality Compliance categories. Refer to [Publication 199](), *IMpb Implementation Guide for: Confirmation Services and eVS Mailers,* for the most updated compliance details.

k.   Offline Reconciliations: Shippers may be assessed through offline reconciliations as USPS deems necessary.

17.   Mail Transport Equipment (MTE): The shipper will ensure that all MTE loaned by the Postal Service is used only for the preparation and transportation of mail that is delivered by the Postal Service. The shipper will use its best efforts to protect and maintain in good condition any MTE loaned by the Postal Service; will return all such MTE at the times, dates, and locations prescribed by the Postal Service; and will reimburse the Postal Service for the current replacement cost of any such MTE that is damaged beyond normal wear and use, or destroyed while in the shipper's possession, custody, or control.

a.   The shipper will provide 30 days advance written notice, unless otherwise specified or approved by the Postal Service, to the Director, Commercial Product Payment & Policy, at evs@usps.gov for any of the following:

- Relocation

- Change in company name

- Change in company permit indicia

- Change in ownership. A change in ownership will cause the termination of this authorization and require the establishment of a new authorization with the new owner.

b.   Any addition or modification to the shipper's production equipment or computerized systems that affect mail preparation or the generation of electronic files, barcodes, or mailing documentation required under this authorization.

c.   Any addition or modification to the shipper's list of origin entry facilities.

19.   Suspension: The Director, Commercial Product Payment & Policy, may suspend this authorization at any time pending review, when there is an indication that postal revenue is not fully protected.

20. USPS reserves the right to withdraw any MIDs used on packages with counterfeit postage. This may require USPS to withdraw a MID that a Shipper is currently using. A new MID will be reassigned to the Shipper to implement into their processes.

21. Shipper Cancellation: The shipper may cancel this authorization at any time by giving written notice to the Director, Commercial Product Payment & Policy. If the shipper requests cancellation of this authorization, the shipper will continue to be responsible for payment of postage for all future packages containing the shipper's MID.

22. Postal Service Cancellation: The Director, Commercial Product Payment & Policy, may cancel this authorization upon 30 days' written notice if the Director determines that:

    a.   The shipper has not complied with the terms specified in any section of Article 18.

    b.   The shipper has improperly performed or neglected to perform quality control procedures required by this authorization and has not taken, or refuses to take, corrective action.

    c.   The shipper has consistently presented mailings improperly paid or prepared, including the misclassification of mail.

23. Shipper Obligation: This authorization certifies acceptance of liability for and authorization to pay any revenue deficiencies assessed on any mailing represented by an eVS manifest file, subject to administrative appeal. With each transmission, the shipper certifies that all information transmitted in an eVS file as specified under this authorization is accurate, truthful, and complete; the mail complies with all Postal Service standards; the mailing qualifies for the prices and fees claimed; and the mailing does not contain any matter prohibited by law or postal regulation. The shipper understands that anyone who furnishes false or misleading information in eVS manifest files or omits material information in the manifest files may be subject to criminal penalties and/or civil penalties, including fines and imprisonment.

24. Duration: This authorization remains in effect until such time as the Director, Commercial Product Payment & Policy, or the shipper's representative cancels it. If Postal Service eVS modifications or shipper-supplied information indicates a need for revision of this authorization, then it is amended.

THIS eVS MAILING AUTHORIZATION CONSISTS OF 24 ARTICLES WITH ATTACHMENT A. THIS AUTHORIZATION MAY NOT BE AMENDED OR CHANGED WITHOUT THE APPROVAL OF THE DIRECTOR, COMMERCIAL PRODUCT PAYMENT & POLICY.

Attachment A

Quality Control Procedures

Company Name, Inc.

- Electronic Monitoring of Mailings

  The shipper agrees to monitor continuously the web-based shipper reports and/or electronically supplied extract files provided by the Electronic Verification System (eVS) to identify manifesting errors, underpayment of postage, postage variance errors, unmanifested packages, mis-shipped DDU parcel, system problems, and any other reports or messages transmitted to the shipper by the Postal Service.

- Internal Sampling Verification

  a) The shipper will develop an electronically formatted Quality Control sampling form approved by the Postal Service and document a -by- postage comparison on that form.

  b) Initially, the shipper will perform postage accuracy verifications on 0.5 percent of the packages, or 100 packages, whichever is less, per day from each mailing location for the first 30 days. After that, when mailings remain within the +/- 1.5 percent accuracy level for proper postage calculation, the number of packages verified from each shipper location can be reduced to 100 packages per week.

  c) The shipper will perform these verifications by comparing the postage documented during the quality assurance sampling against the postage claimed in the electronic manifest files.

  d) The shipper will retain Quality Control sampling forms electronically for at least 90 days unless errors are detected. If errors are detected during the sampling process, the shipper will document the following on the Quality Control sampling form and retain these reports for at least 1 year:

      (1) Description of error

      (2) Root cause of error

      (3) Corrective action

      (4) Notification to production supervisor.

  e) This same procedure will also be followed when the Postal Service finds and reports errors to the shipper.

- Quality Control Areas

  The shipper will ensure that a quality process is in place for any of the following applicable areas:

  a. The shipper will maintain and document the shipper's quality control over all aspects of mail production including accurate classification of mail and system processing environments. Documentation could be represented by a quality control manual or other work instructions and checklists that the Postal Service could audit if necessary.

  b. The shipper will ensure that the identification number used for file transmission and identification numbers used for package identification of the shipper and package identification of the clients of the shipper are incorporated into the eVS data structure for proper identification and impact on postage payment.

  c. The shipper will document the quality controls used and the reports generated that ensure accurate readability of barcode information on all packages. Barcodes include the

barcodes used for the package identification codes and barcodes used as the postal routing barcodes for the destination ZIP Code of the package.

d. The shipper will document the frequency of errors by using an electronically formatted sampling form approved by the Postal Service. Samples will consist of mixed classes and destinations. Descriptions, root causes of those errors and the corrective action taken for files accepted from clients are documented on the sampling form. The shipper will have client-based quality control to ensure the proper rating of all material being entered by the client.

e. The shipper will ensure the inclusion of all client data files within the body of the main electronic eVS manifest mailing.

f. The shipper will ensure the proper upload of all electronic eVS manifest mailing data.

g. The shipper will ensure that file error report data returned from the Postal Service receives scrutiny, prompt correction, retransmission or other electronically documented reconciliation.

h. The shipper will arrive within one half hour of appointment schedules and provide, upon request by the Postal Service, electronic validation of monthly performance in meeting these appointment schedule times, as applicable to each destination delivery unit post office where mail is being deposited.

Sample Parcel Return Service Authorization

This letter, and any attachments, authorizes Company Name to provide Traditional Parcel Return Service (PRS) and pay postage, as applicable, for the mail classes/products named in the PRS profile in the eVS system. The following terms and conditions allow the use of an electronic manifest using a unique PRS permit number as provided in the Domestic Mail Manual (*DMM*); Publication 401, Guide to Manifest Mailing System; and Publication 205, eVS® Electronic Verification System Business and Technical Guide. Your company must maintain the following standards to keep this authorization in effect:

1. Postal Regulations. In addition to complying with the specific terms and conditions of this authorization, Company Name (hereafter referred to the "shipper") will prepare all labels and instructions pursuant to postal regulations and mailing standards and tender correct payment of the required postage and fees for the rates and services claimed. This authorization is therefore subordinate to, and does not supersede, any provisions of the *DMM* or any other Postal Service regulations or rulings that apply to mail presented under this authorization or any other service authorization or agreement that the shipper has or is required to have with the Postal Service. Any exceptions to *DMM* standards are requested in written form addressed to the Manager, Pricing and Classifications Service Center (PCSC).

2. Permissible Processing Category. This authorization is limited to mailpieces in the "Parcel" processing category (also known as "packages") defined by the Postal Service in the *DMM*. This authorization is not used to pay postage and fees for pieces in the letter-size or flat-size mail processing categories as defined by the Postal Service in the *DMM*. All parcels must have an approved PRS label attached (see article 12). Attachment A lists applicable price categories. The xxxxx ZIP Code will only be used by the shipper on PRS return labels.

3. Permissible Mail Classes, Rate Categories, and Extra Services. This authorization for mailing parcels is limited to the classes of mail specified in *Attachment A, Mail Classes, Rate Categories, and Extra Services*. Parcels must meet the appropriate eligibility standards and content requirements for those classes of mail and price categories. Parcels prepared and claimed as other classes of mail or at other rate categories or with other Extra Services are not mailed under this authorization.

4. Mail Transport Equipment (MTE). The shipper will ensure that all MTE loaned by the Postal Service is used only for the preparation and transportation of mail that is delivered by the Postal Service. The shipper will use its best efforts to protect and maintain in good condition any MTE loaned by the Postal Service; will return all such MTE at the times, dates, and locations prescribed by the Postal Service; and will reimburse the Postal Service for the current replacement cost of any such MTE that is damaged beyond normal wear and use, or destroyed while in the shipper's possession, custody, or control.

5. Mailer ID (MID) Numbers, USPS Return Facilities, and Agent Processing Facilities: The Agent will provide the Director, Commercial Product Payment & Policy with a complete listing of Agent and Client MIDS; and the pickup schedule for all Return Processing Facilities (RPF) where mail is picked up. The Agent is responsible for updating these listings at the beginning of each month. MIDs issued for use in eVS/PRS mailings must be mailed and paid through eVS/PRS. The Agent must furnish a list of return delivery unit(s) (RDU) to the Director, Commercial Product Payment & Policy upon request. The USPS will coordinate return pick-ups so that they coincide with Agent deliveries to the USPS. Prior to mailing, the Agent will provide the Postal Service with Agent identification numbers that are to be used for mailings presented.

6. Quality Control and Record Retention. The shipper will, at a minimum, establish and perform under this agreement all quality control procedures described in Attachment C, Quality Control Procedures, to

ensure correctness of postage computation. In addition, the shipper will monitor mail quality by reviewing on a regular basis all available shipper reports posted on the eVS website. The Postal Service reserves the right, at its discretion, to require the shipper to implement other reasonable and appropriate quality control procedures if the Postal Service determines that the procedures described in Attachment C are inadequate to ensure proper payment of postage. The Postal Service will give the shipper 60 days to correct existing quality control procedures before requiring additional procedures. As part of the quality control procedures, manifest files and quality control records prepared under this agreement are retained as follows:

a) All PRS electronic manifest files are retained for at least 90 days from the date of mailing and made available for inspection by the Postal Service.

b) Quality control sampling reports are retained for at least 90 days unless errors are detected. If errors are detected during the sampling process, the corrective action taken is described on the sampling report and the reports are retained for at least one year.

7. Payment Process. Postage is paid through dedicated permit numbers. An Enterprise Payment System debit account must be established, and the Postal Service must be authorized by the Shipper to deduct charges for postage and fees from this EPS account. The Shipper will authorize the Postal Service to create the appropriate postage statements based on data transmitted in the electronic manifest files and to deduct postage and fees automatically from the Shipper's EPS account. The Shipper will maintain sufficient funds on deposit in this account to cover all postage and fees for any mailing made under this authorization.

8. Handling and Special Rate Calculation:

a) Packages shipped from "offshore locations" (outside of the contiguous 48 states as defined in the *DMM*) are available for pick up at designated offshore RSCFs. For this purpose, "offshore locations" are defined as Alaska, Hawaii, Puerto Rico, or any U.S. Territory or possession defined in *DMM* 608.2. At the shipper's request, USPS may transport offshore packages to an RPF in the Continental US for shipper pick-up. Those packages are subject to USPS Ground Advantage prices. Use instructions provided in 8.a. to calculate proper zone. If the manifest system cannot properly rate these items, shipper is not authorized to distribute PRS labels to these locations.

b) PRS postage must be paid for parcels with a PRS label affixed even if partial postage or full postage is also affixed. The Shipper may request a postage adjustment for items with PRS labels that have at least full postage affixed when the items are presented to the local postmaster or designee with the following:

1) The manifest to support PRS payment.

2) The parcel with postage affixed. Images of the parcel are not accepted.

c) The Shipper is not responsible to pay postage for parcels without PRS labels which contain postage metered by the USPS or which the original addressee has paid the full postage amount via affixed postage.

d) The Shipper is responsible to pay postage for short paid pieces.

e) Special Services are not permitted on PRS parcels. The Shipper is not charged for any special service fees that are short paid.

f) One pound rate applies if piece weighs one pound or less, and until ½ pound rates exist at the RPF and RDU, as agreed to by the parties and approved by the Postal Regulatory Commission.

9. Special Processing Requirements: By local authorization, the Shipper will segregate all special service, postage affixed, and missorted pieces found on each load and make them available for USPS pickup within 24 hours for proper disposition.

10. Manifest Transmission. The Shipper will create and transmit an electronic manifest for all mail picked up at RPF and RDU facilities to the eVS/ *PostalOne!* database within 72 hours of mail pickup. The Shipper will ensure the successful transmission of each electronic manifest to the Postal Service. Data in each manifest file record is accurate and populated to the correct fields as specified in Publication 205. Manifests that cannot be accepted by the Postal Service because of problems with the transmission of the manifests or the data within the file records are corrected, as necessary, and retransmitted within 24 hours unless a longer period is approved by the Director, Commercial Product Payment & Policy.

11. Parcel Barcode and Payment Markings. Each parcel presented by the Shipper's or Shipper's clients' customers under this authorization must bear a readable barcode meeting the technical standards in the Publication 205 and containing the required parcel information. Each parcel will also bear a permit imprint indicating the payment of postage and displaying all required markings for PRS manifest mailings.

12. PRS Labels and Instructions. Shipper will ensure that samples of all client and Shipper PRS Labels are submitted and certified by the USPS National Customer Support Center (NCSC) for use prior to distribution. All samples must include user instructions that also require NCSC approval. Regardless of the label distribution method, written instructions will always be provided to PRS label users that at a minimum meet the requirements of the *DMM*.

13. Accuracy Reviews. The Shipper will provide any assistance the Postal Service may require to conduct periodic monitoring and review of the accuracy of mail separation for manifesting by RDU and RPF, and postage payment pursuant to this authorization. Such review will include, but not be limited to, preparation, documentation, quality control and corrective actions.

14. Refund Requests. The shipper will submit any request for a postage refund or any adjustment to the postage payment account for postage overpayment within 60 days from the date of mailing; otherwise, no refund request is considered except in extenuating circumstances. The shipper must document and clearly explain the reason(s) for the discrepancy and the corrective action taken by the shipper to ensure the discrepancy does not recur. At a minimum, the request should include the following information: date the system or procedural failure occurred, the number of affected pieces, Package Identification Codes (PICs), the amount of the overpayment of postage, and the shipper's tax identification number (TIN) or complete W9 form. If applicable, additional information must include affected manifest Electronic File Numbers, and any pertinent information that support the refund request. Any occurrence of postage underpayment detected by the shipper is reported to the Postal Service within five (5) working days from the date of detection. Any postage refund request or underpayment of postage may initiate an investigation by the Postal Service to determine why the discrepancy was not detected at the time of mailing and whether proper corrective action was taken to prevent a recurrence. The Director, Commercial Product Payment & Policy, rules on the validity of a postage refund request or postage payment adjustment. When the Postal Service determines postage was overpaid or underpaid because of a system failure in the shipper's operation, the administrative processing cost is charged to the shipper. Any applicable administrative cost is deducted from the authorized net refund amount before the refund is issued. Appeals are directed to the PCSC as defined

in the *DMM*. PCSC issues the final agency decision on all appeals. Instructions for refunds that can be decided locally for postage affixed mail are listed in article 8.b.

15. Sampling. Package attribute data is collected by the Postal Service at USPS facilities prior to mail being released to the PRS consolidator.

16. Postage Calculation Accuracy. The Postal Service checks the accuracy of the postage calculations reflected in all electronic manifest files prepared and submitted by the Shipper as specified in Publication 205. The Postal Service calculates the postage for each manifest using the original data elements in the Shipper's manifest files needed to calculate postage and issue a report showing the variance between the Shipper's postage calculation and the Postal Service postage calculation used to generate the final postage statement.

17. Additional Postage Assessments and Reconciliation Period. The Postal Service performs the calculation and assessment of any outstanding postage due as explained in Publication 205. After the close of any postal accounting period (the corresponding calendar month), the shipper will have the first 10 days during the subsequent month (the "reconciliation month,") to determine and transmit any missing manifest records. For the next 10 days, the shipper and the Postal Service will review the sampling data and determine whether any samples are to be eliminated from the reconciliation process. A postage withdrawal is made from the shipper's account for any postage adjustments on the 21st day of the reconciliation month The Postal Service calculates adjustments to postage due in the following specific situations:

    a) Adjustment to Manifest Postage. The Postal Service determines whether the shipper owes additional postage for any postal accounting period by using sampling verifications conducted throughout the accounting period to calculate a Postage Adjustment Factor (PAF). The PAF is calculated by dividing the total actual postage amount of the samples taken by the Postal Service by the total manifest postage amount paid by the shipper for those samples. Any additional postage owed to the Postal Service is determined by the PAF as follows:

        1) The PAF is less than or equal to 1.015, then the total manifest postage for that accounting period is not adjusted at the end of the 20-day reconciliation period to reflect the underpayment of postage.

        2) If the PAF is more than 1.015, then the shipper will determine whether any manifest records were not reported and will transmit those records during the first 10 days of the reconciliation period. If the PAF remains greater than 1.015 after the 20-day reconciliation period, a postage withdrawal is made from the shipper's EPS account on the 21st day of the reconciliation month.

    b) Unmanifested Parcels. Unmanifested packages include packages that were accepted and scanned by the Postal Service for which the Product Tracking and Reporting system (PTR) and eVS never received or successfully processed electronic manifest records representing the packages. Any sampled packages that are unmanifested are charged actual postage at published prices based on the measured characteristics of those packages. Any packages that are unmanifested but were not sampled are charged an average per-piece calculated price by mail class. This per-piece price is calculated using the average postage, at published prices, for the shipper's sampled packages of that mail class. Unmanifested packages may also subject to IMpb Noncompliance charges.

    c) Manifest Errors. Parcels manifested with invalid rate combinations that do not produce a valid price are considered "manifest errors". Throughout the accounting period and the subsequent reconciliation period, the Postal Service will generate and post on the eVS Web site necessary

reports identifying parcels with manifest errors. The shipper is required to submit correction eVS manifest files containing these manifest errors throughout the accounting period and the first 10 days of the reconciliation month. Postage due for parcels with manifest errors remaining after the 20-day reconciliation period is calculated by charging an average per piece charge for the class of mail in error.

18. Parcel Pick Up is as follows:

    a) From RDU's at least every 48 hours or more frequently if determined to be an operation impediment by specific RDU locations. Pickups may be required daily (excluding Sundays and USPS holidays) to prevent an adverse impact on local USPS operations. Written notice is provided to the Shipper by the USPS should pick up frequency need to be altered. A 30-day notice is given to the USPS prior to adding additional RDU's.

    b) Pick up appointments with each RDU are required 7 days prior to start up. The Shipper must complete and provide a PS Form 3801, *Standing Delivery Order*, to each RDU. This allows the USPS to release PRS parcels to authorized shippers.

    c) From RPF at a minimum each business day, excluding Saturday, Sunday's and Sunday USPS holidays. The Postal Service maintains a list of active RPF's and provides permit holders 30-day notice of changes to that list. The list may be obtained by contacting the Manager of Customer and Field Performance.

19. Shipper Modifications. The Shipper will provide 30 days advance written notice, unless otherwise specified or approved by the Postal Service, to the Director, Commercial Product Payment & Policy for any of the following:

    a) Any relocation or change in ownership, except for changes in connection with a corporate reorganization. A change in ownership will cause the termination of this authorization and require the establishment of a new authorization with the new owners.

    b) Any addition or modification to the Shipper's production equipment or computerized systems that affect USPS' mail preparation or the generation of electronic files, postage calculation, barcodes, or mailing documentation required under this authorization.

20. Shipper Cancellation. The Shipper may cancel this authorization at any time by giving written notice to the Director, Commercial Product Payment & Policy. However, the shipper is responsible for payment of any packages that continue to come in with approved PRS labels after the authorization has been cancelled.

21. Postal Service Suspension. The Director, Commercial Product Payment & Policy may suspend this authorization at any time if the Director determines that postage is not being fully protected. However, the shipper is responsible for payment of any packages that continue to come in with approved PRS labels after the authorization has been suspended.

    USPS reserves the right to withdraw any MIDs used on packages with counterfeit postage. This may require USPS to withdraw a MID that a Shipper is currently using. A new MID will be reassigned to the Shipper to implement into their processes.

22. Postal Service Cancellation. This authorization may be canceled by the Director, Commercial Product Payment & Policy at any time if the shipper:

a) Provides misleading or incorrect data that results in the underpayment of postage requirements and Shipper has failed to correct such deficiencies within thirty (30) days of its receipt of notice from USPS describing such deficiencies.

b) Stops using the system for more than 6 months unless longer periods are approved by the Director, Commercial Product Payment & Policy.

c) Remains unable to comply with applicable standards of the authorization, including required quality assurance procedures following a suspension.

d) The shipper is responsible for payment of any packages that continue to come in with approved PRS labels after the authorization has been cancelled.

23. USPS Reviews. The Director, Commercial Product Payment & Policy periodically perform reviews, including on-site reviews, at Shipper processing facilities upon reasonable advance notice to Shipper. The Shipper agrees to furnish all data and procedures requested and necessary to review the accuracy of piece counts and postage paid. The Shipper also agrees to provide any assistance the USPS may reasonably require during these reviews.

24. Shipper Obligation. This authorization and any attachments thereto certifies acceptance of liability for and authorization to pay any revenue deficiencies assessed on any mailing represented by a PRS manifest file, subject to administrative appeal. With each transmission, the Shipper certifies that all information transmitted in a PRS file as specified under this authorization is accurate, truthful, and complete to the best of its knowledge; that the mail in the mailing complies with all Postal Service standards; that the mailing qualifies for the rates and fees claimed; that Shipper's return clients have been notified in writing that PRS labels are prohibited on USPS non-mailable matter as defined in the *DMM* section 601 and Publication 52 (copies of all notifications are to be maintained on file for 2 years beyond the life of the client contract); and that to the best of its knowledge the mailing does not contain any matter prohibited by law or postal regulation. The Shipper understands that anyone who knowingly furnishes false or misleading information in PRS manifest files or omits material information in the manifest files may be subject to criminal penalties and/or civil penalties, including fines and imprisonment.

25. Duration. This authorization remains in effect until such time as the Director, Commercial Product Payment & Policy, or the shipper's representative cancels it. If Postal Service PRS modifications or shipper-supplied information indicates a need for revision of this authorization, then it will be amended.

THIS PARCEL RETURN SERVICE MANIFEST MAILING AUTHORIZATION CONSISTS OF 25 ARTICLES WITH ATTACHMENTS A, B, and C. THIS AUTHORIZATION MAY NOT BE AMENDED OR CHANGED WITHOUT THE APPROVAL OF THE DIRECTOR, PRODUCT AND PAYMENT TECHNOLGY SYSTEMS.

Attachment A

Mail Classes, Rate Categories, and Extra Services

Company Name, Inc.

The Shipper is authorized to use the following mail classes, rate categories, and Extra Services for parcels presented under the Electronic Verification System (eVS®).

1. Mail Classes and Rate Categories

Class	Subclass	Authorized (Yes or No)	Rate Categories
Package Services	Parcel Return Service (PRS) Parcels	Yes	PRS – Return Delivery Unit (RDU)
		Yes	PRS – Return Delivery Unit (RDU) Oversized
		Yes	PRS – Return Processing Facility (RPF)
		Yes	USPS Ground Advantage (ONLY FOR OFFSHORE)
Priority	Priority Mail	Yes	Zone Rated Priority Mail, Flat Rate Priority

➢ Oversized PRS Rate for parcels that measure over 108 inches but not more than 130 inches in combined length and girth regardless of weight, based on destination entry; and any erroneously accepted parcels weighing more than 70 lbs.

➢ Nonmachinable PRS Rate for parcels for which size, shape, or weight results in a nonmachinable surcharge as defined in the *DMM*.

➢ Zoned Priority Mail Rate based upon weight and zone for returns in Priority Mail packaging or Priority Mail marked packages. The Priority Mail flat-rate is paid for any items returned in flat-rate packaging.

2. Extra Services

Authorized (Yes or No)	Extra Service
No	USPS Tracking
No	Insured Mail
No	Restricted Delivery
No	Return Receipt
No	Return Receipt for Merchandise
No	Signature Confirmation
No	Certificate of Mailing

Attachment B

Mailer Identification Numbers and Pickup Locations

Company Name, Inc.

The Shipper plans to use and is authorized to use the following Mailer Identification Numbers for the Shipper's own mail and/or for mail of the Shipper's clients. These numbers are exclusively used for parcels prepared under PRS by the Shipper or the Shipper's clients, and the Shipper is responsible for payment. The Shipper will only pick up parcels from authorized locations.

1.   Shipper's Mailer Identification Numbers

      a.   Mailer Number for File Transmission

      The following Mailer Identification Number is used for transmitting files:

          MID xxxxxxxxx

      b.   Shipper's Clients' Numbers

          The Mailer Identification Numbers (MID) used for the named clients of the Shipper is identified in the listing provided to the Director, <u>Commercial Product Payment & Policy</u> at the beginning of each month.

2.   Unique Shipper PRS Permit Information

      a.   Permit Number

          xxxxx

      b.   EPS Account Number

      xxxxx

3.   Processing Sites, Pickup Facilities, Carrier, Pickup and Arrival Schedule

      Upon request, the Shipper will provide a list of processing facilities and PRS pick up facilities and arrival schedules authorized under this authorization.

Attachment C

Quality Control Procedures

Company Name, Inc.

The Shipper will regularly monitor the web-based Shipper reports provided by eVS® to identify manifesting errors, system problems, and any other reports or messages transmitted to the Shipper by the Postal Service.

The Shipper will use an electronically formatted Quality Control sampling form approved by the Postal Service and document a parcel-by-parcel postage comparison on that form.

Initially, the Shipper will perform postage accuracy verifications on 0.5% of the parcels, or 100 parcels, (whichever is less) per day from each Shipper processing facility for the first 30 days. After that, when mailings remain within the +/- 1.5% accuracy level, the percentage of parcels verified from each Shipper location can be reduced to 100 parcels per week.

The Shipper will do these verifications by comparing the postage documented during the quality assurance sampling against the postage claimed in the electronic manifest files.

The Shipper will retain Quality Control sampling forms electronically for at least 90 days unless errors are detected. If errors are detected during the sampling process, the Shipper will document the following on the Quality Control sampling form and retain these reports for at least 1 year:

- Description of error
- Root cause of error
- Corrective action
- Notification to production supervisor

This same procedure will also be followed when the Postal Service finds and reports errors to the Shipper.

The Shipper will ensure that a quality process is in place for any of the following applicable areas:

1. Quality Control Documentation. The Shipper will maintain and document the Shipper's quality control over all aspects of label preparation etc., pickup at postal facilities, and system processing environments. Documentation could be represented by a quality control manual or other work instructions and checklists that create a verifiable audit trail for the Postal Service.

2. MID Maintenance Process. The Shipper will ensure that all clients of the Shipper are incorporated into the PRS data structure for proper identification and impact on postage payment.

3. Barcode Read Rate. The Shipper will document checks of barcode accuracy and readability and monitor results to ensure accurate readability of barcode information on all parcels.

4. Staging Procedures. Shipper must have adequate procedures that ensure mail is staged securely prior to processing to prevent unprocessed pieces bypassing manifesting.

5. Scales. Shipper will test scales daily before using. Scales and test weights are calibrated annually by an accredited tests and weights firm.

6. Sampling Process. The Shipper will document the frequency of errors by using an electronically formatted sampling form approved by the Postal Service. Descriptions, root causes of those errors, and the corrective action taken is documented on the sampling form.

7. File Upload Process. The Shipper will ensure the proper upload of all electronic PRS manifest mailing data.

8. File Return Process. The Shipper will ensure that file error report data returned from the Postal Service receives analysis, prompt correction, retransmission, or other electronically documented reconciliation.

9. Monthly Quality Improvement Effort. The Shipper will provide a corrective action report regarding action being taken to improve quality if Postal Service sampling results indicate more than 1.5%.

10. Delivery Appointment Quality Measurement. The Shipper will arrive within one half hour of appointment schedules and provide, upon request by the Postal Service, electronic validation of monthly performance in meeting these appointment schedule times, as applicable to each RDU or RPF.

Appendix E: Piece-Pound Parcel Rate Computations*

USPS Marketing Mail

To record piece–pound postage amount in file version 2.0 Detail Record 1 positions (30) or file versions 1.6/1.7 Detail Record 1 positions (318-324), compute as follows:

Step 1	Use parcel weight in (A) from File Version 2.0 Detail Record 1 positions (35) or File Version 1.6 and 1.7 Detail Record 1 positions (363-371), rounded off to 4 decimal places (decimal point shown only for ease of illustration).
Step 2	Multiply (A) by the appropriate discounted pound rate (B) to determine the "individualized" pound postage amount (C).
Step 3	Add (C) and the corresponding piece rate (D) to determine the "interim" postage amount (E).
Step 4	Round off (E) to 3 decimal places to determine the rounded postage amount (F).
Step 5	Record (F) as shown in (G) with leading zeroes in the postage amount

Postage amount excludes:

- Extra Service fee(s)
- Barcode Surcharge
- Nonincidental Enclosure postage
- Presorted NDC Rate with DNDC Destination Entry discount
- Presorted 5-Digit or 5-Digit Scheme with DSCF Destination Entry discount
    - *At least 10 pounds of parcels to the same 5-Digit or 5-Digit Scheme location required.*
- Presorted 5-Digit DDU Destination Entry discount
    - *USPS Marketing Mail parcels entered at DDUs are eligible at any volume.*

Bound Printed Matter (Presorted)

To record piece–pound postage amount in File Version 2.0 Detail Record 1 positions (30) or File Version 1.6 and 1.7 Detail Record 1 positions (318-324), compute as follows:

Step 1	Use parcel weight in (A) from File Version 2.0 Detail Record 1 positions (35) or File Version 1.6 and 1.7 Detail Record 1 positions (363-371), rounded off to 4 decimal places (decimal point shown only for ease of illustration).
Step 2	Multiply (A) by the appropriate discounted pound rate (B) to determine the "individualized" pound postage amount (C).
Step 3	Add (C) and the corresponding piece rate (D) to determine the "interim" postage amount (E).
Step 4	Round off (E) to 3 decimal places, or as specified in the *DMM*, to determine the rounded postage amount (F).
Step 5	Record (F) as shown in (G) with leading zeroes in the postage amount

Postage amount excludes:

- Extra Service fee
- Barcode Surcharge
- Nonincidental Enclosure postage
- Presorted Rate with Destination Entry discount

Appendix F: Applicable Rates for Destination Entry Mailing

Mailings Deposited at a Destination Network Distribution Center/Auxiliary Service Facility

Subclass	Rate Category
Parcel Select	- Parcel Select DNDC zone price if within destination NDC/ASF service area. - IMpb Noncompliant Fee or eVS unmanifested fee apply if out of threshold - Parcels that measure in combined length and girth more than 108 inches but not more than 130 inches, use the oversized price, regardless of weight, based on applicable entry - Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in *DMM* 253.1.3) - Effective April 3, 2022, dimension noncompliance fee - Effective April 3, 2022, parcels that exceed 22 inches but not greater than 30 inches in length with DNDC entry are subject to a fee - Effective April 3, 2022, parcels that exceed 30 inches in length with DNDC entry is subject to a fee
Bound Printed Matter	- Presorted DNDC discount price if within NDC/ASF service area. - Presorted price if outside NDC/ASF service area.
Media Mail	- Basic price if within NDC/ASF service area. 5–digit price (volume dependent).
Library Mail	- Basic price if within NDC/ASF service area. 5–digit price (volume dependent).
USPS Marketing Mail Parcels (Nonprofit)	- Presorted NDC price at DNDC entry discount if within NDC/ASF service area. - Presorted SCF price (volume dependent) at DNDC entry discount if within NDC/ASF service area. - Presorted 5–digit price (volume dependent) at DNDC entry discount if within NDC/ASF service area. - Presorted NDC price, with no destination entry price discount. - Presorted Mixed NDC price, with no destination entry price discount. - For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. - Machinable pieces must be 3.5 ounces or more
USPS Marketing Mail Marketing Parcels	- Presorted NDC price at DNDC entry discount if within NDC/ASF service area. - Presorted SCF price (volume dependent) at DNDC entry discount if within NDC/ASF service area. - Presorted 5–Digit price (volume dependent) at DNDC entry discount if within NDC/ASF service area. - Presorted NDC price, with no destination entry price discount. - Presorted Mixed NDC price, with no destination entry price discount. - For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price - Machinable pieces must be 3.5 ounces or more

Mailings Deposited at a Destination Sectional Center Facility

Subclass	Rate Category
Parcel Select	Parcel Select DSCF price if within DSCF service area.

	- Parcel Select DNDC zone price under L607 if within DSCF service area and NDC serving DSCF. - IMpb noncompliant fee or eVS unmanifested fee apply if not within threshold - For parcels that measure in combined length and girth more than 108 inches but not more than 130 inches, use the oversized price, regardless of weight, based on the applicable entry - Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight of the dimensional weight, whichever is greater - Effective April 3, 2022, Dimensions Noncompliance Fee - Effective April 3, 2022, parcels that exceed 22 inches but not greater than 30 inches in length with DSCF entry are subject to a fee - Effective April 3, 2022, parcels that exceed 30 inches in length with DSCF entry are subject to a fee
Bound Printed Matter	- Presorted DSCF discount price (volume dependent) if within DSCF service area. - Presorted DNDC discount zone price under L607 if within DSCF service area and NDC serving DSCF.
Media Mail	- Basic price (volume dependent). - 5–digit price (volume dependent).
Library Mail	- Basic price (volume dependent). - 5–digit price (volume dependent).
USPS Marketing Mail Parcels (Nonprofit)	- Presorted 5–Digit DSCF price (volume dependent) if within DSCF service area. - Presorted SCF DSCF price (volume dependent) if within DSCF service area. - For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. - Machinable pieces must be 3.5 ounces or more
USPS Marketing Mail Marketing Parcels	- Presorted 5–Digit DSCF price (volume dependent) if within DSCF service area. - Presorted SCF DSCF price (volume dependent) if within DSCF service area. - For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price - Machinable pieces must be 3.5 ounces or more

Mailings Deposited at a Destination Delivery Unit

Subclass	Rate Category
Parcel Select	- Parcel Select DDU price if within DDU service area. - IMPb noncompliant fee and eVS unmanifested fee apply if not within threshold - For parcels that measure in combined length and girth more than 108 inches but not more than 130 inches, use the oversized price, regardless of weight, based on the applicable entry - Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (*DMM* 253.1.3) - Effective April 3, 2022, Dimension noncompliance fee - Effective April 3, 2022, Parcels that exceed 22 inches but not greater than 30 inches in length with DDU are subject to a fee - Effective April 3, 2022, Parcels that exceed 30 inches in length with DDU entry are subject to a fee

Bound Printed Matter	▪ Presorted rate if within DDU service area.
Media Mail	▪ 5–digit price if within DDU service area.
Library Mail	▪ 5–digit price if within DDU service area.
USPS Marketing Mail Parcels (Nonprofit)	▪ 5-Digit price if within DDU service area. ▪ For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. ▪ Machinable pieces must be 3.5 ounces or more
USPS Marketing Mail Marketing Parcels	▪ 5-Digit price if within DDU service area. ▪ For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price ▪ Machinable pieces must be 3.5 ounces or more

Mailings Deposited at a Destination Hub (DHUB)

Subclass	Rate Category
Parcel Select	▪ Parcel Select DHUB price if within DHUB service area. ▪ IMpb noncompliant fee or eVS unmanifested fee apply if not within threshold ▪ For parcels that measure in combined length and girth more than 108 inches but not more than 130 inches, use the oversized price, regardless of weight, based on the applicable entry ▪ Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight of the dimensional weight, whichever is greater ▪ Effective April 3, 2022, Dimensions Noncompliance Fee ▪ Effective April 3, 2022, parcels that exceed 22 inches but not greater than 30 inches in length with DHUB entry are subject to a fee ▪ Effective April 3, 2022, parcels that exceed 30 inches in length with DHUB entry are subject to a fee

Appendix G: Service Type Codes and Rate Ingredient Tables

For the most current list of Service Type Codes, refer to Publication 199, Appendix I.

Note: Mail class availability for ePostage may differ and is restricted to retail entry parcels. See Appendix T for more information.

Table G–1a eVS/PRS Mail Class Codes – Domestic

(File Version 2.0 Detail Record 1 Positions: 3; File Version 1.6 or higher Detail Record 1 Positions: 037–038)

eVS Mail Class Code	eVS Mail Class/Product
BB	Bound Printed Matter
BL	Library Mail
BS	Media Mail
EX	Priority Mail Express
FC	USPS Ground Advantage
PM	Priority Mail
PS	Parcel Select
SA	USPS Marketing Mail Nonprofit
S2	USPS Marketing Mail Marketing Parcels and USPS Marketing Mail Nonprofit

Table G–1b PRS Class of Mail Codes – Domestic

(File Version 2.0 Detail Record 1 Positions: 3; File Version 1.6 or higher Detail Record 1 Positions: 037–038)

PRS Mail Class Code	Mail Class or Subclass Name
RP	Parcel Select Return Service
MR	Priority Mail Return Service

Table G–2 eVS Mail Class Codes – International

(File 1.7 or higher Detail Record 1 Positions: 037–038; File Version 2.0 Position: 3)

eVS Mail Class Code	eVS Mail Class/Product
CP	Priority Mail International
IE	Priority Mail Express International
LC	First-Class Package International Service
PG	Global Express Guaranteed

Table G–3 Processing Category Codes

(File Version 2.0 Detail Record 1 Positions: 36; File Version 1.6/1.7 Detail Record 1 Positions: 372)
Note: Not all Processing Categories are applicable to all Mail Classes. Refer to Table G-10 for eVS Rate Ingredients

Processing Category Code	Processing Category Name	Possible Mail Classes/Products
1	Letters	PM, CP, IE, PG
2	Flats	EX, PM, MR, CP, IE, PG
3	Machinable	FC; PM, BB, BL, BS, PS; SA, S2, RP, CP, IE, LC, PG
4	Irregular	SA, S2, BB, BL, BS
5	Nonmachinable	FC; PM, BB, BL, BS, PS, RP, CP, IE, PG
O	Open and Distribute	EX, PM

Table G–4 Destination Rate Indicator Codes

(File Version 2.0 Detail Record 1 Positions: 38; File Version 1.6 or higher Detail Record 1 Positions: 375)

Destination Rate Indicator Code	Destination Rate Indicator Name	Possible Mail Classes or Subclasses
N	None	EX, FC, PM, BB, BL, BS, SA, S2, RP, MR, CP, IE, LC, PG
A	Destination Area Distribution Center (DADC)	EX, PM, RP
B	Destination Network Distribution Center (DNDC)	EX, PM, BB, PS, SA, S2, RP
D	Destination Delivery Unit (DDU)	EX, PM, BB, PS, SA, S2, RP
F	Destination Auxiliary Service Facility (DASF)	EX, PM
H	Destination Hub (DHUB)	PS
I	International Service Center (ISC)	CP, IE, LC, PG
S	Destination Sectional Center Facility (DSCF)	EX, PM, BB, PS, SA, S2, RP

Table G–5 Rate Indicator Codes

(File Version 2.0 Detail Record 1 Positions: 37; File Version 1.6/1.7 Detail Record 1 Positions: 373-374)

Rate Indicator Code	Rate Indicator Name	Possible Mail Classes
3D	SCF price	S2
5D	5–digit price	BL, BS, PS, S2

Rate Indicator Code	Rate Indicator Name	Possible Mail Classes
BA	Basic price	BL, BS
BM	NDC price	S2
CP	Cubic Tier Non-soft pack price	FC, PM
DE	SCF price	PS
DF	5-digit price	PS
DN	Dimensional nonrectangular price	FC, PM, MR, EX, PS
DR	Dimensional rectangular price	FC, PM, MR, EX, PS
E4	Flat Rate Envelope (PO to Addressee)	EX, IE
E6	Legal Flat Rate Envelope (PO to Addressee)	EX, IE
FA	Legal Flat Rate Envelope	PM, CP
FB	Medium Flat Rate Box	PM, MR, CP
FE	Flat Rate Envelope	PM, MR, CP
FP	Padded Flat Rate Envelope	EX, PM, MR, CP, IE
FS	Small Flat Rate Box	PM, MR, CP
MB	Mixed NDC price	S2
N5	Nonprofit 5-digit price	SA, S2
ND	Nonprofit NDC price	SA, S2
NM	Nonprofit Mixed NDC price	SA, S2
NP	Nonpresorted price	BB
NT	Nonprofit SCF price	SA, S2
O1	PMOD Full Tray Box	PM
O2	PMOD Half Tray Box	PM
O3	PMOD Extended Managed Mail (EMM) Tray Box	PM
O4	PMOD Flat Tub Tray Box	PM
OS	Oversized price	PS, RP, MR
P5	Cubic Soft Pack Tier 1 (.10)	FC, PM
P6	Cubic Soft Pack Tier 2 (.20)	FC, PM
P7	Cubic Soft Pack Tier 3 (.30)	FC, PM
P8	Cubic Soft Pack Tier 4 (.40)	FC, PM
P9	Cubic Soft Pack Tier 5 (.50)	FC, PM

Rate Indicator Code	Rate Indicator Name	Possible Mail Classes
PA	Single–piece price (PO to Addressee)	EX, IE
PL	Large Flat Rate Box	PM, MR, CP
PM	Large Flat Rate Box APO/FPO/DPO	PM, MR
PR	Presorted price	BB
Q6	Cubic Soft Pack Tier 6 (.60)	FC, PM
Q7	Cubic Soft Pack Tier 7 (.70)	FC, PM
Q8	Cubic Soft Pack Tier 8 (.80)	FC, PM
Q9	Cubic Soft Pack Tier 9 (.90)	FC, PM
Q0	Cubic Soft Pack Tier 10 (.10)	FC, PM
SP	Single–piece price	FC, PM, BL, BS, PS, RP, MR, CP, LC, PG
SR	SCF Dimensional Rectangular	PS
SN	SCF Dimensional Nonrectangular	PS

Table G–6 Zone Codes

(File Version 2.0 Detail Record 1 Positions: 39; File Version 1.6/1.7 Detail Record 1 Positions: 376-377)

Zone Code	Zone Name	Possible Mail Classes or Subclasses
00	No zone	EX, PM, BB, BL, BS, PS, SA, S2, RP, MR
01—09	Zones 1 through 9	EX, FC, PM, MR

Note: As of January 2023, Zone 2 has its own price cell.

Table G–7 Postal Routing Barcode Codes

(File Version 2.0 Detail Record 1 Positions: 66; File Version 1.6/1.7 Detail Record 1 Positions: 500)

Postal Routing Barcode Code	Postal Routing Barcode Name	Possible Mail Classes or Subclasses
0	No barcode	EX, FC, PM; BB, BL, BS, PS; SA, S2, RP, MR, CP, IE, LC, PG
1	GS1-128 barcode	EX, FC, PM; BB, BL, BS, PS; SA, S2, RP, MR

Table G-8 Surcharge Type Codes

(File Version 2.0 Detail Record 1 Positions: 57; File Version 1.6/1.7 Detail Record 1 Positions: 461-462)

Surcharge Code	Surcharge Name	Possible Mail Classes or Subclasses

There are currently no published surcharge codes. This is a placeholder for future use.

Table G-9a Extra Service Codes for 2-digit STC

2-digit STCs are no longer valid and are not supported. For a current list of Extra Service Codes, refer to Publication 199, Appendix J, Table 7.

Table G-9b Extra Service Codes for 3-digit STC

For a current list of Extra Service Codes, refer to Publication 199, Appendix J, Table 7.

Table G–10 eVS Valid Rate Ingredient Combinations

eVS supports the parcel subclasses and rate categories identified in each of the subsequent G tables.

G-10 identifies all the products available in eVS. Additions to this table are announced in the *Postal Bulletin* as the number of supported parcel products increases.

Available eVS Parcel Products

Table	Mail Class/Product
G-10a	USPS Ground Advantage
G–10b	Priority Mail (includes PMOD)
G–10c	USPS Marketing Mail Nonprofit
G–10d	USPS Marketing Mail Marketing Parcels
G–10e	USPS Marketing Mail Nonprofit Marketing Parcels
G–10f	Parcel Select
G-10g	Bound Printed Matter
G-10h	Media Mail
G-10i	Library Mail
G-10j	Priority Mail Express
G-10k	Parcel Return Service
G-10l	First-Class Package International Service
G-10m	Priority Mail International
G-10n	Priority Mail Express International
G-10o	Global Express Guaranteed

Table G–10a: USPS Ground Advantage

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	D: 59 S: 57	D: 60 S: 58	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
FC	3	N	SP	01-09	0, 1			Machinable Single-Piece
FC	3	N	DR	01-09	0, 1			Machinable Dimensional Rectangular
FC	3	N	DN	01-09	0, 1			Machinable Dimensional Nonrectangular
FC	3,5	N	CP	01-09	0, 1			Cubic Tier Non-soft Pack
FC	3,5	N	P5	01-09	0, 1			Cubic Tier Soft Pack Tier 1 (.10)
FC	3,5	N	P6	01-09	0, 1			Cubic Tier Soft Pack Tier 2 (.20)
FC	3,5	N	P7	01-09	0, 1			Cubic Tier Soft Pack Tier 3 (.30)
FC	3,5	N	P8	01-09	0, 1			Cubic Tier Soft Pack Tier 4 (.40)
FC	3,5	N	P9	01-09	0, 1			Cubic Tier Soft Pack Tier 5 (.50)
FC	3,5	N	Q6	01-09	0, 1			Cubic Tier Soft Pack Tier 6 (.60)
FC	3,5	N	Q7	01-09	0, 1			Cubic Tier Soft Pack Tier 7 (.70)
FC	3,5	N	Q8	01-09	0, 1			Cubic Tier Soft Pack Tier 8 (.80)
FC	3,5	N	Q9	01-09	0, 1			Cubic Tier Soft Pack Tier 9 (.90)
FC	3,5	N	Q0	01-09	0, 1			Cubic Tier Soft Pack Tier 10 (1.00)
FC	5	N	DR	01-09	0, 1			Nonmachinable Dimensional Rectangular
FC	5	N	DN	01-09	0, 1			Nonmachinable Dimensional Nonrectangular
FC	5	N	SP	01-09	0, 1			Nonmachinable Single-Piece
FC	5	N	OS	01-09	0, 1			Nonmachinable Oversized

Table G–10b.1: Priority Mail

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
Length, Height, and Width required for all Priority Mail packages with dimensions > 1 cubic ft or claiming dimensional/cubic rates						
PM	1	N	SP	01-09	0, 1	Single-Piece Letter
PM	2	N	FA	00	0, 1	Legal Flat Rate Envelope
PM	2	N	FE	00	0, 1	Flat Rate Envelope
PM	2	N	FP	00	0, 1	Padded Flat Rate Envelope
PM	2	N	SP	01-09	0, 1	Single-Piece Flat
PM	3	N	DR	01-09	0, 1	Machinable Dimensional Rectangular
PM	3	N	DN	01-09	0, 1	Machinable Dimensional Nonrectangular
PM	3	N	SP	01-09	0, 1	Machinable Single-Piece
PM	3, 5	N	CP	01-09	0, 1	Cubic Tier Non-Soft Pack
PM	3, 5	N	P5	01-09	0, 1	Cubic Tier Soft Pack Tier 1 (.10)
PM	3, 5	N	P6	01-09	0, 1	Cubic Tier Soft Pack Tier 2 (.20)
PM	3, 5	N	P7	01-09	0, 1	Cubic Tier Soft Pack Tier 3 (.30)
PM	3, 5	N	P8	01-09	0, 1	Cubic Tier Soft Pack Tier 4 (.40)
PM	3, 5	N	P9	01-09	0, 1	Cubic Tier Soft Pack Tier 5 (.50)
PM	5	N	DR	01-09	0, 1	Nonmachinable Dimensional Rectangular
PM	5	N	DN	01-09	0, 1	Nonmachinable Dimensional Nonrectangular
PM	5	N	FB	00	0, 1	Medium Flat Rate Box
PM	5	N	FE	00	0, 1	Nonmachinable Flat Rate Envelope
PM	5	N	FP	00	0, 1	Nonmachinable Padded Flat Rate Envelope
PM	5	N	FS	00	0, 1	Small Flat Rate Box
PM	5	N	PL	00	0, 1	Large Flat Rate Box
PM	5	N	PM	00	0, 1	Large Flat Rate Box APO/FPO/DPO
PM	5	N	SP	01-09	0, 1	Nonmachinable Single-Piece

Table G–10b.2: Priority Mail Open and Distribute (PMOD)

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PM	O	A	SP	01-09	0, 1	ADC destination
PM	O	B	SP	01-09	0, 1	NDC destination
PM	O	D	SP	01-09	0, 1	DDU destination
PM	O	F	SP	01-09	0, 1	ASF destination
PM	O	S	SP	01-09	0, 1	SCF destination

Table G–10b.3: Priority Mail Open and Distribute (PMOD) Containers

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding Discounts or Barcoding or Machinability Surcharges
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PM	O	A	O1	01-09	0, 1	Full Tray Box – ADC
PM	O	B	O1	01-09	0, 1	Full Tray Box – NDC
PM	O	D	O1	01-09	0, 1	Full Tray Box – DDU
PM	O	F	O1	01-09	0, 1	Full Tray Box – ASF
PM	O	S	O1	01-09	0, 1	Full Tray Box – SCF
PM	O	A	O2	01-09	0, 1	Half Tray Box – ADC
PM	O	B	O2	01-09	0, 1	Half Tray Box – NDC
PM	O	D	O2	01-09	0, 1	Half Tray Box – DDU
PM	O	F	O2	01-09	0, 1	Half Tray Box – ASF
PM	O	S	O2	01-09	0, 1	Half Tray Box – SCF
PM	O	A	O3	01-09	0, 1	EMM Tray Box – ADC
PM	O	B	O3	01-09	0, 1	EMM Tray Box – NDC
PM	O	D	O3	01-09	0, 1	EMM Tray Box – DDU
PM	O	F	O3	01-09	0, 1	EMM Tray Box – ASF
PM	O	S	O3	01-09	0, 1	EMM Tray Box – SCF
PM	O	A	O4	01-09	0, 1	Flat Tub Tray Box – ADC
PM	O	B	O4	01-09	0, 1	Flat Tub Tray Box – NDC
PM	O	D	O4	01-09	0, 1	Flat Tub Tray Box – DDU
PM	O	F	O4	01-09	0, 1	Flat Tub Tray Box – ASF
PM	O	S	O4	01-09	0, 1	Flat Tub Tray Box – SCF

Table G–10c.1: USPS Marketing Mail Nonprofit Parcels Piece Rate

3.3 ounces (0.2063 pound) or less

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	D: 59 S: 57	D: 60 S: 58	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
SA	4	B	N5	00	0, 1		0000000	Irregular DNDC 5-Digit
SA	4	B	ND	00	0, 1		0000000	Irregular DNDC NDC
SA	4	B	NT	00	0, 1		0000000	Irregular DNDC SCF
SA	4	D	N5	00	0, 1		0000000	Irregular DDU 5-Digit
SA	4	N	ND	00	0, 1		0000000	Irregular NDC
SA	4	N	NM	00	0, 1		0000000	Irregular Mixed NDC
SA	4	S	N5	00	0, 1		0000000	Irregular DSCF 5-Digit
SA	4	S	NT	00	0, 1		0000000	Irregular DSCF SCF

Table G–10c.2: USPS Marketing Mail Nonprofit Parcels Piece–Pound Rate

More than 3.3 oz (0.2063 pound)

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	D: 59 S: 57	D: 60 S: 58	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
SA	3	B	N5	00	0, 1		0000000	Machinable DNDC 5-Digit
SA	3	B	ND	00	0, 1		0000000	Machinable DNDC NDC
SA	3	D	N5	00	0, 1		0000000	Machinable DDU 5-Digit
SA	3	N	ND	00	0, 1		0000000	Machinable NDC
SA	3	N	NM	00	0, 1		0000000	Machinable Mixed NDC
SA	3	S	N5	00	0, 1		0000000	Machinable DSCF 5-Digit
SA	4	B	N5	00	0, 1		0000000	Irregular DNDC 5-Digit

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	D: 59 S: 57	D: 60 S: 58	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
SA	4	B	ND	00	0, 1		0000000	Irregular DNDC NDC
SA	4	B	NT	00	0, 1		0000000	Irregular DNDC SCF
SA	4	D	N5	00	0, 1		0000000	Irregular DDU 5-Digit
SA	4	N	ND	00	0, 1		0000000	Irregular NDC
SA	4	N	NM	00	0, 1		0000000	Irregular Mixed NDC
SA	4	S	N5	00	0, 1		0000000	Irregular DSCF 5-Digit
SA	4	S	NT	00	0, 1		0000000	Irregular DSCF SCF

Table G–10d: USPS Marketing Mail Marketing Parcels

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	D: 59 S: 57	D: 60 S: 58	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6 or higher file version detail record 1
S2	3	B	5D	00	0, 1		0000000	Machinable DNDC 5-Digit
S2	3	B	BM	00	0, 1		0000000	Machinable DNDC NDC
S2	3	D	5D	00	0, 1		0000000	Machinable DDU 5-Digit
S2	3	N	MB	00	0, 1		0000000	Machinable Mixed NDC
S2	3	N	BM	00	0, 1		0000000	Machinable NDC
S2	3	S	5D	00	0, 1		0000000	Machinable DSCF 5-Digit
S2	4	B	3D	00	0, 1		0000000	Irregular DNDC SCF
S2	4	B	5D	00	0, 1		0000000	Irregular DNDC 5-Digit
S2	4	B	BM	00	0, 1		0000000	Irregular DNDC NDC
S2	4	D	5D	00	0, 1		0000000	Irregular DDU 5-Digit

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	D: 59 S: 57	D: 60 S: 58	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6 or higher file version detail record 1
S2	4	N	BM	00	0, 1		0000000	Irregular NDC
S2	4	N	MB	00	0, 1		0000000	Irregular Mixed NDC
S2	4	S	3D	00	0, 1		0000000	Irregular DSCF SCF
S2	4	S	5D	00	0, 1		0000000	Irregular DSCF 5-Digit

Table G–10e: USPS Marketing Mail Nonprofit Marketing Parcels

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	D: 59 S: 57	D: 60 S: 58	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
S2	3	B	N5	00	0, 1		0000000	Machinable DNDC 5-Digit
S2	3	B	ND	00	0, 1		0000000	Machinable DNDC NDC
S2	3	D	N5	00	0, 1		0000000	Machinable DDU 5-Digit
S2	3	S	N5	00	0, 1		0000000	Machinable DSCF 5-Digit
S2	3	N	ND	00	0, 1		0000000	Machinable NDC
S2	3	N	NM	00	0, 1		0000000	Machinable Mixed NDC
S2	3	S	NT	00	0, 1		0000000	Machinable DSCF SCF
S2	3	B	NT	00	0, 1		0000000	Machinable DSCF SCF
S2	4	B	N5	00	0, 1		0000000	Irregular DNDC 5-Digit
S2	4	B	ND	00	0, 1		0000000	Irregular DNDC NDC
S2	4	B	NT	00	0, 1		0000000	Irregular DNDC SCF
S2	4	D	N5	00	0, 1		0000000	Irregular DDU 5-Digit
S2	4	N	ND	00	0, 1		0000000	Irregular NDC

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	D: 59 S: 57	D: 60 S: 58	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
S2	4	N	NM	00	0, 1		0000000	Irregular Mixed NDC
S2	4	S	N5	00	0, 1		0000000	Irregular DSCF 5-Digit
S2	4	S	NT	00	0, 1		0000000	Irregular DSCF SCF

Table G–10f.1: Parcel Select

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
Length, Height, and Width required for all Parcel Select packages with dimensions > 1 cubic ft or claiming dimensional rates						
PS	3	B	DN	00	0, 1	Machinable Dimensional Nonrectangular DNDC
PS	3	B	DR	00	0, 1	Machinable Dimensional Rectangular DNDC
PS	3	B	SP	00	0, 1	Machinable DNDC Single-Piece
PS	3	D	DN	00	0, 1	Machinable Dimensional Nonrectangular DDU
PS	3	D	DR	00	0, 1	Machinable Dimensional Rectangular DDU
PS	3	D	SP	00	0, 1	Machinable DDU Parcels
PS	3	H	DN	00	0, 1	Machinable Dimensional Nonrectangular DHUB
PS	3	H	DR	00	0, 1	Machinable Dimensional Rectangular DHUB
PS	3	H	SP	00	0, 1	Machinable DHUB Parcels
PS	3	S	DE	00	0, 1	Machinable DSCF Parcels
PS	3	S	SN	00	0, 1	Machinable Dimensional Nonrectangular DSCF
PS	3	S	SR	00	0, 1	Machinable Dimensional Rectangular DSCF
PS	5	B	DN	00	0, 1	Nonmachinable Dimensional Nonrectangular DNDC
PS	5	B	DR	00	0, 1	Nonmachinable Dimensional Rectangular DNDC
PS	5	B	SP	00	0, 1	Nonmachinable DNDC Single-Piece
PS	5	D	DN	00	0, 1	Nonmachinable Dimensional Nonrectangular DDU

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PS	5	D	DR	00	0, 1	Nonmachinable Dimensional Rectangular DDU
PS	5	D	SP	00	0, 1	Nonmachinable DDU Parcels
PS	5	H	DN	00	0, 1	Nonmachinable Dimensional Nonrectangular DHUB
PS	5	H	DR	00	0, 1	Nonmachinable Dimensional Rectangular DHUB
PS	5	H	SP	00	0, 1	Nonmachinable DHUB Parcels
PS	5	S	DE	00	0, 1	Nonmachinable DSCF Parcels
PS	5	S	SN	00	0, 1	Nonmachinable Dimensional Nonrectangular DSCF
PS	5	S	SR	00	0, 1	Nonmachinable Dimensional Rectangular DSCF
PS	5	B	OS	00	0, 1	DNDC Oversized
PS	5	H	OS	00	0, 1	DHUB Oversized
PS	5	D	OS	00	0, 1	DDU Oversized
PS	5	S	OS	00	0, 1	DSCF Oversized

Table G–10g.1: Bound Printed Matter — Nonpresorted

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
BB	3	N	NP	00	0, 1	Machinable Nonpresorted
BB	4	N	NP	00	0, 1	Irregular Nonpresorted
BB	5	N	NP	00	0, 1	Nonmachinable Nonpresorted

Table G–10g.2: Bound Printed Matter — Presorted

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
BB	3	B	PR	00	0, 1	Machinable DNDC Presorted
BB	3	D	PR	00	0, 1	Machinable DDU Presorted

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
BB	3	N	PR	00	0, 1	Machinable Presorted
BB	3	S	PR	00	0, 1	Machinable DSCF Presorted
BB	4	B	PR	00	0, 1	Irregular DNDC Presorted
BB	4	D	PR	00	0, 1	Irregular DDU Presorted
BB	4	N	PR	00	0, 1	Irregular Presorted
BB	4	S	PR	00	0, 1	Irregular DSCF Presorted
BB	5	N	PR	00	0, 1	Nonmachinable Presorted
BB	5	B	PR	00	0, 1	Nonmachinable DNDC Presorted
BB	5	S	PR	00	0, 1	Nonmachinable DSCF Presorted
BB	5	D	PR	00	0, 1	Nonmachinable DDU Presorted

Table G–10h: Media Mail

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
BS	3	N	5D	00	0, 1	Machinable 5-Digit Presort
BS	3	N	BA	00	0, 1	Machinable Basic Presort
BS	3	N	SP	00	0, 1	Machinable Single-Piece
BS	4	N	5D	00	0, 1	Irregular 5-Digit Presort
BS	4	N	BA	00	0, 1	Irregular Basic Presort
BS	4	N	SP	00	0, 1	Irregular Single-Piece
BS	5	N	5D	00	0, 1	Nonmachinable 5-Digit Presort
BS	5	N	BA	00	0, 1	Nonmachinable Basic Presort
BS	5	N	SP	00	0, 1	Nonmachinable Single-Piece

Table G–10i: Library Mail

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
BL	3	N	5D	00	0, 1	Machinable 5-Digit Presort
BL	3	N	BA	00	0, 1	Machinable Basic Presort
BL	3	N	SP	00	0, 1	Machinable Single-Piece
BL	4	N	5D	00	0, 1	Irregular 5-Digit Presort
BL	4	N	BA	00	0, 1	Irregular Basic Presort
BL	4	N	SP	00	0, 1	Irregular Single-Piece
BL	5	N	5D	00	0, 1	Nonmachinable 5-Digit Presort
BL	5	N	BA	00	0, 1	Nonmachinable Basic Presort
BL	5	N	SP	00	0, 1	Nonmachinable Single-Piece

Table G–10j.1: Priority Mail Express

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
3	36	38	37	39	66	2.0 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
Length, Height, and Width required for all Priority Mail Express packages with dimensions > 1 cubic ft or claiming dimensional rates						
EX	2	N	E4	00	0, 1	Flat Rate Envelope
EX	2	N	E6	00	0, 1	Legal Flat Rate Envelope
EX	2	N	PA	01-09	0, 1	Single-Piece Flat
EX	3	N	DR	01-09	0, 1	Machinable Dimensional Rectangular
EX	3	N	DN	01-09	0, 1	Machinable Dimensional Nonrectangular
EX	3	N	FP	00	0, 1	Machinable Padded Flat Rate Envelope
EX	3	N	PA	01-09	0, 1	Machinable Single-Piece
EX	5	N	DR	01-09	0, 1	Nonmachinable Dimensional Rectangular
EX	5	N	DN	01-09	0, 1	Nonmachinable Dimensional Nonrectangular
EX	5	N	E4	00	0, 1	Nonmachinable Flat Rate Envelope
EX	5	N	FP	00	0, 1	Nonmachinable Padded Flat Rate Envelope
EX	5	N	PA	01-09	0, 1	Nonmachinable Single-Piece Flat

Table G–10j.2: Priority Mail Express Open & Distribute (PMEOD)

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
3	36	38	37	39	66	2.0 file version detail record 1
EX	O	A	PA	01-09	0, 1	ADC Destination
EX	O	B	PA	01-09	0, 1	NDC Destination
EX	O	D	PA	01-09	0, 1	DDU Destination
EX	O	F	PA	01-09	0, 1	ASF Destination
EX	O	S	PA	01-09	0, 1	SCF Destination

Table G–10k: Parcel Return Service

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
3	36	38	37	39	66	2.0 file version detail record 1
Length, Height, and Width required for all return packages with dimensions > 1 cubic ft or claiming oversized or dimensional rates						
RP	3	D	SP	00	0	Machinable RDU Single-Piece
RP	3	S	SP	00	0	Machinable RSCF Single-Piece
RP	5	D	OS	00	0	Nonmachinable RDU Oversized
RP	5	D	SP	00	0	Nonmachinable RDU Single-Piece
RP	5	S	OS	00	0	Nonmachinable RSCF Oversized
RP	5	S	SP	00	0	Nonmachinable RSCF Single-Piece
MR	1	N	SP	01-09	0, 1	Priority Mail Single-Piece Letter
MR	2	N	FA	00	0, 1	Priority Mail Legal Flat Rate Envelope
MR	2	N	FE	00	0, 1	Priority Mail Flat Rate Envelope
MR	2	N	FP	00	0, 1	Priority Mail Padded Flat Rate Envelope
MR	5	N	DR	01-09	0, 1	Priority Mail Dimensional Rectangular
MR	5	N	DN	01-09	0, 1	Priority Mail Dimensional Nonrectangular
MR	5	N	FB	00	0, 1	Priority Mail Medium Flat Rate Box
MR	5	N	FE	00	0, 1	Nonmachinable Priority Mail Flat Rate Envelope
MR	5	N	FS	00	0, 1	Priority Mail Small Flat Rate Box
MR	5	N	PL	00	0, 1	Priority Mail Large Flat Rate Box
MR	5	N	SP	01-09	0, 1	Priority Mail Single-Piece

Table G–10l: First-Class Package International Service

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate
037-038	372	375	373-374	376-377	500	1.7 file version detail record 1
3	36	38	37	39	66	2.0 file version detail record 1
Destination Country Code (record positions 057-058) is required for Price Group calculation						
LC	3	I	SP	00	0	Single-Piece package
LC	3	N	SP	00	0	Single-Piece package

Table G–10m: Priority Mail International

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate
037-038	372	375	373-374	376-377	500	1.7 file version detail record 1
3	36	38	37	39	66	2.0 file version detail record 1
Destination Country Code (record positions 057-058) is required for Price Group calculation						
CP	1	I	SP	00	0	Single-Piece letter
CP	1	N	SP	00	0	Single-Piece letter
CP	2	I	SP	00	0	Single-Piece Large Envelope
CP	2	N	SP	00	0	Single-Piece Large Envelope
CP	3	I	SP	00	0	Single-Piece parcel
CP	3	N	SP	00	0	Single-Piece parcel
CP	5	I	SP	00	0	Single-Piece parcel
CP	5	N	SP	00	0	Single-Piece parcel
CP	3	I	FE	00	0	Flat Rate Envelope
CP	3	N	FE	00	0	Flat Rate Envelope
CP	2	I	FA	00	0	Legal Flat Rate Envelope
CP	2	N	FA	00	0	Legal Flat Rate Envelope
CP	3	I	FP	00	0	Padded Flat Rate Envelope
CP	3	N	FP	00	0	Padded Flat Rate Envelope
CP	3	I	FS	00	0	Small Flat Rate Box
CP	3	N	FS	00	0	Small Flat Rate Box
CP	3	I	FB	00	0	Medium Flat Rate Box
CP	3	N	FB	00	0	Medium Flat Rate Box
CP	3	I	PL	00	0	Large Flat Rate Box
CP	3	N	PL	00	0	Large Flat Rate Box
CP	1, 2, 3, 5	I, N	EP	00	0	ECOMPRO Single-Piece
CP	3	I, N	HA	00	0	ECOMPRO Legal Flat Rate Envelope

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate
037-038	372	375	373-374	376-377	500	1.7 file version detail record 1
3	36	38	37	39	66	2.0 file version detail record 1
CP	3	I, N	HB	00	0	ECOMPRO Medium Flat Rate Box
CP	3	I, N	HE	00	0	ECOMPRO Flat Rate Envelope
CP	3	I, N	HL	00	0	ECOMPRO Large Flat Rate Box
CP	3	I, N	HP	00	0	ECOMPRO Padded Flat Rate Envelope
CP	3	I, N	HS	00	0	ECOMPRO Small Flat Rate Box

Table G–10n: Priority Mail Express International

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate
037-038	372	375	373-374	376-377	500	1.7 file version detail record 1
3	36	38	37	39	66	2.0 file version detail record 1
Destination Country Code (record positions 057-058) is required for Price Group calculation						
IE	1	I	PA	00	0	Single-Piece letter
IE	1	N	PA	00	0	Single-Piece letter
IE	2	I	PA	00	0	Single-Piece Large Envelope
IE	2	N	PA	00	0	Single-Piece Large Envelope
IE	3	I	PA	00	0	Single-Piece parcel
IE	3	N	PA	00	0	Single-Piece parcel
IE	5	I	PA	00	0	Single-Piece parcel
IE	5	N	PA	00	0	Single-Piece parcel
IE	2	I	E4	00	0	Flat Rate Envelope
IE	2	N	E4	00	0	Flat Rate Envelope
IE	2	I	E6	00	0	Legal Flat Rate Envelope
IE	2	N	E6	00	0	Legal Flat Rate Envelope
IE	2	I	FP	00	0	Padded Flat Rate Envelope
IE	2	N	FP	00	0	Padded Flat Rate Envelope
IE	3	I	FP	00	0	Padded Flat Rate Envelope
IE	3	N	FP	00	0	Padded Flat Rate Envelope

Table G–10o: Global Express Guaranteed

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate
037-038	372	375	373-374	376-377	500	1.7 file version detail record 1
3	36	38	37	39	66	2.0 file version detail record 1
Destination Country Code (record positions 057-058) is required for Price Group calculation						
PG	1	I, N	SP	00	0	Single-Piece letter
PG	2	I, N	SP	00	0	Single-Piece Large Envelope
PG	2	I, N	LE	00	0	Single-Piece Legal Envelope
PG	3, 5	I, N	SP	00	0	Single-Piece parcel

Table G-11: USPS Domestic Tracking Scan Events

For a current list of Domestic Scan Event Codes and tracking information refer to Publication 199, Appendix G-4.

Appendix H: Priority Mail Express in eVS

This provides a quick reference for customers who want to mail Priority Mail Express in eVS:

- Use file version 1.6 or higher

- Place the appropriate Rate Ingredients in the file (see Table G-10j.1a)

- Create labels that match the manifest files following the label specifications

- Present 3152E at the time of mailing

Priority Mail Express Insurance

Per *DMM* 503.4.1, Merchandise insurance coverage for Priority Mail Express is provided against loss, damage or missing contents and is limited to a maximum liability of $100. Additional insurance may be purchased up to a maximum coverage of $5,000.

eVS accounts for the included merchandise insurance of $100 for Priority Mail Express parcels and only assesses postage for additional insurance as applicable.

Waiver of Signature and Signature Required Manifest and Label Changes. In the Waiver of Signature field, the default value of 'N' is set to 'Y' with the required label endorsement.

- When signature waiver is requested, the shipping label is required to contain the 'WAIVER OF SIGNATURE' endorsement.

- When a signature is requested, the shipping label must contain the 'SIGNATURE REQUIRED' endorsement.

- Priority Mail Express Hold For Pickup service always requires the signature of the addressee or addressee's agent. Therefore, Priority Mail Express Hold For Pickup shipments should always reflect 'SIGNATURE REQUIRED' on the label and in the electronic file.

- Priority Mail Express does not allow signature waiver for insured pieces. The shipping label must contain the 'SIGNATURE REQUIRED' endorsement.

3-digit Service Type Codes

STC	Mail Class and Extra Services Description	Mail Class	Human-Readable Text Above GS1-128 Barcode	1st Extra Service Code	2nd Extra Service Code	3rd Extra Service Code
655	Priority Mail Express PO-Add with Adult Signature Return Receipt	EX	USPS ADULT SIGNATURE eVS	922	955	
656	Priority Mail Express PO-Add with Adult Signature Restricted Delivery Return Receipt	EX	USPS ADULT SIG/RESTR DEL eVS	923	955	
657	Priority Mail Express with Adult Signature Return Receipt Hold For Pickup	EX	USPS ADULT SIGNATURE eVS	922	955	985
658	Priority Mail Express with Adult Signature Restricted Delivery Return Receipt Hold For Pickup	EX	USPS ADULT SIG/RESTR DEL eVS	923	955	985
701	Priority Mail Express PO-Addressee Signature Waived	EX	USPS TRACKING # eVS	986		
711	Priority Mail Express PO-Addressee Return Receipt	EX	USPS SIGNATURE TRACKING # eVS	955	986	

STC	Mail Class and Extra Services Description	Mail Class	Human-Readable Text Above GS1-128 Barcode	1st Extra Service Code	2nd Extra Service Code	3rd Extra Service Code
712	Priority Mail Express PO-Add with Insurance	EX	USPS TRACKING # eVS	925		
713	Priority Mail Express PO-Add with Insurance, Return Receipt	EX	USPS SIGNATURE TRACKING # eVS	925	955	986
716	Priority Mail Express – Hold for Pickup	EX	USPS TRACKING # eVS			
717	Priority Mail Express – Hold for Pickup Return Receipt	EX	USPS SIGNATURE TRACKING # eVS	955	985	
718	Priority Mail Express – Hold for Pickup with Insurance	EX	USPS TRACKING # eVS	925		
719	Priority Mail Express - Hold for Pickup with Insurance Return Receipt	EX	USPS SIGNATURE TRACKING # eVS	925	955	985
724	Priority Mail Express with Adult Signature	EX	USPS ADULT SIGNATURE eVS	922		
725	Priority Mail Express with Adult Signature Restricted Delivery	EX	USPS ADULT SIGNATURE/ RESTR DEL eVS	923		
726	Priority Mail Express with Adult Signature and Extra Insurance	EX	USPS ADULT SIGNATURE eVS	922	925	
727	Priority Mail Express with Adult Signature Restricted Delivery and Extra Insurance	EX	USPS ADULT SIGNATURE/RESTR DEL eVS	923	925	
730	Priority Mail Express with Adult Signature Restricted Delivery and Hold for Pickup	EX	USPS ADULT SIGNATURE/RESTR DEL eVS	923	985	
732	Priority Mail Express with Adult Signature Restricted Delivery Extra Insurance and Hold for Pickup	EX	USPS ADULT SIGNATURE/RESTR DEL eVS	923	925	985

Additional Detail Record 2 values for Priority Mail Express PICs using file version 1.6 or 1.7:

Waiver of Signature (504): Default value is *Y*.

See Table G-10j.1 for current list of rate ingredients for Priority Mail Express.

Note: The barcode labels depicted in this section are for *illustration* purposes only.

Left Label

E

PRIORITY MAIL
EXPRESS
U.S. POSTAGE PAID
COMPANY NAME
eVS

USPS PRIORITY MAIL EXPRESS ®

INTERNET SALES DEPT
FAST AND EFFICIENT SUPPLY CO.
10474 COMMERCE BLVD DUPLEX B
SILVER SPRING MD 20910-9999

WAIVER OF SIGNATURE

RONALD RECEIVER
C/O RICK RECIPIENT
INTERNET PURCHASING OFFICE - WEST
BIG AND GROWING BUSINESS CO.
1441 E BUCKEYE RD
PHOENIX AZ 85036-9999

USPS TRACKING # eVS

9270 1912 3456 7800 0615 06

Right Label

E

PRIORITY MAIL
EXPRESS
U.S. POSTAGE PAID
COMPANY NAME
eVS

USPS PRIORITY MAIL EXPRESS ®

INTERNET SALES DEPT
FAST AND EFFICIENT SUPPLY CO.
10474 COMMERCE BLVD DUPLEX B
SILVER SPRING MD 20910-9999

SIGNATURE REQUIRED

RONALD RECEIVER
C/O RICK RECIPIENT
INTERNET PURCHASING OFFICE - WEST
BIG AND GROWING BUSINESS CO.
1441 E BUCKEYE RD
PHOENIX AZ 85036-9999

USPS SIGNATURE TRACKING # eVS

9281 7912 3456 7800 0615 04

Appendix I: Priority Mail Express Open and Distribute (PMEOD) in eVS

PMEOD is a premium service that allows shippers to expedite movement of shipments of any class or subclass of mail between the acceptance unit and domestic postal facilities using Priority Mail Express. Once received at the destination facility, the container address label barcode is scanned and the enclosed mail is processed appropriately for the mail class.

This is a quick reference for customers who want to mail PMEOD using eVS:

- Customers using eVS for postage payment must use barcode symbology GS1-128 and the human-readable text "USPS SCAN ON ARRIVAL eVS" above the barcode.

- Assign an Intelligent Mail Package Barcode (IMpb) with the correct 3-digit Service Type Code (STC) for each PMEOD container.

- Create an eVS manifest using file version 1.6, 1.7, or 2.0 (see Publication 199).

- Place the appropriate Rate Ingredients in the file (see Table G–10j.2.2: Priority Mail Express Open & Distribute (PMEOD)).

- Create labels that match the manifest files following the label specifications.

- Generate a PS 3152E to obtain Start the Clock information for the PMEOD container only.

- Label the PMEOD container with the appropriate tags as identified in the *DMM*.

- PMEOD is not eligible for ePostage.

For Priority Mail Express Open and Distribute (PMEOD) mailings postage is paid based on the weight of the entire contents of the PMEOD container and is zone priced from the physical address of the accepting Post Office to the physical address of the destination facility. Shippers prepare PMEOD shipments according to standards for the enclosed class of mail and present their shipments for acceptance using the electronic format on address labels in accordance with requirements in Publication 199.

Note: Dimensional weight does not apply to PMEOD.

3-digit Service Type Codes

STC	Mail Class and Extra Services Description	Mail Class	Human Readable Text Above GS1-128 Barcode	1st Extra Service Code
723	Priority Mail Express Open & Distribute/PMEOD	EX	USPS SCAN ON ARRIVAL eVS	430

PMEOD Requirements

See Table G–10j.2 for current list of rate ingredients for PMEOD.

The appropriate USPS-approved PMEOD container, tag, and label must be used in accordance with *DMM* 705.18.

Mail enclosed in the PMEOD container must meet the eligibility and preparation standards for the class and price.

Note: The barcode label depicted in this section is for *illustration* purposes only.

E

PRIORITY MAIL EXPRESS
U.S. POSTAGE PAID
ABC
eVS

PRIORITY MAIL EXPRESS

ABC Company
11111 Universal Way
East Windsor CT 06088

**OPEN AND DISTRIBUTE AT:
NDC WASHINGTON DC 20799**

MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS

USPS SCAN ON ARRIVAL eVS

9272 3123 4567 8912 3456 74

PMEOD service provides the date, time, city, state, and ZIP Code of the location where the container was received. Shippers should expect to see a scan event, "Received at Opening Unit," for their Priority Mail Express Open and Distribute containers. The container may also be tracked using the Postal Service Track & Confirm Web site at *www.usps.com;* click *Track & Confirm.*

Specifications for barcodes, electronic files, and certification, are included in https://postalpro.usps.com/pub199.

Appendix J: Priority Mail Open and Distribute (PMOD)

This is a quick reference for customers who want to mail PMOD in eVS:

- Create an eVS manifest using file version 1.6, 1.7, or 2.0 (see Publication 199).

- Place the appropriate Rate Ingredients in the file (see Table G-10b.2 or G-10b.3).

- Create labels that match the manifest files following the label specifications.

- PS 3152 must be created by the shipper to obtain Start the Clock information for the PMOD container only.

For PMOD) mailings, postage is paid based on the weight of the entire contents of the PMOD container and is zone priced from the accepting Post Office to the destination facility for the container (not the destination Post Office for the enclosed mail). Shippers prepare PMOD shipments according to standards for the enclosed class of mail and present their shipments for acceptance using the electronic format on address labels in accordance with requirements in Publication 199.

Note: Dimensional weight does not apply to PMOD.

3-digit Service Type Codes

Service Type Code	Mail Class and Extra Services Description	Mail Class	Human Readable Text Above GS1-128 Barcode	1st Extra Service Code
123	Priority Mail Open & Distribute/PMOD	PM	ZIP - USPS SCAN ON ARRIVAL eVS	430

PMOD Requirements

See Table G-10b.2 and Table G-10b.3 for current list of rate ingredients for Priority Mail Open and Distribute (PMOD).

The appropriate USPS-approved/provided PMOD, container, tag, and label must be used in accordance with *DMM* 705.16.5; Tag 161, Tag 190 or Label 23.

Mail enclosed in the PMOD container must meet the eligibility and preparation standards for the class and price.

eVS requires the standardized GS1-128 symbology for the barcodes that identify every eVS package and meet all the required elements. Each barcode used for eVS must display human-readable text above and below the actual barcode to identify the service requested and to provide a numeric representation of the barcode. PMOD is not eligible for ePostage.

Appendix K: Postage Payment Extract

This section describes the process and file format specifications for the postage payment extract files created to provide status and payment information feedback to the eVS/PRS shippers.

Payment Extract

Extract Data Record Formats

eVS provides an extract file containing all header records submitted by the shipper along with the associated detail records. Multiple header records may be combined in a single extract file. A partial group of detail records associated with a single header record may also be sent in multiple extract files. This grouping may not match the consolidated manifest files submitted by the shipper due to the timing and processing of the manifest data by the tracking and payment systems. Shippers may indicate their preference (set in Program Registration) to receive:

1. No payment extract

2. Complete payment extract

3. Partial payment extract (without any postage fields)

The payment extract files contain all rate ingredients reflecting any updates or changes made by eVS along with the postage rate calculated and charged by eVS. The payment life cycle in eVS typically processes the payment for all manifest data received as a one step process. Hence a single payment extract reflecting the payment status of 'PROCESSED' is generated by eVS. However, in exceptional scenarios, the payment process may involve multiple or interim steps (i.e., ERROR, PENDING, CLOSED). In these exceptional scenarios, multiple payment extracts may be generated by eVS any time a change in status occurs for payment of specific detail records.

Table K-1 Postage Payment Extract File Format v1.1

Position #	Field Name	Format / Max Size	Description	Example
**Payment Extract File Format v1.1 - Payment Extract Header Line, comma delimited**
1	Record Type	Alphanumeric (2)	Record Type	H1
	Delimiter	Alphanumeric (1)	Comma	,
2	File Version Number	Alphanumeric (3)	Version Control Number	1.0
	Delimiter	Alphanumeric (1)	Comma	,
3	Transaction ID	Alphanumeric (12)	Transaction ID from the Manifest File YYYYMMDD####	200911060001
	Delimiter	Alphanumeric (1)	Comma	,
4	EFN (Main Header Record)	Alphanumeric (34)	EFN of first header record processed in the batched files	9275001010101010000000000121 (V1.6 or V1.7)
	Delimiter	Alphanumeric (1)	Comma (,)	
5	EFN (Sub Header Record)	Alphanumeric (34)	EFN of header record associated with detail record	9275001010101010000000000121 (V1.6 or V1.7)
	Delimiter	Alphanumeric (1)	Comma (,)	
6	Mailing Date/Time	Alphanumeric (14)	Mailing Date/Time from the Manifest File	YYYYMMDDHHMISS
	Delimiter	Alphanumeric (1)	Comma (,)	
7	Processing Date/Time	Alphanumeric (14)	Date/Time when manifest file was processed by the payment system.	YYYYMMDDHHMISS
	Delimiter	Alphanumeric (1)	Comma (,)	
8	Entry Facility ZIP	Alphanumeric (5)	Entry Facility ZIP Code from the Manifest File	22201
	Delimiter	Alphanumeric (1)	Comma (,)	
9	Entry Facility ZIP+4	Alphanumeric (4)	Entry Facility ZIP+4 Code from the Manifest File	9998

Payment Extract File Format v1.1 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
1	Record Type	Alphanumeric (2)	D1	
	Delimiter	Alphanumeric (1)	Comma (,)	
2	PIC	Alphanumeric (34)	IMpb on package	92023020202020100000001161 (V1.6 or V1.7)
	Delimiter	Alphanumeric (1)	Comma (,)	
3	Mail Class	Alphanumeric (2)		PM etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
4	Processing Category	Alphanumeric (1)		3 (Machinable) etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
5	Weight	Numeric (9)	Defined as 99999.9999	14.3 lbs. entered as 000143000
	Delimiter	Alphanumeric (1)	Comma (,)	
6	Dim Weight	Numeric (6)	Defined as 9999.99	7.88 lbs. entered as 000788
	Delimiter	Alphanumeric (1)	Comma (,)	
7	Length	Numeric (5)	Defined as 999.99	30.25 entered as 03025
	Delimiter	Alphanumeric (1)	Comma (,)	
8	Width	Numeric (5)	Defined as 999.99	12.75 entered as 01275
	Delimiter	Alphanumeric (1)	Comma (,)	
9	Height	Numeric (5)	Defined as 999.99	2.50 entered as 00250
	Delimiter	Alphanumeric (1)	Comma (,)	
10	Package Destination ZIP	Alphanumeric (5)		22201
	Delimiter	Alphanumeric (1)	Comma (,)	
11	Destination ZIP+4	Alphanumeric (4)		1234
	Delimiter	Alphanumeric (1)	Comma (,)	
12	Destination Rate Indicator	Alphanumeric (1)		'D' – DDU etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
13	Rate Indicator	Alphanumeric (2)		SP
	Delimiter	Alphanumeric (1)	Comma (,)	
14	Zone	Alphanumeric (2)		Zone 3 entered as 03
	Delimiter	Alphanumeric (1)	Comma (,)	
15	Postal Routing Barcode	Numeric (1)		0 no barcode etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
16	Extra Service Code- 1st Service	Alphanumeric (3)		01
	Delimiter	Alphanumeric (1)	Comma (,)	
17	Fee for Extra Service Code- 1st Service	Numeric (6)	Defined as 9999.99	$0.19 entered as 000019
	Delimiter	Alphanumeric (1)	Comma (,)	
18	Extra Service Code- 2nd Service	Alphanumeric (3)		915
	Delimiter	Alphanumeric (1)	Comma (,)	
19	Fee for Extra Service Code- 2nd Service	Numeric (6)	Defined as 9999.99	$1.40 entered as 000140

Payment Extract File Format v1.1 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
	Delimiter	Alphanumeric (1)	Comma (,)	
20	Extra Service Code- 3rd Service	Alphanumeric (3)		935
	Delimiter	Alphanumeric (1)	Comma (,)	
21	Fee for Extra Service Code- 3rd Service	Numeric (6)	Defined as 9999.99	$1.40 entered as 000140
	Delimiter	Alphanumeric (1)	Comma (,)	
22	Discount Type	Alphanumeric (2)		D1
	Delimiter	Alphanumeric (1)	Comma (,)	
23	Discount Amount	Numeric (7)	Defined as 9999.999	$1.656 entered as 0001656
	Delimiter	Alphanumeric (1)	Comma (,)	
24	Surcharge Type	Alphanumeric (2)		N1
	Delimiter	Alphanumeric (1)	Comma (,)	
25	Surcharge Amount	Numeric (7)	Defined as 9999.999	$1.656 entered as 0001656
	Delimiter	Alphanumeric (1)	Comma (,)	
26	Customer Reference Number.[1]	Alphanumeric (30)	Customer's Internal Reference Number	
	Delimiter	Alphanumeric (1)	Comma (,)	
Fields 27 through 31 are not included in the partial payment extract.				
27	Price Type (Commercial, Commercial Plus etc.)	Alphanumeric (3)		'P' – Published 'CB' – Commercial Base (For PM/EX) 'CP' – Commercial Plus (For PM/EX) ' 'CPC' – Commercial Plus Cubic (For PM) 'C' - Contract
	Delimiter	Alphanumeric (1)	Comma (,)	
28	Shipper Postage	Numeric (7)	Defined as 9999.999	$5.69 entered as 0005690
	Delimiter	Alphanumeric (1)	Comma (,)	
29	USPS Calculated Manifest Postage	Numeric (7)	Defined as 9999.999	$5.69 entered as 0005690
	Delimiter	Alphanumeric (1)	Comma (,)	
30	Payment Status	Alphanumeric (20)		'PROCESSED' 'PENDING' 'ERROR' 'CLOSED'
	Delimiter	Alphanumeric (1)	Comma (,)	
31	EPS Transaction ID	Alphanumeric (19)		'2010032217250900M2'

File naming convention:

The payment system (eVS) generates the payment extract files using the following naming convention. These files are sent to the tracking system (PTR) to be forwarded on to the appropriate shippers. The file names received by the shippers may not match this convention depending on the data exchange interface (SFTP, EDI, etc.) used for the transfer.

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[1] Customer Reference Number field was added with eVS Data Extracts version 1.1.

File Type v1.1	Naming Standard/Example	Corresponding PTR Manifest file
eVS Postage Extract - Complete	eVSPaymentComplete-MID-YYYYMMDD######.pse example: eVSPaymentComplete-010101010-20091028123456.pse	PTRManifest-20091028123456.raw PTRManifest-20091028123456.cew

Sample File v1.1

eVS Postage Extract – Complete

H1,1.0,201004280001,915001010101010050403731,915001010101010050403731,20100428094800,2010 04 28181032,22201,9998

D1,915601010101010131776161,EX,2,000010000,000000,000000,000000,000000,22201,1234,N,E3,00,0, ,000000,,000000,,000000,,0000000,,0000000,C,0016630,0016630,PROCESSED,2010032217250900M E

D1,915601010101010131345616,FC,3,000001000,000000,000000,000000,000000,22201,1234,N,SP,00,1, ,000000,,000000,,000000,,0000000,,0000000,0123456789,P,0001460,0001560,ERROR

Table K-2 Postage Payment Extract File Format v2.0

Payment Extract File Format v2.0 - Payment Extract Header Line, comma delimited				
Position #	Field Name	Format / Max Size	Description	Example
1	Record Type	Alphanumeric (2)	H1	
	Delimiter	Alphanumeric (1)	Comma (,)	
2	File Version Number	Alphanumeric (3)	Version Control Number	2.0
	Delimiter	Alphanumeric (1)	Comma (,)	
3	Transaction ID	Alphanumeric (12)	Transaction ID from the Manifest File	YYYYMMDD####, 200911060001
	Delimiter	Alphanumeric (1)	Comma (,)	
4	EFN (Main Header Record)	Alphanumeric (34)	EFN of first header record processed in the batched files	9275001010101010100000000121 (V1.6 or V1.7)
	Delimiter	Alphanumeric (1)	Comma (,)	
5	EFN (Sub Header Record)	Alphanumeric (34)	EFN of header record associated with detail record	9275001010101010100000000121 (V1.6 or V1.7)
	Delimiter	Alphanumeric (1)	Comma (,)	
6	Mailing Date/Time	Alphanumeric (14)	Mailing Date/Time from the Manifest File	YYYYMMDDHHMISS
	Delimiter	Alphanumeric (1)	Comma (,)	
7	Processing Date/Time	Alphanumeric (14)	Date/Time when manifest file was processed by the payment system.	YYYYMMDDHHMISS
	Delimiter	Alphanumeric (1)	Comma (,)	
8	Entry Facility ZIP	Alphanumeric (5)	Entry Facility ZIP Code from the Manifest File	22201
	Delimiter	Alphanumeric (1)	Comma (,)	
9	Entry Facility ZIP+4	Alphanumeric (4)	Entry Facility ZIP+4 Code from the Manifest File	9998

Payment Extract File Format v2.0 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
1	Record Type	Alphanumeric (2)	D1	
	Delimiter	Alphanumeric (1)	Comma (,)	

Payment Extract File Format v2.0 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
2	PIC	Alphanumeric (34)	IMpb or legacy barcode on package	92023020202020100000001161
	Delimiter	Alphanumeric (1)	Comma (,)	
3	Mail Class	Alphanumeric (2)		PM etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
4	Processing Category	Alphanumeric (1)		3 (Machinable) etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
5	Weight	Numeric (9)	Defined as 99999.9999	14.3 lbs. entered as 000143000
	Delimiter	Alphanumeric (1)	Comma (,)	
6	Dim Weight	Numeric (6)	Defined as 9999.99	7.88 lbs. entered as 000788
	Delimiter	Alphanumeric (1)	Comma (,)	
7	Length	Numeric (5)	Defined as 999.99	30.25 entered as 03025
	Delimiter	Alphanumeric (1)	Comma (,)	
8	Width	Numeric (5)	Defined as 999.99	12.75 entered as 01275
	Delimiter	Alphanumeric (1)	Comma (,)	
9	Height	Numeric (5)	Defined as 999.99	2.50 entered as 00250
	Delimiter	Alphanumeric (1)	Comma (,)	
10	Package Destination ZIP	Alphanumeric (5)		22201
	Delimiter	Alphanumeric (1)	Comma (,)	
11	Destination ZIP+4	Alphanumeric (4)		1234
	Delimiter	Alphanumeric (1)	Comma (,)	
12	Destination Rate Indicator	Alphanumeric (1)		'D' – DDU etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
13	Rate Indicator	Alphanumeric (2)		SP
	Delimiter	Alphanumeric (1)	Comma (,)	
14	Zone	Alphanumeric (2)		Zone 3 entered as 03
	Delimiter	Alphanumeric (1)	Comma (,)	
15	Postal Routing Barcode	Numeric (1)		0 no barcode etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
16	Extra Service Code- 1st Service	Alphanumeric (3)		01
	Delimiter	Alphanumeric (1)	Comma (,)	
17	Fee for Extra Service Code- 1st Service	Numeric (6)	Defined as 9999.99	$0.19 entered as 000019
	Delimiter	Alphanumeric (1)	Comma (,)	
18	Extra Service Code- 2nd Service	Alphanumeric (3)		915
	Delimiter	Alphanumeric (1)	Comma (,)	
19	Fee for Extra Service Code- 2nd Service	Numeric (6)	Defined as 9999.99	$1.40 entered as 000140
	Delimiter	Alphanumeric (1)	Comma (,)	
20	Extra Service Code- 3rd Service	Alphanumeric (3)		935
	Delimiter	Alphanumeric (1)	Comma (,)	
21	Fee for Extra Service Code- 3rd Service	Numeric (6)	Defined as 9999.99	$1.40 entered as 000140
	Delimiter	Alphanumeric (1)	Comma (,)	

Payment Extract File Format v2.0 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
22	Extra Service Code- 4th Service	Alphanumeric (3)		940
	Delimiter	Alphanumeric (1)	Comma (,)	
23	Fee for Extra Service Code- 4th Service	Numeric (6)	Defined as 9999.99	$0.19 entered as 000019
	Delimiter	Alphanumeric (1)	Comma (,)	
24	Extra Service Code- 5th Service	Alphanumeric (3)		950
	Delimiter	Alphanumeric (1)	Comma (,)	
25	Fee for Extra Service Code- 5th Service	Numeric (6)	Defined as 9999.99	$0.19 entered as 000019
	Delimiter	Alphanumeric (1)	Comma (,)	
26	Destination Country Code	Alphanumeric (2)		CH
	Delimiter	Alphanumeric (1)	Comma (,)	
27	Foreign Postal Code	Alphanumeric (10)		A0A9A0
	Delimiter	Alphanumeric (1)	Comma (,)	
28	Customer Reference Number 2	Alphanumeric (30)	Customer's 2nd Internal Reference Number	30567898765
	Delimiter	Alphanumeric (1)	Comma (,)	
29	Discount Type	Alphanumeric (2)		D1
	Delimiter	Alphanumeric (1)	Comma (,)	
30	Discount Amount	Numeric (7)	Defined as 9999.999	$1.656 entered as 0001656
	Delimiter	Alphanumeric (1)	Comma (,)	
31	Surcharge Type	Alphanumeric (2)		N1
	Delimiter	Alphanumeric (1)	Comma (,)	
32	Surcharge Amount	Numeric (7)	Defined as 9999.999	$1.656 entered as 0001656
	Delimiter	Alphanumeric (1)	Comma (,)	
33	Customer Reference Number	Alphanumeric (30)	Customer's Internal Reference Number	
	Delimiter	Alphanumeric (1)	Comma (,)	
Fields 34 through 38 are not included in the partial payment extract.				
34	Price Type (Commercial, Commercial Plus etc.)	Alphanumeric (3)		'P' – Published 'CB' – Commercial Base (For PM/EX) 'CP' – Commercial Plus (For PM/EX) 'CPC' – Commercial Plus Cubic (For PM) 'C' - Contract
	Delimiter	Alphanumeric (1)	Comma (,)	
35	Shipper Postage	Numeric (7)	Defined as 9999.999	$5.69 entered as 0005690
	Delimiter	Alphanumeric (1)	Comma (,)	
36	USPS Calculated Manifest Postage	Numeric (7)	Defined as 9999.999	$5.69 entered as 0005690
	Delimiter	Alphanumeric (1)	Comma (,)	
37	Payment Status	Alphanumeric (20)		'PROCESSED' 'PENDING' 'ERROR' 'CLOSED'
	Delimiter	Alphanumeric (1)	Comma (,)	
38	EPS Transaction ID	Alphanumeric (19)		'2010032217250900M2'

File Naming Convention

eVS generates the payment extract files using the following naming convention. These files are sent to the tracking system (PTR) to be forwarded on to the appropriate shippers. The file names received by the shippers may not match this convention depending on the data exchange interface (SFTP, EDI, etc.) used for the transfer.

File Type v2.0	Naming Standard/Example	Corresponding PTR Manifest file
eVS Postage Extract	eVSPaymentComplete-MID-YYYYMMDD######.pse example: eVSPaymentComplete-010101010-20091028123456.pse	PTRManifest-20091028123456.raw PTRManifest-20091028123456.cew

Sample File v2.0

eVS Postage Extract – Complete

H1,2.0,201004280001,915001010101010050403731,915001010101010050403731,20100428094800,20100428181032,22201,1234

D1,915601010101010131776161,EX,2,000010000,000000,000000,000000,000000,22201,1234,N,E3,00,0,,000000,,000000,,000000,,000000,,000000,JP,A0A9A0,30567898765,,0000000,,0000000,C,0016630,0016630,PROCESSED,201003221725090M,

D1,915601010101010131345616,FC,3,000001000,000000,000000,000000,000000,22201,1234,N,SP,00,1,,000000,,000000,,000000,,000000,,000000,LP,A0A9A4,30567898766,,0000000,,0000000,P,0001460,0001560,ERROR,,

Appendix L: Monthly Reconciliation Extract

This section describes the process and file format specifications for the reconciliation extract files being developed to provide status and payment information to the eVS/PRS shippers for proposed and actual monthly adjustments.

Monthly Reconciliation Extract

Reconciliation Extract Data Record Formats

After the eVS monthly reconciliation procedures, eVS provides a new extract file containing all pending adjustments for the shipper. Each extract file contains the data for a pending adjustment including a Header Record (H1) summarizing the pending adjustment, a Summary Record (S1) describing the type of adjustment, and one to many Detail Records (D1) for individual PICs identified in the adjustment, if applicable.

Extracts are generated only if an adjustment is pending for that type of additional postage. eVS generates reconciliation extracts at three milestones in the monthly reconciliation period:

- Proposed Adjustment – *Notice (N)* – 1st of the month (end of the mailing month)

- Pending Adjustment – *Interim (I)* – 11th of the month (end of the shipper reconciliation period)

- Actual Adjustment – *Advice (A)* – 21st of the month/transaction date (adjustment processed)

Each adjustment file created follows this eVS naming convention (no-spaces):

- eVSReconciliationExtract-9-digit Master MID-8-digit Date (YYYYMMDD)6-digit Time (HHMMSS).rxt (file extension)
    - Example: eVSReconciliationExtract-987654321-20110720142630.rxt

Receipt of the Monthly Reconciliation Extracts is optional. Shippers may contact the eVS Helpdesk at 877-264-9693 or eVS@usps.gov to indicate their preference (set in Program Registration) to receive the Monthly Reconciliation Extracts.

The monthly reconciliation extract file format is pipe-delimited and consists of standard fields for each extract file type, although the values and fields used within the file type varies based on the type of adjustment described.

- H1 Header – 33 fields – similar for all adjustment types with one per file.

- S1 Summary – 23 fields – varies by adjustment type, one per file, one mail class per file.

- D1 Detail – 81 fields – specific to adjustment type with one to many records per file.

Each field has one of the following data types:

1) Alphanumeric – variable length field containing letters, numbers, or possibly punctuation

2) Numeric (12,4) – fixed-width field containing only numbers. Implied decimal point between 8th and 9th characters. There are 8 digits to the left of the implied decimal point, 4 digits to the right. For example, the value 99,999,999.9999 is written as 999999999999; the value 0.1 is written as 000000001000.

3) Numeric (8) – fixed-width field containing only numbers. No implied decimal point.

4) Null fields – Fields with Field Name of "null" must always be empty and have no data type.

Exhibit L–1
Monthly Reconciliation Extract Record Formats

Table	Mail Class/Product
L-1a	Adjustment Header Record
L-1b	Postage Adjustment Factor (PAF) Summary and Detail Records
L-1c	Manifest Error Summary and Detail Records
L-1d	Unmanifested Summary and Detail Records
L-1e	Mis-shipped Summary and Detail Records
L-1f	Duplicate Packages Summary and Detail Records
L-1g	Presort Eligibility Summary and Detail Records
L-1h	Content Eligibility Summary and Detail Records
L-1i	Ad hoc Adjustment Summary Record
L-1j	Incorrect Packaging Summary and Detail Records
L-1k	Destination Entry Summary and Detail Records
L-1l	IMpb Noncompliance Summary and Detail Records

Table L-1a eVS Adjustment Header Record

Header (H1) record is similar for all adjustment types, with one per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
eVS Reconciliation Extract Adjustment Header Record				
1	Record Type	Alphanumeric	2	H1
2	Master Mailer ID	Alphanumeric	9	
3	Version ID	Alphanumeric	3	Default to 010
4	null			
5	Document ID	Alphanumeric	4	210R
6	Record Position	Alphanumeric	2	00
7	Business Type Indicator	Alphanumeric	1	"N" – Notice "I" – Interim "A" – Advice
8	Business Purpose Indicator	Alphanumeric	1	"S" - Supplemental
9	File Processing Date	Alphanumeric	8	YYYYMMDD
10	File Processing Number	Alphanumeric	19	If Notice or Interim, YYYYMM of USPS fiscal year, followed by usage indicator, followed by, if applicable, mail class value. If Advice, EPS transaction ID.
11	null			
12	CRID	Alphanumeric	15	CRID of master shipper.
13	Master Mailer ID	Alphanumeric	9	

eVS Reconciliation Extract Adjustment Header Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
14	Permit Number	Numeric (8)	8	
15	null			
16	null			
17	Net Amount Due	Numeric (12,4)	12	If Notice or Interim, the Total Proposed Amount for all adjustments in the file. If Advice, the Total Actual Amount for all adjustments in the file.
18	null			
19	null			
20	Permit Holder Name	Alphanumeric	50	
21	Permit Holder Address	Alphanumeric	100	
22	Permit Holder City	Alphanumeric	100	
23	Permit Holder State	Alphanumeric	10	
24	Permit Holder ZIP	Alphanumeric	20	
25	Permit Holder Contact Name	Alphanumeric	100	
26	Permit Holder Contact Number	Alphanumeric	20	
27	Null			
28	Null			
29	Null			
30	Null			
31	Null			
32	Null			
33	x	Alphanumeric	1	'x' character at end of line

Table L-1b eVS Postage Adjustment Factor (PAF) Summary and Detail Records

This summary (S1) record describes the fields for the **Postage Adjustment Factor (PAF)**. There is one PAF/one mail class per file.

eVS Reconciliation Extract PAF Summary Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"PA" - Postage Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM (USPS fiscal year and month).
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	null			
12	Average Per-Piece Postage for Mail Class	Numeric (12,4)	12	
13	Mail Class Code			
14	null			

eVS Reconciliation Extract PAF Summary Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	Total Pieces of Mail Class Sample for PAF	Numeric (12,4)	12	
19	Total eVS Calculate Manifest Postage	Numeric (12,4)	12	
20	Total eVS Calculated Samples' Postage	Numeric (12,4)	12	
21	Total Manifest Files Processed	Numeric (12,4)	12	null
22	Calculated Manifest Adjustment Factor	Numeric (12,4)	12	
23	x	Alphanumeric	1	'x' character at end of line

The corresponding detail (D1) record describes the fields for the **Postage Adjustment Factor (PAF)**. There will be zero to many records per postage adjustment file.

eVS Reconciliation Extract PAF Detail Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"PA" - Postage Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	Date of Mailing	Alphanumeric	8	YYYYMMDD
15	Sampling Date	Alphanumeric	8	YYYYMMDD
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	USPS ZIP Location of Sample	Alphanumeric	5	
23	Manifest Mail Class	Alphanumeric	2	
24	Sample Mail Class	Alphanumeric	2	
25	null			
26	null			
27	eVS Processing Category	Alphanumeric	1	
28	Sample Piece Processing Category	Alphanumeric	1	

eVS Reconciliation Extract PAF Detail Record

Position	Field Name	Data Type	Size (Bytes)	Definition
29	Shipper Routing Barcode	Alphanumeric	1	Original shipper value.
30	Sample Pre-barcoded	Alphanumeric	1	
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	Sample Piece Weight	Numeric (12,4)	12	
34	Manifest DIM Weight	Numeric (12,4)	12	
35	Sample DIM Weight	Numeric (12,4)	12	
36	Manifest Length	Numeric (12,4)	12	
37	Sample Length	Numeric (12,4)	12	
38	Manifest Width	Numeric (12,4)	12	
39	Sample Width	Numeric (12,4)	12	
40	Manifest Height	Numeric (12,4)	12	
41	Sample Height	Numeric (12,4)	12	
42	null			
43	eVS Destination Rate Indicator	Alphanumeric	1	
44	Sample Destination Rate Indicator	Alphanumeric	1	Sample Destination Rate Indicator.
45	Shipper Rate Indicator	Alphanumeric	2	Original shipper value.
46	Sample Rate indicator	Alphanumeric	2	
47	null			
48	null			
49	eVS Calculated Zone	Alphanumeric	2	Original shipper value.
50	eVS Sample Piece Zone	Alphanumeric	2	Zone based on sample data.
51	null			
52	Shipper manifested postage	Numeric (12,4)	12	
53	null			
54	eVS Manifest Postage	Numeric (12,4)	12	
55	Sample Piece Postage	Numeric (12,4)	12	
56	Extra Service Code – 1st Service	Alphanumeric	3	
57	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	
58	Null			
59	Extra Service Code – 2nd Service	Alphanumeric	3	
60	Manifest Fee Amt for 2nd Extra Service	Numeric (12,4)	12	
61	Null			
62	Extra Service Code – 3rd Service	Alphanumeric	3	
63	Manifest Fee Amt for 3rd Extra Service	Numeric (12,4)	12	
64	Null			
65	Extra Service Code – 4th Service	Alphanumeric	3	
66	Manifest Fee Amt for 4th Extra Service	Numeric (12,4)	12	
67	Null			
68	Extra Service Code – 5th Service	Alphanumeric	3	
69	Manifest Fee Amt for 5th Extra Service	Numeric (12,4)	12	
70	Null			
71	Null			

eVS Reconciliation Extract PAF Detail Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
72	Null			
73	Null			
74	Null			
75	Null			
76	Null			
77	Null			
78	Null			
79	Null			
80	Null			
81	x	Alphanumeric	1	'x' character at end of line

Table L-1c eVS Manifest Error Summary and Detail Records

This summary (S1) record describes the fields for the **Manifest Error Adjustment**. There is one adjustment/one mail class per file.

eVS Reconciliation Extract Manifest Error Summary Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"ME" – Manifest Error Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	null			
12	Average Per-Piece Postage for Mail Class	Numeric (12,4)	12	
13	Mail Class Code	Alphanumeric	2	'NA' for unknown mail class.
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			
23	x	Alphanumeric	1	'x' character at end of line

The corresponding detail (D1) record describes the fields for the **Manifest Error Adjustment**. There will be zero to many records per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Manifest Error Detail Record			
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"ME" – Manifest Error Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	Date of Mailing	Alphanumeric	8	YYYYMMDD
15	PTR Transmission Date	Alphanumeric	8	YYYYMMDD
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	Entry Facility ZIP	Alphanumeric	5	
23	null			
24	Mail Class	Alphanumeric	2	
25	null			
26	null			
27	eVS Processing Category	Alphanumeric	1	
28	null			
29	Manifest Postal Routing Barcode	Alphanumeric	1	Original shipper value.
30	null			
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	null			
34	null			
35	null			
36	Manifest Length	Numeric (12,4)	12	
37	null			
38	Manifest Width	Numeric (12,4)	12	
39	null			
40	Manifest Height	Numeric (12,4)	12	
41	null			
42	null			
43	eVS Destination Rate Indicator	Alphanumeric	1	
44	null			
45	null			
46	Revised Rate Indicator	Alphanumeric	2	
47	null			

eVS Reconciliation Extract Manifest Error Detail Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
48	null			
49	eVS Calculated Zone	Alphanumeric	2	
50	null			
51	null			
52	Shipper manifested postage	Numeric (12,4)	12	
53	null			
54	null			
55	null			
56	Extra Service Code- 1st Service	Alphanumeric	3	
57	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	
58	null			
59	Extra Service Code- 2nd Service	Alphanumeric	3	
60	Manifest Fee Amt for 2nd Extra Service	Numeric (12,4)	12	
61	null			
62	Extra Service Code- 3rd Service	Alphanumeric	3	
63	Manifest Fee Amt for 3rd Extra Service	Numeric (12,4)	12	
64	null			
65	Extra Service Code - 4th Service	Alphanumeric	3	
66	Manifest Fee Amt for 4th Extra Service	Numeric (12,4)	12	
67	null			
68	Extra Service Code - 5th Service	Alphanumeric	3	
69	Manifest Fee Amt for 5th Extra Service	Numeric (12,4)	12	
70	null			
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	x	Alphanumeric	1	'x' character at end of line

Table L-1d eVS Unmanifested Summary and Detail Records

This summary (S1) record describes the fields for the **Unmanifested Packages Adjustment**. There is one adjustment/one mail class per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Unmanifested Summary Record			
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"UP" – Unmanifested Postage
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	null			
12	Average Per-Piece Postage for Mail Class	Numeric (12,4)	12	
13	Mail Class Code			'NA' for unknown mail class.
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			
23	x	Alphanumeric	1	'x' character at end of line

The corresponding detail (D1) record describes the fields for the **Unmanifested Packages Adjustment**. There will be zero to many records per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Unmanifested Detail Record			
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"UP" – Unmanifested Postage
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	null			
11	null			
12	null			
13	null			
14	PTR Transmission Date	Alphanumeric	8	YYYYMMDD
15	Package Scan Date	Alphanumeric	8	YYYYMMDD
16	null			
17	null			
18	null			

	eVS Reconciliation Extract Unmanifested Detail Record			
Position	Field Name	Data Type	Size (Bytes)	Definition
19	null			
20	null			
21	null			
22	Scan ZIP Code	Alphanumeric	5	
23	null			
24	Mail Class	Alphanumeric	2	'NA' for unknown mail class.
25	null			
26	null			
27	null			
28	null			
29	null			
30	null			
31	null			
32	null			
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	null			
43	null			
44	null			
45	null			
46	null			
47	null			
48	null			
49	null			
50	null			
51	null			
52	null			
53	null			
54	null			
55	Sample Piece Postage	Numeric (12,4)	12	Postage if the piece was sampled; else null.
56	null			
57	null			
58	null			
59	null			
60	null			
61	null			
62	null			
63	null			
64	null			
65	null			
66	null			
67	null			
68	null			
69	null			
70	null			
71	null			
72	null			
73	null			
74	null			

eVS Reconciliation Extract Unmanifested Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	x	Alphanumeric	1	'x' character at end of line

Table L-1e eVS Mis-shipped Summary and Detail Records

This summary (S1) record describes the fields for the **Mis-Shipped Adjustment**. There is one adjustment/one mail class per file.

eVS Reconciliation Extract Mis-shipped Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"MS" – Mis-Shipped Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	null			
12	null			
13	Mail Class Code	Alphanumeric	2	'NA' for unknown mail class.
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			
23	x	Alphanumeric	1	'x' character at end of line

The corresponding detail (D1) record describes the fields for the **Mis-Shipped Adjustment**. There will be zero to many records per file.

eVS Reconciliation Extract Mis-shipped Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"MS" – Mis-Shipped Adjustment

eVS Reconciliation Extract Mis-shipped Detail Record

Position	Field Name	Data Type	Size (Bytes)	Definition
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	Date of Mailing	Alphanumeric	8	YYYYMMDD
15	Date of Acceptance Scan	Alphanumeric	8	YYYYMMDD
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	ZIP Location of scan	Alphanumeric	5	
23	Manifest Mail Class	Alphanumeric	2	Original shipper value.
24	null			
25	Re-shipped Mail Class	Alphanumeric	2	
26	Manifest Processing Category	Alphanumeric	1	Original shipper value.
27	eVS Processing Category	Alphanumeric	1	Value used by eVS to compute postage statement.
28	Re-shipped Processing Category	Alphanumeric	1	Value used to determine adjusted postage based on mis-shipped information.
29	Manifest Postal Routing Barcode	Alphanumeric	1	Original shipper value.
30	null			
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	Manifest Destination Rate Indicator	Alphanumeric	1	Original shipper value.
43	eVS Destination Rate Indicator	Alphanumeric	1	Value eVS used on original postage statement.
44	Re-shipped Destination Rate Indicator	Alphanumeric	1	Value used to determine adjusted postage based on mis-shipped information.
45	Manifest Rate Indicator	Alphanumeric	2	Original shipper value.
46	Revised Rate Indicator	Alphanumeric	2	Value eVS used on original postage statement.
47	Re-shipped Rate Indicator	Alphanumeric	2	Value used to determine adjusted postage based on mis-shipped information.
48	Manifest Zone	Alphanumeric	2	Original shipper value.
49	eVS Calculated Zone	Alphanumeric	2	Value eVS used on original postage statement.
50	null			

eVS Reconciliation Extract Mis-shipped Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
51	null			
52	Shipper manifested postage	Numeric (12,4)	12	
53	Calculated Mis-Shipped Postage - Excluding Extra Services	Numeric (12,4)	12	
54	eVS Manifest Postage	Numeric (12,4)	12	Value eVS used on original postage statement.
55	Additional Postage Due	Numeric (12,4)	12	
56	Extra Service Code- 1st Service	Alphanumeric	3	
57	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	Value eVS used on original postage statement.
58	Re-shipped Fee Amt for 1st Extra Service	Numeric (12,4)	12	Value used to determine adjusted postage based on mis-shipped information.
59	Extra Service Code- 2nd Service	Alphanumeric	3	
60	Manifest Fee Amt for 2nd Extra Service	Numeric (12,4)	12	Value eVS used on original postage statement.
61	Re-shipped Fee Amt for 2nd Extra Service	Numeric (12,4)	12	Value used to determine adjusted postage based on mis-shipped information.
62	Extra Service Code- 3rd Service	Alphanumeric	3	
63	Manifest Fee Amt for 3rd Extra Service	Numeric (12,4)	12	Value eVS used on original postage statement.
64	Re-shipped Fee Amt for 3rd Extra Service	Numeric (12,4)	12	Value used to determine adjusted postage based on mis-shipped information.
65	Extra Service Code - 4th Service	Alphanumeric	3	
66	Manifest Fee Amt for 4th Extra Service	Numeric (12,4)	12	Value eVS used on original postage statement.
67	Re-shipped Fee Amt for 4th Extra Service	Numeric (12,4)	12	Value used to determine adjusted postage based on mis-shipped information.
68	Extra Service Code - 5th Service	Alphanumeric	3	
69	Manifest Fee Amt for 5th Extra Service	Numeric (12,4)	12	Value eVS used on original postage statement.
70	Re-shipped Fee Amt for 5th Extra Service	Numeric (12,4)	12	Value used to determine adjusted postage based on mis-shipped information.
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	x	Alphanumeric	1	'x' character at end of line

Table L-1f eVS Duplicate Packages Summary and Detail Records

This summary (S1) record describes the fields for the **Duplicate Packages Adjustment**. There is one adjustment/one mail class per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Duplicate Packages Summary Record			
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"DP" – Duplicate Package Postage
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	null			
12	Average Per-Piece Postage for Mail Class	Numeric (12,4)	12	
13	Mail Class Code	Alphanumeric	2	
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			
23	x	Alphanumeric	1	'x' character at end of line

The corresponding detail (D1) record describes the fields for the Duplicate Packages Adjustment. There will be zero to many records per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Duplicate Packages Detail Record			
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"DP" – Duplicate Package Postage
8	Piece Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	null			
11	null			
12	null			
13	null			
14	PTR Transmission Date	Alphanumeric	8	YYYYMMDD
15	Package Scan Date	Alphanumeric	8	YYYYMMDD
16	PTS Event Type	Alphanumeric	20	Event text, as translated from PTS Event Code (i.e., Delivered, Picked up, etc.

eVS Reconciliation Extract Duplicate Packages Detail Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
17	null			
18	null			
19	null			
20	null			
21	null			
22	Scan ZIP Code	Alphanumeric	5	
23	null			
24	Mail Class	Alphanumeric	2	
25	null			
26	null			
27	null			
28	null			
29	null			
30	null			
31	null			
32	null			
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	null			
43	null			
44	null			
45	null			
46	null			
47	null			
48	null			
49	null			
50	null			
51	null			
52	Shipper manifested postage	Numeric (12,4)	12	
53	null			
54	null			
55	Additional Postage Due	Numeric (12,4)	12	The per piece postage charge for the duplicate package
56	null			
57	null			
58	null			
59	null			
60	null			
61	null			
62	null			
63	null			
64	null			
65	null			
66	null			
67	null			
68	null			
69	null			
70	null			

eVS Reconciliation Extract Duplicate Packages Detail Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	x	Alphanumeric	1	'x' character at end of line

Table L-1g eVS Presort Eligibility Summary and Detail Records

This summary (S1) record describes the fields for the **Presort Eligibility Adjustment**. There is one adjustment/one mail class per file.

eVS Reconciliation Extract Presort Eligibility Summary Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"PS" – Presort Eligibility Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	null			
12	null			
13	Mail Class Code	Alphanumeric	2	
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	Total Pieces of Mailing	Numeric (12,4)	12	
19	Total eVS Manifest Postage Paid	Numeric (12,4)	12	
20	null			
21	null			
22	null			
23	x	Alphanumeric	1	'x' character at end of line

The corresponding detail (D1) record describes the fields for the **Presort Eligibility Adjustment**. There will be zero to many records per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Presort Eligibility Detail Record			
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"PS" – Presort Exception Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	null			
15	null			
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	null			
23	Manifest Mail Class	Alphanumeric	2	
24	Presort-Based Mail Class	Alphanumeric	2	
25	null			
26	null			
27	null			
28	null			
29	null			
30	null			
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	null			
43	eVS Destination Rate Indicator	Alphanumeric	1	
44	null			
45	Manifest Rate Indicator	Alphanumeric	2	[originally Shipper]
46	Revised Rate Indicator	Alphanumeric	2	Rate indicator based on presort eligibility.

eVS Reconciliation Extract Presort Eligibility Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
47	null			
48	null			
49	eVS Calculated Zone	Alphanumeric	2	
50	null			
51	null			
52	Shipper manifested postage	Numeric (12,4)	12	
53	Presort Exception eVS Postage	Numeric (12,4)	12	
54	USPS eVS Manifest Postage	Numeric (12,4)	12	
55	Additional Postage Due	Numeric (12,4)	12	
56	Extra Service Code – 1st Service	Alphanumeric	3	
57	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	
58	null			
59	Extra Service Code – 2nd Service	Alphanumeric	3	
60	Manifest Fee Amt for 2nd Extra Service	Numeric (12,4)	12	
61	null			
62	Extra Service Code – 3rd Service	Alphanumeric	3	
63	Manifest Fee Amt for 3rd Extra Service	Numeric (12,4)	12	
64	null			
65	Extra Service Code – 5th Service	Alphanumeric	3	
66	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	
67	null			
68	Extra Service Code – 5th Service	Alphanumeric	3	
69	Manifest Fee Amt for 5th Extra Service	Numeric (12,4)	12	
70	null			
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	x	Alphanumeric	1	'x' character at end of line

Table L-1h eVS Content Eligibility Summary and Detail Records

This summary (S1) record describes the fields for the **Content Eligibility Adjustment**. There is one adjustment/one mail class per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Content Eligibility Summary Record			
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"CE" – Content Eligibility Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	Null			
12	null			
13	Mail Class Code	Alphanumeric	2	
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			
23	x	Alphanumeric	1	'x' character at end of line

The corresponding detail (D1) record describes the fields for the **Content Eligibility Adjustment**. There will be zero to many records per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Content Eligibility Detail Record			
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"CE" – Content Eligibility Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	19	
11	Customer Manifest Transaction ID	Alphanumeric	10	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	null			
15	null			
16	null			
17	null			

	eVS Reconciliation Extract Content Eligibility Detail Record			
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	null			
23	Manifest Mail Class	Alphanumeric	2	
24	Content-Based Mail Class	Alphanumeric	2	
25	null			
26	null			
27	null			
28	null			
29	null			
30	null			
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	null			
43	eVS Destination Rate Indicator	Alphanumeric	1	
44	null			
45	Manifest Rate Indicator	Alphanumeric	2	[originally Shipper]
46	Revised Rate Indicator	Alphanumeric	2	Rate indicator based on content eligibility.
47	null			
48	null			
49	eVS Calculated Zone	Alphanumeric	2	
50	null			
51	null			
52	Shipper manifested postage	Numeric (12,4)	12	
53	Content-Based eVS Postage	Numeric (12,4)	12	
54	eVS Manifest Postage	Numeric (12,4)	12	
55	Additional Postage Due	Numeric (12,4)	12	
56	Extra Service Code – 1st Service	Alphanumeric	3	
57	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	
58	null			
59	Extra Service Code – 2nd Service	Alphanumeric	3	
60	Manifest Fee Amt for 2nd Extra Service	Numeric (12,4)	12	
61	null			
62	Extra Service Code – 3rd Service	Alphanumeric	3	

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Content Eligibility Detail Record			
63	Manifest Fee Amt for 3rd Extra Service	Numeric (12,4)	12	
64	null			
65	Extra Service Code – 4th Service	Alphanumeric	3	
66	Manifest Fee Amt for 4th Extra Service	Numeric (12,4)	12	
67	null			
68	Extra Service Code – 5thService	Alphanumeric	3	
69	Manifest Fee Amt for 5th Extra Service	Numeric (12,4)	12	
70	null			
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	x	Alphanumeric	1	'x' character at end of line

Table L-1i eVS Ad hoc Adjustment Summary Record

This summary (S1) record describes the fields for the **Ad-Hoc Adjustment**. There is one adjustment/one mail class per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Ad hoc Adjustment Summary Record			
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"AH" – Ad-Hoc Charges
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	null			
12	null			
13	null			
14	null			
15	null			
16	Miscellaneous Charges	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Miscellaneous Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Ad hoc Adjustment Summary Record			
20	null			
21	null			
22	null			
23	x	Alphanumeric	1	'x' character at end of line

Table L-1j eVS Incorrect Packaging Summary and Detail Records

This summary (S1) record describes the fields for the **Incorrect Packaging Adjustment**. There is one adjustment/one mail class per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Incorrect Packaging Summary Record			
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"SI" – Sampled Incorrect Packaging
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	null			
12	null			
13	Mail Class Code	Alphanumeric	2	
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	Total Pieces of Mailing	Numeric (12,4)	12	
19	Total eVS Manifest Postage Paid	Numeric (12,4)	12	
20	null			
21	null			
22	null			
23	x	Alphanumeric	1	'x' character at end of line.

The corresponding detail (D1) record describes the fields for the **Incorrect Packaging Adjustment**. There will be zero to many records per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Incorrect Packaging Detail Record			
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"SI" – Sampled Incorrect Packing Adjustment
8	Piece Identification Code (PIC)	Alphanumeric	34	

eVS Reconciliation Extract Incorrect Packaging Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	Date of Mailing	Alphanumeric	8	YYYYMMDD
15	Date of Sampling	Alphanumeric	8	YYYYMMDD
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	USPS ZIP Location of Sample	Alphanumeric	5	
23	Manifest Mail Class	Alphanumeric	2	
24	Sample Mail Class	Alphanumeric	2	
25	null			
26	null			
27	Manifest Processing Category	Alphanumeric	1	
28	Sample Processing Category	Alphanumeric	1	
29	Manifest Routing Barcode	Alphanumeric	1	
30	Sampling Pre-Barcoded	Alphanumeric	1	
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	Sample Weight	Numeric (12,4)	12	
34	Manifest DIM Weight	Numeric (12,4)	12	
35	Sample DIM Weight	Numeric (12,4)	12	
36	Manifest Length	Numeric (12,4)	12	
37	Sample Length	Numeric (12,4)	12	
38	Manifest Width	Numeric (12,4)	12	
39	Sample Width	Numeric (12,4)	12	
40	Manifest Height	Numeric (12,4)	12	
41	Sample Height	Numeric (12,4)	12	
42	null			
43	Manifest Destination Rate Indicator	Alphanumeric	1	
44	Sample Destination Rate Indicator	Alphanumeric	1	
45	Manifest Rate Indicator	Alphanumeric	2	
46	Sample Rate Indicator	Alphanumeric	2	
47	Null			
48	Shipper Zone	Alphanumeric	2	
49	Manifest Calculated Zone	Alphanumeric	2	
50	Sample Calculated Zone	Alphanumeric	2	
51	null			
52	Shipper manifested postage	Numeric (12,4)	12	

Position	Field Name	Data Type	Size (Bytes)	Definition
	eVS Reconciliation Extract Incorrect Packaging Detail Record			
53	Sample Calculated Postage	Numeric (12,4)	12	
54	USPS Manifest Calculated Postage	Numeric (12,4)	12	
55	Additional Postage Due	Numeric (12,4)	12	
56	Extra Service Code – 1st Service	Alphanumeric	3	
57	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	
58	Null			
59	Extra Service Code – 2nd Service	Alphanumeric	3	
60	Manifest Fee Amt for 2nd Extra Service	Numeric (12,4)	12	
61	Null			
62	Extra Service Code – 3rd Service	Alphanumeric	3	
63	Manifest Fee Amt for 3rd Extra Service	Numeric (12,4)	12	
64	Null			
65	Extra Service Code – 4th Service	Alphanumeric	3	
66	Manifest Fee Amt for 4th Extra Service	Numeric (12,4)	12	
67	Null			
68	Extra Service Code – 5th Service	Alphanumeric	3	
69	Manifest Fee Amt for 5th Extra Service	Numeric (12,4)	12	
70	Null			
71	Null			
72	Null			
73	Null			
74	Null			
75	Null			
76	Null			
77	Null			
78	Null			
79	Null			
80	Null			
81	X	Alphanumeric	1	'x' character at end of line.

Table L-1k eVS Destination Entry Summary and Detail Records

This summary (S1) record describes the fields for the **Destination Entry Adjustment**. There is one adjustment/one mail class per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
eVS Reconciliation Extract Destination Entry Eligibility Summary Record
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"DE" – Destination Entry Eligibility Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	null			
12	null			
13	Mail Class Code	Alphanumeric	2	
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	Total Pieces of Mailing	Numeric (12,4)	12	
19	Total eVS Manifest Postage Paid	Numeric (12,4)	12	
20	null			
21	null			
22	null			
23	x	Alphanumeric	1	'x' character at end of line.

The corresponding detail (D1) record describes the fields for the **Destination Entry Adjustment**. There will be zero to many records per file.

Position	Field Name	Data Type	Size (Bytes)	Definition
eVS Reconciliation Extract Destination Entry Eligibility Detail Record
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"DE" – Destination Entry Eligibility Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	Date of Mailing	Alphanumeric	8	YYYYMMDD

	eVS Reconciliation Extract Destination Entry Eligibility Detail Record			
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
15	null			
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	Entry Facility ZIP	Alphanumeric	5	
23	Manifest Mail Class	Alphanumeric	2	
24	Destination Entry Default Mail Class	Alphanumeric	2	
25	null			
26	null			
27	Manifest Processing Category	Alphanumeric	1	
28	null			
29	Shipper Routing Barcode	Alphanumeric	1	
30	null			
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	null			
43	eVS Manifest Destination Rate Indicator	Alphanumeric	1	[originally Shipper]
44	Destination Entry Default Destination Rate Indicator	Alphanumeric	1	
45	eVS Manifest Rate Indicator	Alphanumeric	2	[originally Shipper]
46	eVS Destination Entry Default Rate Indicator	Alphanumeric	2	Rate indicator based on destination entry eligibility.
47	null			
48	null			
49	eVS Calculated Zone	Alphanumeric	2	
50	null			
51	null			
52	Shipper manifested postage	Numeric (12,4)	12	
53	eVS Destination Entry Default Postage Amount	Numeric (12,4)	12	
54	USPS eVS Manifest Recalculated Postage Paid	Numeric (12,4)	12	

eVS Reconciliation Extract Destination Entry Eligibility Detail Record

Position	Field Name	Data Type	Size (Bytes)	Definition
55	eVS Destination Entry Additional Postage Due	Numeric (12,4)	12	
56	Extra Service Code – 1st Service	Alphanumeric	3	
57	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	
58	null			
59	Extra Service Code – 2nd Service	Alphanumeric	3	
60	Manifest Fee Amt for 2nd Extra Service	Numeric (12,4)	12	
61	null			
62	Extra Service Code – 3rd Service	Alphanumeric	3	
63	Manifest Fee Amt for 3rd Extra Service	Numeric (12,4)	12	
64	null			
65	Extra Service Code – 4th Service	Alphanumeric	3	
66	Manifest Fee Amt for 4th Extra Service	Numeric (12,4)	12	
67	null			
68	Extra Service Code – 5th Service	Alphanumeric	3	
69	Manifest Fee Amt for 5th Extra Service	Numeric (12,4)	12	
70	null			
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	x	Alphanumeric	1	'x' character at end of line.

Table L-1I eVS IMpb Noncompliance Summary and Detail Records

This summary (S1) record describes the fields for the **IMpb Noncompliance Adjustment**. There is one adjustment/one mail class per file.

eVS Reconciliation Extract IMpb Noncompliance Summary Record

Position	Field Name	Data Type	Size (Bytes)	Definition
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"IM" – IMpb Noncompliance Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM

eVS Reconciliation Extract IMpb Noncompliance Summary Record

Position	Field Name	Data Type	Size (Bytes)	Definition
9	EPS Transaction ID	Alphanumeric	19	
10	EPS Transaction Status Code	Alphanumeric	10	
11	null			
12	null			
13	Mail Class Code	Alphanumeric	2	
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	If business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	If business type indicator is not "A", this field contains the proposed amount, else null
18	Total Pieces of Mailing	Numeric (12,4)	12	
19	Total eVS Manifest Postage Paid	Numeric (12,4)	12	
20	null			
21	null			
22	null			
23	x	Alphanumeric	1	'x' character at end of line.

The corresponding detail (D1) record describes the fields for the **IMpb Noncompliance Adjustment**. There will be zero to many records per file.

eVS Reconciliation Extract IMpb Noncompliance Detail Record

Position	Field Name	Data Type	Size (Bytes)	Definition
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"IM" – IMpb Noncompliance Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	Date of Mailing	Alphanumeric	8	YYYYMMDD
15	null			
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	Entry Facility ZIP	Alphanumeric	5	
23	Manifest Mail Class	Alphanumeric	2	
24	Destination Entry Default Mail Class	Alphanumeric	2	
25	null			

eVS Reconciliation Extract IMpb Noncompliance Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
26	null			
27	Manifest Processing Category	Alphanumeric	1	
28	null			
29	Shipper Routing Barcode	Alphanumeric	1	
30	null			
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	null			
43	eVS Manifest Destination Rate Indicator	Alphanumeric	1	[originally Shipper]
44	Destination Entry Default Destination Rate Indicator	Alphanumeric	1	
45	eVS Manifest Rate Indicator	Alphanumeric	2	[originally Shipper]
46	eVS Destination Entry Default Rate Indicator	Alphanumeric	2	Rate indicator based on destination entry eligibility.
47	null			
48	null			
49	eVS Calculated Zone	Alphanumeric	2	
50	null			
51	null			
52	null			
53	eVS Destination Entry Default Postage Amount	Numeric (12,4)	12	
54	USPS eVS Manifest Recalculated Postage Paid	Numeric (12,4)	12	
55	eVS Destination Entry Additional Postage Due	Numeric (12,4)	12	
56	Extra Service Code – 1st Service	Alphanumeric	3	
57	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	
58	null			
59	Extra Service Code – 2nd Service	Alphanumeric	3	
60	Manifest Fee Amt for 2nd Extra Service	Numeric (12,4)	12	
61	null			
62	Extra Service Code – 3rd Service	Alphanumeric	3	

eVS Reconciliation Extract IMpb Noncompliance Detail Record				
Position	Field Name	Data Type	Size (Bytes)	Definition
63	Manifest Fee Amt for 3rd Extra Service	Numeric (12,4)	12	
64	null			
65	Extra Service Code – 4th Service	Alphanumeric	3	
66	Manifest Fee Amt for 4th Extra Service	Numeric (12,4)	12	
67	null			
68	Extra Service Code – 5th Service	Alphanumeric	3	
69	Manifest Fee Amt for 5th Extra Service	Numeric (12,4)	12	
70	null			
71	IMpb Noncompliance Code	Alphanumeric	2	
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	x	Alphanumeric	1	'x' character at end of line.

Appendix M: ISO Country Codes

This list states the **country names** (official short names **in English**) in alphabetical order as given in ISO 3166-1 **and** the corresponding **ISO 3166-1-alpha-2 code elements**.

This list is updated whenever a change to the official code list in ISO 3166-1 is affected by the ISO 3166/MA.

**The most current list of country codes may be found on www.iso.org. The below list may not be the most current.

Country Name	ISO 3166-1-alpha-2 code
AFGHANISTAN	AF
ALAND ISLANDS	AX
ALBANIA	AL
ALGERIA	DZ
AMERICAN SAMOA	AS
ANDORRA	AD
ANGOLA	AO
ANGUILLA	AI
ANTARCTICA	AQ
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARMENIA	AM
ARUBA	AW
AUSTRALIA	AU
AUSTRIA	AT
AZERBAIJAN	AZ
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB
BELARUS	BY

Country Name	ISO 3166-1-alpha-2 code
BELGIUM	BE
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA, PLURINATIONAL STATE OF	BO
BONAIRE, SINT EUSTATIUS AND SABA	BQ
BOSNIA AND HERZEGOVINA	BA
BOTSWANA	BW
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURKINA FASO	BF
BURUNDI	BI
CAMBODIA	KH
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS	KY
CENTRAL AFRICAN REPUBLIC	CF
CHAD	TD
CHILE	CL
CHINA	CN
CHRISTMAS ISLAND	CX
COCOS (KEELING) ISLANDS	CC

Country Name	ISO 3166-1-alpha-2 code
COLOMBIA	CO
COMOROS	KM
CONGO	CG
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD
COOK ISLANDS	CK
COSTA RICA	CR
COTE D'IVOIRE	CI
CROATIA	HR
CUBA	CU
CURACAO	CW
CYPRUS	CY
CZECH REPUBLIC	CZ
DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
EQUATORIAL GUINEA	GQ
ERITREA	ER
ESTONIA	EE
ETHIOPIA	ET
FALKLAND ISLANDS (MALVINAS)	FK
FAROE ISLANDS	FO
FIJI	FJ
FINLAND	FI

Country Name	ISO 3166-1-alpha-2 code
FRANCE	FR
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
FRENCH SOUTHERN TERRITORIES	TF
GABON	GA
GAMBIA	GM
GEORGIA	GE
GERMANY	DE
GHANA	GH
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUERNSEY	GG
GUINEA	GN
GUINEA-BISSAU	GW
GUYANA	GY
HAITI	HT
HEARD ISLAND AND MCDONALD ISLANDS	HM
HOLY SEE (VATICAN CITY STATE)	VA
HONDURAS	HN
HONG KONG	HK
HUNGARY	HU
ICELAND	IS

Country Name	ISO 3166-1-alpha-2 code
INDIA	IN
INDONESIA	ID
IRAN, ISLAMIC REPUBLIC OF	IR
IRAQ	IQ
IRELAND	IE
ISLE OF MAN	IM
ISRAEL	IL
ITALY	IT
JAMAICA	JM
JAPAN	JP
JERSEY	GB
JORDAN	JO
KAZAKHSTAN	KZ
KENYA	KE
KIRIBATI	KI
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP
KOREA, REPUBLIC OF	KR
KUWAIT	KW
KYRGYZSTAN	KG
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
LATVIA	LV
LEBANON	LB
LESOTHO	LS
LIBERIA	LR
LIBYAN ARAB JAMAHIRIYA	LY
LIECHTENSTEIN	LI
LITHUANIA	LT

Country Name	ISO 3166-1-alpha-2 code
LUXEMBOURG	LU
MACAO	MO
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
MADAGASCAR	MG
MALAWI	MW
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MAYOTTE	YT
MEXICO	MX
MICRONESIA, FEDERATED STATES OF	FM
MOLDOVA, REPUBLIC OF	MD
MONACO	MC
MONGOLIA	MN
MONTENEGRO	ME
MONTSERRAT	MS
MOROCCO	MA
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR
NEPAL	NP

Country Name	ISO 3166-1-alpha-2 code
NETHERLANDS	NL
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIGER	NE
NIGERIA	NG
NIUE	NU
NORFOLK ISLAND	NF
NORTHERN MARIANA ISLANDS	MP
NORWAY	NO
OMAN	OM
PAKISTAN	PK
PALAU	PW
PALESTINIAN TERRITORY, OCCUPIED	PS
PANAMA	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE
PHILIPPINES	PH
PITCAIRN	PN
POLAND	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
REUNION	RE
ROMANIA	RO
RUSSIAN FEDERATION	RU

Country Name	ISO 3166-1-alpha-2 code
RWANDA	RW
SAINT BARTHELEMY	BL
SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA	SH
SAINT KITTS AND NEVIS	KN
SAINT LUCIA	LC
SAINT MARTIN (FRENCH PART)	MF
SAINT PIERRE AND MIQUELON	PM
SAINT VINCENT AND THE GRENADINES	VC
SAMOA	WS
SAN MARINO	SM
SAO TOME AND PRINCIPE	ST
SAUDI ARABIA	SA
SENEGAL	SN
SERBIA	RS
SEYCHELLES	SC
SIERRA LEONE	SL
SINGAPORE	SG
SINT MAARTEN (DUTCH PART)	SX
SLOVAKIA	SK
SLOVENIA	SI
SOLOMON ISLANDS	SB
SOMALIA	SO
SOUTH AFRICA	ZA
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
SPAIN	ES
SRI LANKA	LK
SUDAN	SD

Country Name	ISO 3166-1-alpha-2 code
SURINAME	SR
SVALBARD AND JAN MAYEN	SJ
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
SYRIAN ARAB REPUBLIC	SY
TAIWAN, PROVINCE OF CHINA	TW
TAJIKISTAN	TJ
TANZANIA, UNITED REPUBLIC OF	TZ
THAILAND	TH
TIMOR-LESTE	TL
TOGO	TG
TOKELAU	TK
TONGA	TO
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKMENISTAN	TM
TURKS AND CAICOS ISLANDS	TC
TUVALU	TV
UGANDA	UG
UKRAINE	UA
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES	US
UNITED STATES MINOR OUTLYING ISLANDS	UM
URUGUAY	UY

Country Name	ISO 3166-1-alpha-2 code
UZBEKISTAN	UZ
VANUATU	VU
VATICAN CITY STATE	see *HOLY SEE*
VENEZUELA, BOLIVARIAN REPUBLIC OF	VE
VIET NAM	VN
VIRGIN ISLANDS, BRITISH	VG
VIRGIN ISLANDS, U.S.	VI
WALLIS AND FUTUNA	WF
WESTERN SAHARA	EH
YEMEN	YE
ZAMBIA	ZM
ZIMBABWE	ZW

Appendix N: Refund Request, Joint Review Request, and Dispute Queue

A user must be assigned the Verification Assessment Evaluator (VAE) role for the eVS CRID in the Business Customer Gateway (BCG) in order to have the ability to submit joint reviews and refund requests. To gain access:

- Login to the Business Customer Gateway (BCG)

- Click **Additional Services** at the top

- For customers with multiple locations, select the eVS CRID from the Your Locations drop-down box

- Find Verification Assessment Evaluator near the bottom of the page and click **Get Access**

- Contact the eVS help desk at eVS@usps.gov to have your account set as the VAE for eVS

With the VAE role, a user can now submit joint reviews and refund requests.

Log in to the BCG and select **Shipping Services** at the top. Find the eVS service and select **Go To Service.**

This is the eVS landing page. From here a VAE user can click on **Submit Refund Request for Unused Label**, **Submit Other Refund Request**, or **Joint Review Request**.
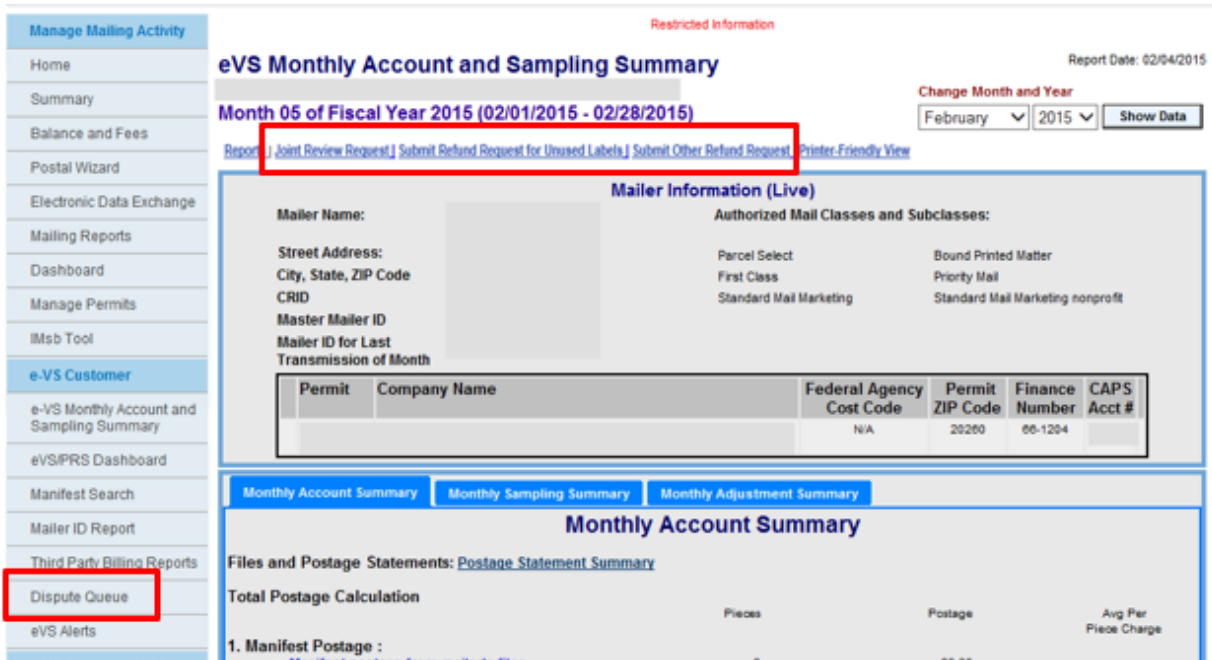
If the **Submit Refund Request for Unused Labels** link is selected from the landing page, the user has two options to submit PICs for a refund.

1. Manually enter the PICs in the field box area
2. Upload a text (.txt) file containing the PICs (can include domestic and international, 1 PIC per line).

After the PICs have been manually entered or uploaded, the user would select the **Submit** button. An error message is displayed if PICs are incorrect length, or if the uploaded file is formatted incorrectly.

If the **Submit Other Refund Request** link is selected from the landing page, the user can provide information detailing their reason for the refund request and attach supporting documentation.

After a refund request is submitted, the VAE receives an email confirmation with a case number assigned.

From: SYSTEM_GENERATED@usps.gov
[mailto:SYSTEM_GENERATED@usps.gov]
Sent: Thursday, February 05, 2015 2:05 PM
To:
Subject: Refund Request Received

Case #: 82

The VAE can use the case number to monitor the case status in the Dispute Queue or provide additional information as needed by clicking on the case number hyperlink.

Dispute Queue

Report Date: 11/22/2017

Total Records: 89

[First/Prev] **1**, **2** [**Next**/**Last**]

Select Status   **Select Dispute Type**

Dispute Type	Case Number	Mailer Name	Date Submitted	Reason for Dispute	Status	eVS Administrator
UNUSED LABELS	10432	ULIE EVS TESTING COMPANY	11/22/2017	Automated	Under Review	Wu, Xiao-Zhu
UNUSED LABELS	10433	ULIE EVS TESTING COMPANY	11/22/2017	Automated	Under Review	Wu, Xiao-Zhu

If submitting a refund request other than for Unused Labels, the VAE can monitor the case status or attach a new attachment to support an existing case without having to open a new request. The VAE is not able to attach a new attachment if submitting a refund request for unused labels.

Dispute Case Homepage

Dispute Queue > Dispute Case Homepage

Case Number: 82
Date of the Dispute: 02/05/2015
Amount of the Dispute: $1,000.00
Type of the Dispute: REFUND
Status: Pending Review

Company Name:
Analyst Name:
Analyst Email Address:
Analyst Phone Number:
Date Submitted:

Date Entered	VAE	Comments	Attachments
02/05/2015 04:02 PM CT			

Add New Attachment

The VAE can enter Comments or attach any additional files to support an existing case.

VAE Additional Attachment Form

Dispute Queue > Dispute Case Homepage > VAE Additional Attachment Form

* Comments:

Attach Files:
Browse...

Attach More Files   Submit   Cancel

If submitting refund request for Unused Labels, the VAE can view the case status after selecting **Unused Label Refund Report** link from the Dispute Case Homepage. The VAE can toggle between system approved, scanned, sampled, and denied unused labels.

If a user clicks the **Joint Review Request** link, they have the ability to submit a review request for any pending monthly assessments (unmanifested, PAF, IMpb Noncompliance, etc.). This must be done before the review period closes on the 10th of each month. The Joint Review Request process allows the user to provide information pertaining to their dispute and attach supporting documentation.

After the Joint Review Request is submitted, the VAE receives an email confirmation with a case number assigned.

Dispute Queue

Dispute Queue

Report Date: 2/9/2015

Total Records: 2

[First/Prev] **1** [Next/Last]

Dispute Type	Case Number	Mailer Name	Date Submitted	Reason for Dispute	Status	eVS Administrator
RECONCILIATION	83		02/09/2015		Review Requested	
REFUND	82		02/05/2015	Other	Review Requested	

[First/Prev] **1** [Next/Last]

-----Original Message-----
From: SYSTEM_GENERATED@usps.gov
[mailto:SYSTEM_GENERATED@usps.gov]
Sent: Monday, February 09, 2015 2:05 PM
To:
Subject: Joint Review Request Received

Case #: 83

The VAE can use the case number to monitor the case status in the Dispute Queue or provide additional information and attachments as needed by clicking on the Case Number hyperlink.

Dispute Case Homepage

Dispute Queue > Dispute Case Homepage

Case Number: 83	Company Name:
Date of the Dispute: 02/09/2015	Analyst Name:
Amount of the Dispute: $1,210,881.35	Analyst Email Address:
Type of the Dispute: RECON	Analyst Phone Number:
Status: Pending Review	Date Submitted:

Date Entered	VAE	Comments	Attachments
02/09/2015 04:03 PM CT			

Add New Attachment

VAE Additional Attachment Form

Dispute Queue > Dispute Case Homepage > VAE Additional Attachment Form

* Comments:

Attach Files:

Browse...

Attach More Files   Submit   Cancel

Appendix O: eVS Sampling Compliance Report

eVS Sampling Compliance Report is available in *PostalOne!* and approval via eAccess is required to access this report. There are two types of access level: "eVS Sampler" allows users a read-only access to the report and "eVS Sampler Admin" allows users to provide responses to the report. Once approved, eVS Sampling Compliance Report can be accessed from the hyperlink on the blue bar left hand side of the *PostalOne!* Screen. The information on this report is updated daily.

1. Request access via eAccess:

    a. First select *PostalOne!*

    b. Then select "Yes" for the fourth question under *PostalOne! Access Request Form*

Do you need access to e-VS/PRS?*	Yes	▼	?

    c. Under the eVS/PRS Section, select "Yes" to the first question for "eVS Sampler" access, or select "Yes" to both questions for "eVS Sampler Admin" access.

e-VS / PRS

Please answer Yes or No to all questions below. You are permitted to request access to both.

Do you want access to e-VS/PRS sampling plans and reports?*	Yes	▼	?
Do you need access to e-VS/PRS sampling administration?*	Yes	▼	?

1. Example of 'eVS Sampler' Report:

Facility	Site ID	Entry Facility ZIP	Mail Type	Mailer	Manifest Volume	Sampled Volume	Samples Required	Program	Sample Source	Compliance Percentage	Compliance Rating
ATLANTA NDC	30Z	30369	DNDC		332	0	70	EVS	IMD	0.00 %	Noncompliant
BROCKTON	023	02301	DSCF, ORIGIN		42478	0	70	EVS	IMD	0.00 %	Noncompliant
CAROL STREAM	601	60199	DSCF		283	0	20	PRS	IMD	0.00 %	Noncompliant
COLUMBUS	430	43218	DSCF		456	0	20	PRS	IMD	0.00 %	Noncompliant
DALLAS	752	75398	DNDC		1122	0	70	EVS	IMD	0.00 %	Noncompliant
DENVER	800	80266	DNDC, DSCF, ORIGIN		38571	0	70	EVS	IMD	0.00 %	Noncompliant
FISHERS	46038	46038	DDU		327	0	20	PRS	IMD	0.00 %	Noncompliant
FORT WORTH	760	76161	DDU, DNDC, DSCF		44209	0	70	EVS	IMD	0.00 %	Noncompliant

2. Example of 'eVS Sampler Admin' report:

Facility	Site ID	Entry Facility ZIP	Mail Type	Mailer	Manifest Volume	Sampled Volume	Samples Required	Program	Sample Source	Compliance Percentage	Compliance Rating
ATLANTA NDC	30Z	30369	DNDC		332	0	70	EVS	IMD	0.00 %	Noncompliant
FISHERS	46038	46038	DDU		327	0	20	PRS	IMD	0.00 %	Noncompliant
HOWARD CITY	49329	49329	ORIGIN		280	0	70	EVS	IMD	0.00 %	Noncompliant
JACKSONVILLE NDC	32Z	32099	DDU, DNDC, ORIGIN		338	0	70	EVS	IMD	0.00 %	Noncompliant
LEES SUMMIT	64063	64063	ORIGIN		251	0	70	EVS	IMD	0.00 %	Noncompliant
MINNEAPOLIS SAINT PAUL NDC	55Z	55121	DDU, DNDC, DSCF		32648	0	70	EVS	IMD	0.00 %	Noncompliant

3. <u>eVS Sampler Admin users can click on the 'Noncompliant' hyperlink to provide the response for any Noncompliant sites:</u>

Area: CAPITAL METRO
District: ATLANTA
Facility: ATLANTA
Mailer:
Week 40 FY2015 (06/27/2015 - 07/03/2015)

Reason for Noncompliance: [USPS - sampling personnel unavailable ▼]

Resolution: [   ]

Date of Expected Resolution: [06/30/2015]

[Save]　[Submit]

Appendix P: Terms and Definitions

The following eVS Terms and Definitions are provided to promote understanding of the eVS program. This list is not inclusive and may be updated as needed.

Detail Record – This is a record within in the eVS file that provides the details for each package for payment. There must be a detail record for every package in the mailing.

Duplicate packages – Multiple eVS package(s) with the same PIC used within the 120-day window.

EFN – Electronic File Number must be unique for a period of 120 day and is located in the header record of the eVS file.

eVS landing page – This is the monthly account summary page; the first page launched when a customer logs onto their eVS account.

Header Record – This is the first record in the eVS file that identifies the shipper information and eVS Electronic File Number (EFN).

Manifest Errors – A manifest error occurs when a file is received with detail or header records that have incorrect rate ingredients and cannot be processed. Shippers can correct these errors for proper postage payment.

Master MID – The master MID is used for file transmissions from the eVS shipper and must be the MID used in the EFN submitted for all eVS files.

Master Permit Imprint Account – The master permit account number is selected and identified during the application process. This account is used to collect postage for any adjustments due to postage adjustment factors, unmanifested packages, mis-shipped packages, manifest errors or duplicate packages.

MID – Mailer Identification Number is a unique number that identifies the eVS shipper or the eVS shipper's client. Each eVS shipper must have a single master MID and may have multiple package MIDs. The MID is assigned for exclusive use on eVS packages and when used on packages requires payment of postage through eVS.

MID tool – The MID tool is the application on the Business Customer Gateway used by customers to obtain MIDs for use in eVS.

Missing Manifest – Pieces that have been sampled for which there has not been an associated manifest file received appear on the missing manifest report and are charged as unmanifested if no manifest files are received for these packages.

Permit Imprint Account – The eVS applicant must establish a unique permit imprint account number used exclusively for eVS. This account is used for postage payment in eVS.

Postage Adjustment Factor (PAF) – This factor is calculated by dividing the actual postage of pieces sampled by the recalculated manifest postage of the pieces sampled. If this results in underpayment of more than 1.5%, a PAF is due for the mail class that is underpaid.
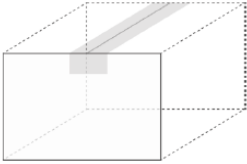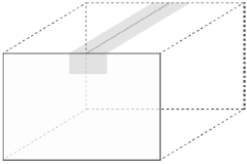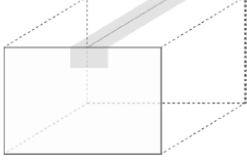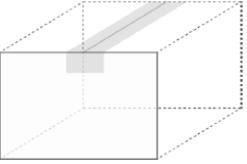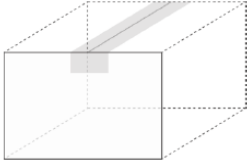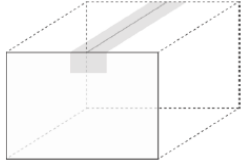
Rate Ingredients – The details in the manifest file used determine the price of the package; these ingredients include mail class/product, weight, processing category, dimensions and zones as needed by mail class/product.

Unmanifested packages – Packages for which the USPS has scan events and no associated manifest are considered unmanifested. These packages are displayed in the unmanifested report and eVS shippers can manifest these packages.

Appendix Q: Abbreviations

BCG	Business Customer Gateway
BSA	Business Service Administrator
CRID	Customer Registration ID
DHUB	Destination Hub
DDU	Destination Delivery Unit
DNDC	Destination Network Distribution Center
DMM	Domestic Mail Manual
DSCF	Destination Sectional Center Facility
EDI	Electronic Data Interchange
EFN	Electronic File Number
EPS	Enterprise Payment System
eVS	Electronic Verification System
FAST	Facility Access & Shipment Tracking
IMpb	Intelligent Mail Package Barcode
MID	Mailer ID
NCSC	National Customer Support Center
NDC	Network Distribution Center
PAF	Postage Adjustment Factor
PIC	Package Identification Code
PPV	Package Postage Validator
PRS	Parcel Return Service
PTR	Product Tracking and Reporting (formerly known as Product Tracking and Reporting system (PTR))
RSCF	Return Sectional Center Facility
RDU	Return Delivery Unit
RPF	Return Processing Faciliy
SCF	Sectional Center Facility
SFTP	Secure File Transfer Protocol
STC	Service Type Code

Appendix R: Dimensional (DIM Weight) Scenarios

Scenario 1
Manifested DIM Weight

Length: 14 in.
Width 10 in.
Height: 13 in.
Manifested Weight: 5 lb.
Manifested DIM Weight: 20 lb.
Calculated DIM Weight:
14*13*10 / 166 = 10.96 lb.

Manifested DIM Weight of 20 lb. is used, Rate Indicator is DR/DN.

Scenario 2
Calculated DIM Weight

Length: 14 in.
Width 10 in.
Height: 13 in.
Manifested Weight: 5 lb.
Manifested DIM Weight: 10 lb.
Calculated DIM Weight:
14*13*10 / 166 = 10.96 lb.

Calculated DIM Weight of 11 lb. is used. Rate Indicator is DR/DN.

Scenario 3
Actual Package Weight

Length: 14 in.
Width 10 in.
Height: 13 in.
Manifested Weight: 20 lb.
Manifested DIM Weight: 10 lb.
Calculated DIM Weight:
14*13*10 / 166 = 10.96 lb.

Manifested Weight of 20 lb is used. Rate Indicator is corrected to SP, not DR/DN.

Scenario 4
Manifested DIM Weight

Length: none/incomplete
Width none/incomplete
Height: none/incomplete
Manifested Weight: 5 lb.
Manifested DIM Weight: 20 lb.

Manifested DIM Weight of 20 lb. is used.

Scenario 5
Manifested DIM Weight

Length: 1 in.
Width 1 in.
Height: 1 in.
Manifested Weight: 5 lb.
Manifested DIM Weight: 20 lb.
Calculated DIM Weight:
1 * 1 * 1 / 166 = 0.006 lb.

Manifested DIM Weight of 20 lb. is used.

Scenario 6
Minimum Check

Length: 1 in.
Width 1 in.
Height: 1 in.
Manifested Weight: 5 lb.
Manifested DIM Weight: 8 lb.
Calculated DIM Weight:
1 * 1 * 1 / 166 = 0.006 lb.

Manifested DIM weight is less than minimum DIM weight possible. DIM weight is not used. Manifested weight of 5 lb. is used.

Appendix S: Nonstandard/Noncompliance Fees Scenarios

Nonstandard fees and requirement for dimensional data disclosure applies to Priority Mail Express, Priority Mail, Parcel Select, and USPS Ground Advantage packages under the following conditions:

- Length is greater than 22" (length is the longest package dimension), or
- Length is greater than 30", or
- Cubic volume is greater than 2 ft³

Noncompliance fees for dimensional data apply when data is missing or incorrect when sampled, and the package meets the following criteria:

- Length is greater than 22", or
- Cubic volume is greater than 1 ft³

Note: Excludes USPS supplied Flat Rate packaging, USPS Returns, and PRS

Length	Girth	Dimensions	Dim Weight	Actual Weight
			(Rectangular) $\dfrac{L" \times W" \times H"}{166}$ (Non-Rectangular) $\dfrac{L" \times W" \times H" \times 0.785}{166}$	18.7525 LBS

Cubic Volume

(Rectangular)
$$\frac{L" \times W" \times H"}{1,728}$$

(Non-Rectangular)
$$\frac{L" \times W" \times H" \times 0.785}{1,728}$$

Packages should not exceed 3,456 (2ft³)

Round off each measurement to the nearest whole inch

SOURCE	CALCULATION RULES	SSF	SAMPLED ATTRIBUTES	NONSTANDARD FEE			NON-COMPLIANCE FEE	ASSESSMENT	REPORTS	THRESHOLDS & TOLERENCES
				FEE TYPE 1	FEE TYPE 2	FEE TYPE 3				
SHIPPING SERVICES FILE (SSF)	**Length:** Longest dimension captured, and no rounding allowed.	Attributes provided by package mailer	Captured attributes from eVS Sampling	22" – 30"	> 30"	> 2ft³	N/A	Applied via Extra Services Fees	• Variance Report • Postage Statement	Data taken from manifest file
ATTRIBUTE DATA	**Cubic Volume:** Round each dimension to nearest whole inch.			22" – 30"	> 30"	> 2ft³	Length >22" Or Volume> 1ft³	eVS Samples assessed as incorrect packaging	• Incorrect Packaging • View Transaction Report • Side by Side Sampling Report	No Tolerance for sampled packages Fees will be assessed as incorrect packaging
				Dimensions are not in or do not match the SSF						

Image	Calculation	SSF	Sampled Attributes	FEE TYPE 1	FEE TYPE 2	FEE TYPE 3	NON-COMPLIANCE FEE	Notes
10", 9", 32"	$\frac{(32)*(10)*(9)}{1728}$ Length = 32" Cubic Feet = 1.67 ft³	L = 32 W = 10 H = 9	L = 32 W = 10 H = 9	No Fee	Fee Length = 32"	No Fee Volume < 2ft³	No Fee Matches SSF	This package would incur non-standard fee 2 for having a length greater than 30"
10", 20", 20"	$\frac{(23)*(20)*(10)}{1728}$ Length = 23" Cubic Feet = 2.66 ft³	L = 20 W = 20 H = 10	L = 23 W = 20 H = 10	Fee Length = 23"	No Fee Length < 30"	Fee Volume = 2.4 ft³	Fee Length = 23" Does not match SSF	This package would incur a non-standard fee for having a length greater than 22", and a non-standard fee for having a volume greater than 2ft³ The package would also incur noncompliance fees for providing incorrect package attributes on the SSF
10", 9", 20"	$\frac{(20)*(10)*(9)}{1728}$ Length = 20" Cubic Feet = 1.04 ft³	L = 20 W = 10 H = 9	L = 20 W = 10 H = 9	No Fee Length < 22"	No Fee Length < 30"	No Fee Volume < 2ft³	No Fee Matches SSF	This package would incur neither a nonstandard nor a noncompliance fee.
15", 15", 15"	$\frac{(15)*(15)*(15)}{1728}$ Length = 15" Cubic Feet = 1.95 ft³	L = 15 W = 12 H = 12	L = 15 W = 15 H = 15	No Fee Length < 30"	No Fee Length < 30"	No Fee Volume < 2ft³	Fee Volume = 1.95 ft³ Does not match SSF	The package would be assessed non-compliance fee because the sampled dimensions do not match the dimensions provided in the SSF, and the package volume is greater than 1 ft³

Nonstandard examples:

	EXAMPLE 1	EXAMPLE 2	EXAMPLE 3	EXAMPLE 4	EXAMPLE 5	EXAMPLE 6
Description	A rectangular package that measures **23"x12"x12"**, and has a cubic volume of 1.9 ft³	A rectangular package that measures **32"x10"x10"** and has a cubic volume of 1.8 ft³	A rectangular package that measures **23"x16"x16"** and has a cubic volume of 3.4 ft³	A non-rectangular package that measures **31"x16"x16"** and has a cubic volume of 3.6 ft³	A rectangular package that measures **16"x16"x16"** and has a cubic volume of 2.3 ft³	A non-rectangular package that measures **16"x12"x11"** and has a cubic volume of 0.95 ft³
Non-Standard Fee	Length >22in	Length >30in	Length >22in Cubic Volume > 2ft³	Length >30in Cubic Volume > 2ft³	Cubic Volume > 2ft³	None

Appendix T: ePostage Integration Guide

T.1 Overview

ePostage® combines the flexibility of retail mail entry with the benefits of centralized commercial payment. It is designed to meet the evolving shipping trends of online marketplaces, Ship-From-Store, or any customer requiring distributed shipping with centralized support, visibility, and control. By leveraging the flexibility of the vast USPS retail entry network with the centralized reporting, payment and auditing of the eVS, ePostage offers a corporate entity the ability to manage a wide range of shipping channels through a single streamlined system.

With ePostage, USPS label creation, manifesting, postage payment, and tracking are managed by a centralized corporate entity (ePostage provider) with shipping labels distributed to individual shippers for entry into the USPS retail network. ePostage shipments can be taken to a postal retail counter, placed in a collection box, or picked up by a postal carrier. Customers can also purchase insurance, Signature Confirmation or Adult Signature for ePostage packages.

T.2 Purpose

The purpose of this appendix is to provide integration requirements and best practices for software developers creating an ePostage shipping solution utilizing eVS.

T.3 Intended Audience

This appendix is intended for merchants and software developers implementing ePostage, whether business or technical.

T.4 Authorization

Authorization for the usage of ePostage is provided by the United States Postal Service. For more information contact your USPS Account Manager. A USPS Account Manager, Technical Integration Specialist or Vendor Manager reviews the process and assist in collecting the corporate data necessary for granting an authorization via the ePostage Request From.

There are three forms of ePostage authorization:

- **Merchant Authorization** allows an ePostage provider to create and distribute ePostage shipping labels for item fulfillment directly related to a merchant transaction, for example, on a marketplace or to support Ship-From-Store. Merchant Authorization does not allow for resale or loan of labels either by the merchant or label recipient.

- **Reseller Authorization** allows an ePostage provider to distribute labels to third parties as an independent transaction. Those third parties may use the label directly or provide them to another party as in a marketplace or Ship-From-Store scenario. However, those third parties may not further resell or loan the shipping label.

- **Commercial Off the Shelf (COTS) Vendor Authorization** allows a shipping software vendor to include ePostage as an option in their software. However, that Authorization does not permit the entity purchasing the software to use ePostage, as such usage would require that entity to obtain its own merchant or reseller authorization. As such, the COTS Vendor Authorization, by itself, does not allow the usage of the label by the merchant for ePostage transactions.

T.5 Requirements

The following specifications are required when using ePostage:

T.5.1   Shipper Identification

To ensure the integrity, security, and safety of the mail, as a condition of using ePostage, ePostage providers are required to report to USPS the contact details of the individual or entity to whom they provide the label. Resellers who provide labels to a customer who will in turn provide the label to a third-party must provide the contact details of both their customer and the sender who will eventually tender the shipment to USPS.

T.5.2   Domestic Origin

ePostage is not eligible to be used with Global Direct Entry, international break bulk entry, or any inbound international services. All ePostage shipments must originate from and be labeled in the United States; its possessions, territories or freely associated states; or from military or diplomatic installations (APO, FPO, DPO).

T.5.3   Required Information and Retention

ePostage providers must capture the following information at the time an ePostage label is created to identify the individual tendering the shipment to USPS and provide this information in the Shipping Services File (SSF).

- Sender First Name
- Sender Last Name
- Sender Business (if applicable)
- Sender eMail address (required if phone not provided)
- Sender phone (required if eMail not provided)
- Sender address (street address, city, state and ZIP Code)

This label distribution information should be retained by the ePostage provider for a period of the current calendar year plus two additional years. Shipper information must include the sender's verified physical address location and may be different than the shipment return address. A Post Office Box or private mailbox is not acceptable as the sender's address.

T.5.4   United States Postal Inspection Service Inquiries

The Postal Inspection Service may request additional information from an ePostage provider at any time regarding a shipper's identity, authentication, and shipping history. To facilitate a timely response, ePostage providers are required to provide and maintain a point of contact to reply to Inspection Service requests.

In addition to individual shipment information, the Inspection Service may also request the following information:

- Information used to authenticate the shipper
- IP or MAC address(es) for a specific label request/response
- The shipper's shipment history
- Financial/payment account information (utilizing a subpoena or other legal process)

ePostage providers may report any ePostage issues identified on their platforms by contacting the Inspection Service at the following email address: ISACGRevenueInvestigationsProductSecurityReporting@usps.gov

T.5.5 Authenticating the Shipper Information

The ePostage provider is responsible for accurately identifying and reporting the shipper information for ePostage labels. ePostage providers are expected to implement reasonable procedures and precautions to validate the contact details of their customers. These may include, but are not limited to, the following:

- Dual factor authentication

- Domestic IP address verification

- Payment method verification

- Clear consent from shippers to share their contact information with USPS

T.5.6 PS Form 5630 Scan Form

A PS Form 5630 is required for retail entry when three or more packages are tendered. Rules for creating a PS Form 5630 Scan Form may be found in Publication 199, *IMpb Implementation Guide*.

- To properly prepare for a PS Form 5630, ePostage applications should keep track of shipments created and may require a user to identify when shipment preparation is complete for a day (or other time period).

- Shipments tendered with the PS Form 5630 must be manifested together and may include shipments with the current or prior (but not previously manifested) ship date.

T.6 Reporting Shipper Information to USPS

There are two methods for reporting shipper information to USPS. The ePostage provider and USPS must agree upon the method as part of the ePostage onboarding process.

1. The preferred method is for the label provider to create a unique USPS Mailer ID (MID) using the name, validated address, phone, and email contact information of each ePostage shipper. To implement this method, ePostage providers should observe the following requirements:

    a. The provider should use the shipper's unique MID in the Intelligent Mail® Package Barcode (IMpb®) of any domestic ePostage labels requested by that shipper.

    b. For outbound international shipments, the ePostage provider should include the shipper's MID in the Customer Reference 2 field of the Shipping Services File (SSF).

    c. To indicate to USPS that a unique MID has been assigned to this shipper, the ePostage provider should include a value of "3" in the Shipping Services File (SSF) Postage Type field.

2. An alternative method allows for the ePostage label provider to assign a unique alphanumeric value known as a Merchant ID to each shipper and to report the Merchant ID together with the required shipper contact details in the Shipping Services File (SSF) for each label created for that shipper. To implement this method, ePostage providers should observe the following requirements:

    a. The Merchant ID format must be agreed upon by USPS and the ePostage provider in order to ensure uniqueness.

    b. The ePostage provider should indicate that contact details are included in the SSF by including a value of "1" in the SSF Postage Type field for all shipments.

    c. Contact details should be included in the SSF as described in Appendix A.

ePostage providers who are providing labels to a merchant, for example, a marketplace, who will then provide the label to a third-party must use a combination of both methods. A unique MID should be assigned to the intermediate merchant and contact details must be provided for the third-party shipper tendering the package to USPS.

T.7 Postage Labeling

The following specifications are unique to ePostage labels and augment USPS eVS label guidance and requirements as set forth in the Domestic Mail Manual (*DMM*®) and Parcel Labeling Guide.

T.7.1   Postage Payment and Barcode Banner Markings

The Postage Payment and Barcode Banner text must indicate that this is an ePostage mail piece as follows:

- The last line of the indicia must be "ePOSTAGE" or "e-Postage"

- "EP" must appear following the barcode banner text

T.7.2   Price-Based Packaging Markings

It is required to include price-based packaging markings, including USPS Flat Rate packaging, to the right of the Return Address and right justified to the margin of the label. When used, this must match the actual packaging used and the rate indicator provided in the Shipping Services File. A list of packaging rate indicators and corresponding descriptions may be found in Appendix B.

T.7.3   Weight Markings

Shipment weight must be included on the label along with the corresponding unit of measurement. It is recommended that the unit of measurement match the mail class (e.g., ounces or oz. for First-Class™ and pounds or lb. for all other mail classes. Either actual weight or "priced" weight (rounded up to the nearest whole number) may be used. The weight markings should be included to the right of the return address and right justified to the margin of the label.

T.7.4   Shipping Date and Origin ZIP

The shipping date, in the format MM/DD/YY and Mailed-From ZIP Code markings may also optionally be included below the other ePostage markings to the right of the return address and right justified to the label margin.

T.7.5   Retail Distribution Codes

To improve delivery speed and accuracy, it is recommended to include the Retail Distribution Code on the label. When used, the Retail Distribution Code (RDC) should be placed on the right side of the label in the area below the price-based packaging and weight markings and above the carrier route code (if included).

Information on determining the RDC and downloading the current RDC assignment file may be found in T.g Retail Distribution Code File Processing.

T.7.6   Label Examples

Marker	Description
❶	**Postage Payment and Barcode Banner markings**
❷	**Price-Based Packaging markings** (see Appendix T/b)
❸	**Weight markings**
❹	**Regional Distribution Code** (refer to Appendix T/c)

T.7.7   Additional Label Considerations

- The return address information must be a domestic U.S. address.

- The addition of day-specific performance in the service banner (1-DAY and 2-DAY extensions) is optional and only applicable when USPS Service Standards and transit times can be determined via USPS Rate Calculator, Service Delivery Calculator, or Price Calculator.

- The Carrier Route Code is recommended but optional. If present, it should be located to the right of and above the delivery address and below any endorsements. Carrier Route Code is only applicable when using a USPS Address Management System product that provides this information.

T.8 Best Practices

T.8.1   Duplicate Labels

ePostage providers are assessed postage for all duplicate labels. Generally, label duplication occurs when a shipper requests a single label for use on two packages. The best method to avoid duplication is through information and training provided to shippers. An ePostage provider may identify duplicate labels via eVS reporting available through the Business Customer Gateway.

T.8.2   Matching the Mail Class to the Shipment

The ePostage provider is responsible for ensuring correct postage payment and for any charges resulting from mislabeled packages. This may include weight or packaging errors.

- Correct weight is always best determined via the use of a properly calibrated postage scale. Tips on determining weight by contents may help but are no replacement for actual weight provided by a scale.

- Packaging errors (e.g.: placing a Ground Advantage label on a Priority Mail box) are best addressed via user guidance and help systems integrated directly into an ePostage shipping application.

- Proper use of Flat Rate packaging can be improved with shipping application rules that require the user to acknowledge packaging requirements or with filters to present packaging availability based on user preferences.

T.8.3 Ship Date Determination

Ship Date is the date the package is expected to be tendered to the USPS and should (to the best extent possible) agree with the Date of Mailing reported in the SSF. Shipments may be reported to USPS prior to the date tendered, however, to ensure IMpb compliance, shipments should be reported no later than the date of tender.

- ePostage shipping systems should prevent labels from being created with a Ship Date prior to the current date and should not allow ship date greater than 3 business days in the future.

- It is recommended that ePostage shipping applications automatically advance the ship date based on transmission of the Shipping Services file or on local Post Office hours.

T.9 Unused Labels

ePostage providers may request a refund for manifested, but unused, labels only when the refund request is initiated by the shipper. It is against ePostage policy to automate refund requests based on the analysis of tracking data originating from USPS.

- ePostage labels can be effectively "cancelled" by the ePostage provider prior to transmission of shipment details in the SSF. Once a label has been transmitted to USPS in the SSF, it cannot be cancelled.

- Labels may not be altered for use on packages other than for which they were originally intended. If manifested, labels with errors should be destroyed and a refund may be requested.

- A request for refund of an unused label must be submitted within 60 days of the ship date and will not be considered after that time.

- A refund request received prior to processing of the associated SSF will be denied and may not be resubmitted. As such, USPS recommends use of the Postage Payment Extract file as a trigger for refund submission.

- Please refer to Appendix N for information on preparing and submitting an automated refund request.

- It is the responsibility of the ePostage provider to ensure that cancelled or refunded labels are destroyed by the shipper and the ePostage provider is liable for postage if that cancelled or refunded label is subsequently tendered to USPS.

T.a Extra Services

Extra services must be included at the time of ePostage label creation. They may not be added by the shipper at the Post Office. The following Extra Services are available with ePostage.

- Insurance

- Signature Confirmation

- Adult Signature

T.b Shipment Mailability

The safety of the mail is the responsibility of the ePostage provider in conjunction with the shipper. To ensure mailability, ePostage providers should direct shippers to educational materials on how to prepare parcels for shipping with USPS, including reference to *Publication 52 – Hazardous, Restricted, and Perishable Mail*. Providers should maintain instructional material in their user documentation and/or provide links in their application software to the following available documentation on usps.com.

- https://usps.com/howtoship
- https://www.usps.com/ship/shipping-restrictions.htm
- https://pe.usps.gov/text/pub52/welcome.htm

T.c Postage vs. eVS Shipment Entry

A fundamental difference between eVS and ePostage is that while both use the eVS system for postage payment and reporting, eVS is intended for commercial entry while ePostage is intended for retail entry. Both entry methods are targeted to their respective customer profiles and entry at the wrong facility type may affect the customer experience and incur processing delays.

ePostage implementations which support both small and medium-to-large volume shippers should include business rules to differentiate eVS and ePostage shippers as well as a migration path to allow shippers to convert from ePostage to eVS as they grow, and their entry needs evolve. As a general rule, USPS requires shippers with greater than 50 pieces or 50 pounds to enter their mail through the commercial channel. USPS will work with ePostage providers to determine the best thresholds and rules based on customer profiles as well as to assist shippers in their transition.

T.d Fraud and Liability

Liability for accepting a transaction ultimately rests with the ePostage provider. Understanding this liability is essential for providers, especially those relying on "card not present" online transactions. It is recommended that ePostage providers obtain and retain as much information as possible about their shippers and their corresponding transaction details including those provided from a credit card payment gateway provider (e.g., Authorize.net, CenPos, PayPal Pro, etc.).

For their own protection, it is recommended that ePostage providers implement online fraud detection measures within their payment gateway account (i.e., address verification, fraud filters, etc.). In addition, below are potential proactive measures ePostage providers may implement to help detect fraudulent shippers:

1. Non-US IP addresses are a potential indicator of fraud. Out-of-state IP addresses deserve investigation.
2. The same IP address used by multiple shippers may be an indicator that the requestor is a bad actor.
3. A mismatch between the shipper's physical address and their credit card address should be investigated.
4. Consider using dual-factor authentication to confirm a shipper's identity.
5. Personal contact is an effective confirmation method. However, if you call a shipper, ensure that you speak with an authorized individual. Voice mails do not constitute confirmation.
6. Unusual eMail addresses may also be an indicator of potential fraud. If the name of the email address does not match the shipper's name this could be an indicator of fraudulent activity. Avoid emails with random characters.
7. A physical address is required from the shipper and should be verified for accuracy and authenticity. A Post Office Box may be used as a return address but not as the shipper's "ship from" location.

In addition to the validations listed above, there are additional indicators in eCommerce transactions that may help identify it as potentially fraudulent. The presence of more than one indicator increases the possibility of fraud.

1. First-time shippers are riskier than recurring shippers. When employing the criminal process of "card testing," online criminals are searching for previously unused sites. Once they commit fraud at one, they'll quickly move on to the next one.

2. Larger than normal orders, orders for a larger than normal quantity of the same item, or excessive orders in a limited time may indicate a bad actor is trying to maximize their fraudulent credit card spending prior to its discovery. Stolen payment cards have a very short life span and criminals know they must exploit their opportunities.

3. Expedited shipping, especially from first-time shippers may be another clue. Shippers generally choose less expensive shipping options. However, since cost is not a factor in fraudulent transactions, overnight shipping may be a red flag.

4. Shipping to unusual locations, especially international shipments, comes with a higher risk of fraud.

5. Multiple transactions to or from the same shipping address using different payment methods may reveal a batch of stolen cards.

6. A mismatch between the shipping and billing addresses on its own does not denote fraud, however, when found in combination with other items on this list, should be investigated.

7. Multiple orders from a single IP address using different credit cards or shipping addresses may also signal credit card fraud.

8. Payment info in all capital letters may also indicated fraud. Although it is not known why, experts have been able to corollate this action with fraud.

This is not meant to be an exhaustive list and ePostage providers are encouraged to research, review, and update their own policies to prevent fraud. Remember, the decision to provide a label to a shipper rests solely with the ePostage provider who should not provide a label if they believe the request to be fraudulent.

T.e SSF v2.0 ePostage Sender Information

SSF v2.0 data elements required to identify an ePostage shipper (end user of the label) and the content rules for populating each field.

RecordType	ElementPosition	Field Name	Format (Size)	Content Rules
D1	31	Postage Type	AN(1)	Required – ePostage Mailer ID flag: 1 = sender information is provided D2/D3 of the SSF 3 = sender is identified by child MID
D1	76	Customer Reference Number 2	AN(30)	Required - Conditional When Postage Type is "1" Provide the unique merchant ID assigned by the ePostage label provider to the authenticated sender. When Postage Type is "3" - Provide the eVS child MID assigned to this ePostage shipper location
D2	11	Sender E-mail Address	AN(64)	Required if Sender Phone not provided. Format: xxxxxxxx@server.url
D3	4	Sender Last Name	AN(75)	Required – Last name of sender
D3	5	Sender First Name	AN(49)	Required – First name of sender
D3	7	Sender Business Name	AN(100)	Required if sender is a business – Name of sender's business
D3	8	Sender Address	AN(148)	Required – complete address of sender [end user of the label] including secondary address information. **NOTE:** *The sender address **MUST** be a verified physical location (warehouse or place of business). A "PO Box" is NOT acceptable.*
D3	9	Sender City	AN(50)	Required – City name of sender's address
D3	10	Sender State	AN(2)	Required – Two char state code of sender's address
D3	11	Sender ZIP Code	N(5)	Required – 5-digit ZIP code of sender's address
D3	12	Sender ZIP+4	AN(4)	Optional – +4 add on of ZIP Code for sender address
D3	14	Sender Phone	AN(30)	Required if Sender Email Address not provided - Phone number associated with the sender. Format: nnn-nnn-nnnn

Developers using USPS Web Tools API's to integrate with eVS for "ePostage" labels should refer to the applicable API documentation for populating the corresponding XML tags to support shipper reporting.

NOTES:

1. When the Postage Type Indicator is 3, the MID used in the IMpb must be a registered child MID of the ePostage label provider. The child MID must correctly identify the contact name, address, phone, and email of the shipper. For international shipments that use an S10 barcode on the ePostage label, the child MID of the shipper "must" be populated in the Customer Reference Number 2 field. However, we recommend the child MID be provided in the Customer Reference Number 2 field for all shipments, both domestic and international as a best practice.

2. When the ePostage provider provides the label to a third-party shipper, the Postage Type indicator must be "1", regardless of the merchant being assigned a USPS Mailer ID that is used in the IMpb. All sender information listed in the table above is required and intended to accurately identify the true shipper preparing the package and using the ePostage shipping label.

3. Currently, the USPS Product Tracking and Reporting (PTR) system does not reject the entire shipment record in "Error" when a required ePostage element is invalid or not provided. However, it will return a "Warning" message for the missing/invalid field value.

4. Hybrid eVS/ePostage accounts, for example, where a customer ships both from a warehouse and from stores require additional processing as follows.

    a. A separate eVS permit is required for ePostage shipments to allow USPS to identify ePostage retail entry versus commercial entry for eVS labels.

    b. Additionally, a separate child MID must be used in the IMpb of ePostage labels versus the eVS labels tendered by this shipper.

T.f Price-Based Packaging Descriptions

The following Rate Indicator codes and corresponding markings may be used to derive the recommended Flat Rate ePostage label markings.

PRIORITY MAIL EXPRESS		PRIORITY MAIL	
Code	Marking	Code	Marking
E4	FLAT RATE ENV	FE	FLAT RATE ENV
E6	LEGAL FLAT RATE ENV	FA	LEGAL FLAT RATE ENV
FP	PAD FLAT RATE ENV	FP	PAD FLAT RATE ENV
		FS	SM FLAT RATE BOX
		FB	MED FLAT RATE BOX
		PL	LG FLAT RATE BOX
		PM	MILITARY FLAT RATE BOX

Source: Appendix G, Table G-5

T.g Retail Distribution Code File Processing

The Retail Distribution Code Assignment file is updated monthly and available for download on the Operations web page of the USPS PostalPro website (https://postalpro.usps.com/operations). There are two file formats:

1) Uncompressed comma separated .csv file (ranged Destination Begin/End ZIPs)

2) Compressed .zip file format with one record for every combination of Origin/Destination ZIP

The file format of the Retail Distribution Code File can be found in the RDC Guide which is also posted on the PostalPro Operations page at https://postalpro.usps.com/operations.

Appendix U: Recent Changes

Section	Date	Subsection	Summary of change
Entire Document	2/7/2024		Removed references to Parcel Select Lightweight, LW, and PSLW; corrected outdated links throughout document
1.6	2/7/2024	First paragraph	Removed last sentence regarding Postal Routing Barcode
1.6	2/7/2024	1.6.4h	Updated to reflect new rounding rules for Parcel Select (now rounds to 4 decimal places)
1.7	2/7/2024	1.7.3	Removed FCPS permit imprint example
Appendix G	2/7/2024	Table G-8	Replaced table with placeholder message
Appendix G	2/7/2024	Table G-10f.2/1	Removed PSLW table and updated Parcel Select
Appendix G	2/7/2024	Table G-10j.1a	Renamed table to Table G-10j.1
Appendix G	2/7/2024	Table G-10j.1b	Renamed table to Table G-10j.2
Appendix H	2/7/2024		Removed 2-digit STCs; Removed PME 10:30 AM reference
Appendix I	2/7/2024		Updated DMM links
Appendix J	2/7/2024		Removed 2-digit STCs
Appendix N	2/7/2024		Rewrite of entire section
Appendix R	2/7/2024		Corrected rate indicators in example scenarios
Appendix G	9/27/2023	Table G-10f.2	Corrected table
Appendix G	9/20/2023	Table G-6	Corrected table
Appendix G		Table G-8	Removed Surcharge Type Code table
Appendix T	9/8/2023	T.c	Removed RDC File format table, replaced with link
Entire Document	7/9/2023		Replaced First-Class Package Service with USPS Ground Advantage. Deleted Parcel Select Ground, added Destination Hub (DHUB) entry
1 eVS Basics	7/9/2023	1.1	Added new section re: transitioning to USPS Ship
		1.6	Expanded cubic tier table, update PSLW to reflect new 4-ounce weight standards
3 Electronic Files and Manifests	7/9/2023	3.3.4.b	Clarified instructions re: resubmitting Type 4 corrections file.
4 Postage Verification and Adjustment	7/9/2023	4.3.8 4.3.9	Updated to reflect new USPS Ground Advantage structure re: re-rating
6 General Information	7/9/2023	6.2.4	Updated for clarification
Appendix B	7/9/2023		Updated eVS Vendor Application
Appendix G	7/9/2023	Table G-5	Removed E7 rate indicator
		Table G-10.a	New USPS Ground Advantage table
		Table G-10.f.1	Updated Rates and Processing Categories
		Table G-10.f.2	Deleted Parcel Select Ground table
		Table G-10.f.3	Removed "None" entry, added DHUB
		Tables G-10.g1 & g2	Updated Zones to 00
		Table G-10j.1a	Added new line for Rate Indicator PA for processing category 3. Removed E7 rate indicator
Appendix M	7/9/2023		Updated Jersey 2-letter code
Appendix Q	7/9/2023		Updated

Section	Date	Subsection	Summary of change
Appendix T	7/9/20203	T.b	Removed E7 rate indicator
Entire Document	4/23/2023		Removed: COD, balloon pricing, Parcel Select Ground, Regional Rate boxes A & B, Local Zone
			Changed RSCF to RPF
1 eVS Basics	4/23/2023	1.3.1	Removed statement that Bound Printed Matter cannot be shipped through eVS
		1.3.3	Added statement re: counterfeit postage
		1.3.3.a	New *Form 133a - Intent to Remove MID*
		1.4.4	Reorganized headings, edited for simplification & clarity
		1.5.4	Removed statement re: Director authorization for indicia style
2 Parcel Return Service (PRS) Basics	4/23/2023	2.4.1	Removed Optional Use statement
		2.6	Refund Request process updated
3 Electronic Files and Manifests	4/23/2023	3.1.6	Removed exception statement
		3.2.1	Added statement that all USPS shipper accounts must use Post Office of Account ZIP Code 20260
		3.2.3	Removed exception statement
4 Postage Verification and Adjustment	4/23/2023	Throughout	Added USPS Ship comparison call-out boxes.
		4.3.1	Added 5th source of census data sampling - MPE
		4.3.3	Added explanation for how PAF is computed
		4.3.4	Added result if sample comes from IMD
		4.3.6.a	Clarified charge method for DDU parcels
		4.3.11	Edited for clarification
			Added statement re: Nonstandard and Noncompliance
		4.3.15.c	Added statement re: processing time for refunds
		4.3.15.g	Added statement that PCSC makes the final agency decision
		4.5.3	Removed entire section
5 Quality Assurance	4/23/2023	5.4	Corrected links
6 General Information	4/23/2023	Throughout	Added USPS Ship comparison call-out boxes.
		6.3	Corrected subheading numbering
		6.3.19.7	Added statement re: Nonstandard and Noncompliance
7 Global Direct Entry	4/23/2023	7.2	Added additional instruction for GDE shippers
Appendix B	4/23/2023	B.e	Changed First-Class Mail Commercial Parcels to First-Class Mail Package Service
Appendix C	4/23/2023		Added direct links to PS Forms
Appendix D-1	4/23/2023	Article 13	Added statement that PCSC makes the final agency decision
		Article 20	Added new article re: counterfeit postage
Appendix D-2	4/23/2023	Article 3	Removed statement re: exception for Certificate of Mailing
		Article 14	Added statement that PCSC makes the final agency decision

Section	Date	Subsection	Summary of change
		Article 21	Added statement re: counterfeit postage
		App A.2	Removed exception for Certificate of Mailing
Appendix G	4/23/2023	Table 2.b	Removed mail class code PO: Global Express Guaranteed
		Table 5	Added Cubic Soft Pack tiers 6-10
			Added possible mail class FC to Cubic Tier Price, Dimensional Rectangular, Dimensional Nonrectangular, and Cubic Soft Pack
			Added possible mail class PS to Cubic Tier Price and Cubic Soft Pack
		Table 6	Added note re: Zone 2 price cell
		Table 10.j	Removed table PME 10:30 AM
		Table 10.k	Removed Nonmachinable Dimensional, Nonmachinable Rectangular, and Nonmachinable Nonrectangular
1 eVS Basics	6/14/2022	1.3.2	Added note for BSA to contact eVS Helpdesk to activate VAE role
1 eVS Basics	6/14/2022	1.5.1b & 1.5.3	Removed reference to needing Director approval for regular style permit
2 Parcel Return Service (PRS) Basics	6/14/2022	2.3.3	Changed references to Merchandise Return Service permits to Permit Imprint
4 Postage Verification and Adjustment	6/14/2022	4.3.14a	Added note for BSA to contact eVS Helpdesk to activate VAE role
4 Postage Verification and Adjustment	6/14/2022	4.3.3	Added details for Post Stratification
4 Postage Verification and Adjustment	6/14/2022	4.3.4	Added reference to packages within the previous 120 days from the date of the scan.
4 Postage Verification and Adjustment	6/14/2022	4.3.5	Added reference to Offline Duplicate process
Table G	6/14/2022	Table G 10-f.2 – Parcel Select Ground	Added rate ingredients for Machinable Cubic Tier Soft Pack Tiers 1-10 and Machinable Cubic Tier Non-Soft Packs

Section	Date	Subsection	Summary of change
Table G	6/14/2022	Table G 10-f.1 Parcel Select	Added rate ingredients for Nonmachinable DSCF Oversize and DSCF machinable SCF DSCF Dimensional Rectangular and Nonrectangular
4 Postage Verification and Adjustment	6/14/2022	Section 4.3.5. a	Removed Misshipped DDU pieces identified by a 15 scan added info that packages claimed at a DDU rate that are identified to be deposited at incorrect DDUs based on incorrect scans or incorrect facilities (i.e., NDC, SCF) may be charged single piece prices less the original postage paid. And preserved language back to previous versions information
Transmittal letter	3/10/2022	Changed this reference throughout the document	Changed Dir, Commercial Acceptance to Dir, Commercial Product Payment & Policy
Transmittal letter	3/10/2022		changed VP from Marc McCrery to Tom Foti
1 eVS Basics	3/10/2022	1.1 Overview	added Traditional to PRS
1 eVS Basics	3/10/2022	1.2.1a Destination Entry Acceptance	added "Destination entry not available option for ePostage mailings".
1 eVS Basics	3/10/2022	1.3.1 Introduction	removed info regarding BPM carrier route
1 eVS Basics	3/10/2022	1.3.1 Introduction	added mail class available for ePostage may differ and is restricted to retail entry parcels.
1 eVS Basics	3/10/2022	1.3.3. Permit Imprint Acct 4	changed CAPS to EPS added Shippers desiring to use an EPS Trust account must have prior approval from the Mgr, Product Preparation & Payment prior to setting up trust
1 eVS Basics	3/10/2022	1.3.3 Permit Imprint Acct 5	added ePostage customers must have a unique permit for mailings

Section	Date	Subsection	Summary of change
1 eVS Basics	3/10/2022	1.3.3 Postage Payment acct	added Shippers should make themselves familiar with the rules of EPS regarding insufficient funds and debit bounces. Added link to postalpro.usps.com for EPS documents
1 eVS Basics	3/10/2022	1.3.3 Postage Payment acct 2.3.3 .4. b	removed reference to PS Form 6002 in reference to CAPS
1 eVS Basics	3/10/2022	1.3.3 MID numbers	added held desk phone number
Exhibit 1.3.8	3/10/2022	Section 4	change information from CAPS to EPS
1 eVS Basics	3/10/2022	Section 1.4.4 c.	added 2 in regard to overweight and oversize items
1 eVS Basics	3/10/2022	Section 1.4.4 e	added eVS doesn't recognize ounces or kgs even though identified in Pub 199
1 eVS Basics	3/10/2022	Section 1.4.6	added appointments are not required for retail entered ePostage mailings
4 Postage Verification and Adjustment	3/10/2022	Section 4.1.2	added reference to landing page
4 Postage Verification and Adjustment	3/10/2022	Section 4.3.1	added information about number of samples if shipper disputes number sampled. Added logic added to Sampling Summary Page with PAF is calculated based on small sampling logic
4 Postage Verification and Adjustment	3/10/2022	Section 4.3.1	Added PPV sampling source

Section	Date	Subsection	Summary of change
4 Postage Verification and Adjustment	3/10/2022	Section 4.3.2	Added shortpaid adjustments apply to ePostage mailers only. eVS mailers do not quality for shortpaid sampling model.
4 Postage Verification and Adjustment	3/10/2022	Section 4.3.5. a	added Misshipped DDU pieces identified by a 15 scan added info that packages claimed at a DDU rate that are identified to be deposited at incorrect DDUs based on incorrect scans or incorrect facilities (i.e., NDC, SCF) may be charged single piece prices less the original postage paid.
4 Postage Verification and Adjustment	3/10/2022	Section 4.3.8	added note that destination entry is not available for ePostage mailers
4 Postage Verification and Adjustment	3/10/2022	Section 4.3.14.c	added failure to submit clear, sufficient documentation for a refund may result in denial of the refund and should be appealed to the next higher level - do not continue to submit through the normal refund process.
4 Postage Verification and Adjustment	3/10/2022	Section 4.3.14. f	added some refunds depending on dollar value may be subject to higher level reviews
4 Postage Verification and Adjustment	3/10/2022	Section 4.5.3	added Section 4.5.3 in reference to DDU Misshipped Offline

Section	Date	Subsection	Summary of change
4 Postage Verification and Adjustment	3/10/2022	Section 4.6	Added Section 4.6 in regard to virtual overlabels not being authorized
5 Quality Assurance	3/10/2022	Section 5.1.1	added that shippers should not rely on USPS processes as sole measurement for quality control
5 Quality Assurance	3/10/2022	Section 5.2.3. l	added 5.2.3.a requiring mailers to update BCG info on a semi-annual basis - failure to do so could result in interruptions of service if mailers can't be contacted due to outdated contact information
6 General Information	3/10/2022	Section 6.1.1	added shippers should become familiar with BCG to review reports
6 General Information	3/10/2022	Section 6.2.4	added paragraph regarding unmanifested fee section on Monthly Sampling Summary tab
6 General Information	3/10/2022	Section 6.2.5	added any adjustments collected as an offline calculation will be collected as an ad hoc adjustment
6 General Information	3/10/2022	Section 6.2.7.h	added note that Duplicate assessments are based on offline calculations
6 General Information	3/10/2022	Section 6.2.7	added m Sampling Shortpaid report and hyperlink location
6 General Information	3/10/2022	Section 6.2.7	added Ineligible Content Report and hyperlink location
7 Global Direct Entry	3/10/2022		added section 7 on GDE
CAPS to EPS	3/10/2022		changes all references from CAPS to EPS

Section	Date	Subsection	Summary of change
Section 1	May 2020	1.3.2	Updated BCG link
Section 1	May-20	1.3.3 – Postage Payment Account	Added language regarding requirement to establish and confirm account prior to submitting any manifest files or entering physical mail pieces into the mailstream.
Section1	May-20	1.3.3-Postage Payment Account	Added language regards USPS' rights to remove any discounts on mailings that not paid due to insufficient funds and assessment of interest at a rate of 6% per annum
Section 1	May-20	1.3.3.1.c.i-MIDs	Added language requiring Master MID holders wanting MIDs delinked must provide the client's name, address, and contact information of Child MID holder and contact them to discontinue use of Child MID.
Section 1	May-20	1.3.3-A	Updated Form to remove Child MIDs
Section 1	May-20	1.3.4.3. d	Updated requirements for eVS application
Section 4	May-20	4.3.3	Update stratification calculation for PAF to include rounding rules
Section 4	May-20	4.3.15. b	Added language that mailers submitting joint review requests after an assessment has been collected could be subject to an admin fee during the refund process.
Appendix B	May-20	Section B-1, Part A	Updated application information for Shipper & Client Identification
Appendix B	May-20	Section B-1, Part B	Updated application information for Shipper Information
Appendix B	May-20	Section B-1, Part C	Updated application information for Quality Control
Appendix B	May-20	Section B-1, Part D	Updated application information for Manifest Systems Information

Section	Date	Subsection	Summary of change
Appendix B	May-20	Section B-1, Part E	Updated application information for Parcel Products
Section 1	Jan-20	1.4.4. e	Added Parcel Select nonmachinable categorization if Dimensional Weight is over 35 lbs.
			Referenced Appendix R for DIM Weight examples.
	Jan-20	1.5.1, 1.5.3, and 1.5.4	Updated MEPT group responsible for Publication 205 updates and management to Commercial Acceptance.
Section 2	Jan-20	2.3.4	Updated MEPT group responsible for Publication 205 updates and management to Commercial Acceptance.
Section 4	Jan-20	4.3.1	Updated section to include PAF recalculation at published prices when samples are due to shipper error.
	Jan-20	4.3.2	Clarified Short-paid adjustment section in regard to captured package attributes not coming from Mail Processing equipment
Section 4	Jan-20	4.3.4	Added section to include Unmanifested fees
	Jan-20	4.3.15	Updated section to include administrative processing cost at 10% for unused labels.
			Updated MEPT group responsible for Publication 205 updates and management to Commercial Acceptance.
	Jan-20	4.4	Updated MEPT group responsible for Publication 205 updates and management to Commercial Acceptance.

Section	Date	Subsection	Summary of change
Section 6	Jan-20	6.3.20	Updated section to include enhancement made to Unmanifested Report for scanned and keyed PICs
	Jan-20	6.3.23	Clarified short-paid report by removing reference in capturing attributes from mail processing equipment
Appendix D	Jan-20	Appendix D1 and D2	Updated MEPT group responsible for Publication 205 updates and management to Commercial Acceptance.
Appendix F	Jan-20	Appendix F – Parcel Select Lightweight	Updated rate category table for Parcel Select Lightweight at SCF facility per Customer Support Ruling.
Appendix H	Jan-20	Appendix H	Added Clarification for PME Insurance assessments per *DMM* 503.4.1
Appendix R	Jan-20	Appendix R	Added new Appendix for DIM Weight Scenario examples.
The following update(s) were made in the previous revision on June 23, 2019, publication			
Section 1	Jun-19	1.4.4e.	Updated verbiage for Dimensional Weight Pricing
Section 4	Jun-19	4.3.2	Added short-paid adjustments are not available as an option to enroll
	Jun-19	4.3.15. d	Updated Exhibit 4.3.15d Unused Label rejection codes
	Jun-19	4.3.15. g	Added Adjudicating request timeline for refund requests or adjustments
Section 6	Jun-19	6.3.23	Added short-paid reporting is not available for all mailers, additionally not an option to request short-paid reporting
Appendix D	Jun-19	Appendix D-2 No.21	Updated Postal Service Suspension clause from PRS Authorization Letter
Appendix G	Jun-19	Table G-1a	Removed 2-digit STC. Reference to Publication 199.
		Table G-1b	Removed 3-digit STC. Reference to Publication 199.

Section	Date	Subsection	Summary of change
		Table G-5	Updated Rate Indicator Codes
		Table G-8	Updated Surcharge Type Codes
		Table G-9a	Removed Extra Service Codes for 2-digit STC. Reference to PUB 199.
		Table G-9b	Removed Extra Service Codes for 3-digit STC. Reference to PUB 199.
		Table G-10a	Updated Rate Ingredients for First Class Package Service
		Table G-10b.1	Updated Rate Ingredients for Priority Mail
		Table G-10c.1	Updated Rate Ingredients for USPS Marketing Mail Nonprofit Parcels (3.3 ounces or less)
		Table G-10c.2	Updated Rate Ingredients for USPS Marketing Mail Nonprofit Parcels (3.3 ounces or more)
		Table G-10d	Updated Rate Ingredients for USPS Marketing Mail Marketing Parcels
		Table G-10e	Updated Rate Ingredients for USPS Marketing Mail Nonprofit Marketing Parcels
		Table G-10f.1	Updated Rate Ingredients for Parcel Select
		Table G-10f.2	Updated Rate Ingredients for Parcel Select - Ground
		Table G-10f.3	Updated Rate Ingredients for Parcel Select Lightweight
		Table G-10j.1a	Updated Rate Ingredients for Priority Mail Express
		Table G-10j.1b	Updated Rate Ingredients for Priority Mail Express 10:30 AM
		Table G-10k	Updated Rate Ingredients for Parcel Return Service
		Table G-11	Remove Domestic Tracking Event codes. Reference to Publication 199.
Appendix H	Jun-19	Manifest Rate Ingredients	Updated Rate Ingredients for Priority Mail Express
The following update(s) were made in the previous revision on Feb 22, 2019 publication			

Section	Date	Subsection	Summary of change
Section 4	Feb-19	4.3.15	Added language on request eligibility, and authorization for unused labels
The following update(s) were made in the previous revision on January 27, 2019 publication			
Section 1	Jan-19	1.4.4.c	Removed balloon pricing from Parcel Select and Priority Mail
Appendix B-1	Jan-19	C	Remove Balloon from Priority Mail
		G-5	Remove Balloon from Priority Mail and Parcel Select
Appendix B-2	Jan-19	A	Updated eVS vendor application
		C	Remove Balloon from Priority Mail
Appendix G	Jan-19	Table G-5	Update table to reflect Balloon only for PRS and replace Balloon 3 Digit with new rate indicators
		Table G-9a	Updated table to reflect fragile
		Table G-9b	Updated table to reflect COD restricted delivery
		Table G-10a	Changed Zone rate ingredient combination for First Class
		Table G-10b.1	Remove Balloon from Priority Mail
		Table G-10f.1	Remove balloon references from Parcel Select only.
Appendix J		PMOD	Updated zone for PMOD ADC destination rate
The following updates were made in the previous revision on October 10, 2018, for Feb 5, 2018, publication			
Section 1	10-Oct-18	1.3.3.c	Updated removal of MID process
		1.3.5. a	Remove EAGLE certified software language
Section 4	10-Oct-18	4.3.15.c	Added language for refund requests for extenuating circumstances
		4.3.15.d	Updated Unused Label refund language
			Added exhibit 4.3.15.d system denial descriptions
Appendix D-1	10-Oct-18	5	Updated removal of MID process

Section	Date	Subsection	Summary of change
Appendix G	10-Oct-18	Table G-11	Added USPS Domestic Tracking Scan Events
Appendix N	10-Oct-18	3	Updated section for submitting refund requests
The following updates were made in the previous revision on February 5, 2018, for Dec 29, 2017, publication			
Section 1	29-Dec	1.3.2.g	Added Clarification "Refund Request for Unused Label, or Other Refund Request"
		1.3.3.c	Added content for removal of MID process
		Exhibit A	Added MID removal template
Section 2	29-Dec	2.3.2.i	Added Clarification "Refund Request for Unused Label, or Other Refund Request"
	29-Dec	2.6	Added clarification for PRS Refund Requests
	29-Dec	2.4.2	Add content for PRS pickup as schedule as highlighted in the *DMM*.
Section 4	29-Dec	4.3.2	Removed Pilot Mode term
		4.3.6	Added clarification for mis-ship cause
		4.3.12	Removed content including thresholds, and added content to refer to PUB 199
		4.3.3	Added section to describe Post Stratification
		4.3.15.a	Added Clarification "Submit Refund Request for Unused label, or other Refund Request"
		4.3.15.c	Added Clarification for refund request for unused labels
		4.3.15.d	Added New section: Refund Request for Unused Labels and subsections:
			i. PIC Submission
			ii System Validation
			iii Reconcile Refund for PIC
		4.5	Removed offline duplicate section

Section	Date	Subsection	Summary of change
Appendix D-1	29-Dec	12	Added Clarification for minimum information needed when submitting refund requests.
		12	Added Clarification: If submitting a Refund Request for Unused Label, PICs are required at time of submission for refund processing
		5	added section for MIDs financial responsibility
Appendix D-2	29-Dec	14	Added Clarification for minimum information needed at time of submitting refund request
Appendix N	29-Dec	1,2,3	Added Clarification and updated screenshots for Refund Request with Unused Label and Other Refund Requests
The following updates were made in the previous revision March 26, 2017:			
Section 1	26-Mar	1.5.3	Adding example of shipping products permit indicia
Section 2	26-Mar	2.2.1	Updated information on RDU and RADC Pickup
Section 4	26-Mar	4.3.11	Updated information on IMpb Noncompliance
		4.5.2	Removed IMpb Offline Process
Section 6	26-Mar	6.2.4	Updated information on IMpb Noncompliance Assessment Report
Appendix G	26-Mar	Table G-1b	Updated STCs list
		Table G-9b	Added ESC 861
		Table G-10m	Updated Rates Description
Appendix L	26-Mar	---	Added clarification on eVS Helpdesk information

Section	Date	Subsection	Summary of change
Appendix D1	26-Mar	---	Updated information on IMpb Noncompliance assessment
Appendix D2	26-Mar	---	Updated information on RDU pickup
The following updates were made in the previous revision January 22, 2017:			
Pub 205	Jan-17	--	Changed the mail class name from Standard Mail to USPS Marketing Mail
Section 1	Jan-17	1.1, 1.3.3	Added clarification on eVS/PRS account
		1.3.3, 1.3.8	Added clarification on annual mailing fee information
		1.4.3	Added clarification on Mailing Standards, Marketing Mail Nonprofit subject to inspection and review
Section 2	Jan-17	2.3.3	Added clarification on PRS permit.
			Removed the annual permit and account maintenance fees requirement
		2.3.4, 2.3.7	Removed reference to paying permit fee, annual mailing fees, and account maintenance fee.
		2.4.2	Added clarification on eVS/PRS account and offshore mailings.
Section 4	Jan-17	4.3.1	Added clarification on PAF calculation
		4.3.2	Added information on short-paid as a new type of postage adjustment (Pilot)
		4.3.7	Removed First Class Package Service from Presort Eligibility
		4.3.11	Added clarification on IMpb Noncompliance
		4.3.13	Added short-paid information

Section	Date	Subsection	Summary of change
		4.3.14	Added information on appeal request
		4.5	Added information on the offline process
Section 6	Jan-17	6.2.22	Added information on the IMpb Noncompliance Report
		6.3.23	Added information on the Shortpaid Report
Appendix B	Jan-17	Exhibit 1 & 2	Updated information on Section F – Extra Service Options
Appendix D	Jan-17	--	Adding Sample PRS Authorization Letter
Appendix G	Jan-17	Table G-1a, G-1b	Removed obsolete STCs, updated STCs description, added new STCs
		Table G-5	Removed obsolete combination of Rate Indicator and Mail Class
		Table G-9b	Added clarification on Extra Service Codes
Appendix G	Jan-17	Table G-10m	Updated Rate Ingredients for PMI, adding ECOMPRO
Appendix H	Jan-17	--	Added STCs 711, 720, 721