

**Appendix B: Shipping Services File Version 1.7**

HEADER RECORD 1 - Shipping Services File Version 1.7 Layout						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001 - 002	All File Types (see rules)	Header Record ID	Alphanumeric (2)	A 2-character system constant that identifies a header record.	H1	<ul style="list-style-type: none"> <li>'H1' is required.</li> </ul>
003 - 036	All File Types (see rules)	Electronic File Number	Alphanumeric (34)	<p>Unique number assigned to identify the electronic file.</p> <p>Commercial Mailer 2-digits - AI (92 or 93) 3-digits - '750' 6- or 9-digits - MID If six-digit MID, 10- or 14-digit serial # If nine-digit MID, 7- or 11-digit serial # 1-digit - check digit</p> <p>Online Mailer 2-digits - AI 94 3-digits - '750', '757', or '759' 2-digits - source identifier for your system 6- or 9-digits - MID 5 or 8-digits, serial number depending on construct used 1-digit - check digit</p>	<p>927501234 5678 912345678</p>	<ul style="list-style-type: none"> <li>Mailer ID must be that of the company transmitting the file. (all file types)</li> <li>Must be unique for 120 days from first use.</li> <li>Left justified trailing spaces.</li> <li>Commercial Mailers must use the following valid barcode constructs: C04, C08, C09 or C10.</li> <li>Online Mailers must use the following valid barcode constructs: N01 – N10.</li> <li>AI 91 and STC 50 are not acceptable in this field.</li> <li>This number should be inserted on PS Form 3152, PS Form 3650 or PS Form 8125.</li> <li>Use Service Type Code "750" when either a PS Form 3152, PS Form 3650 or PS Form 8125 will be printed.</li> <li>Use Service Type Code "757" when a PS Form 5630 (SCAN form) will be printed. To be used by Online shippers who offer use of the Shipment Confirmation Acceptance Notice (SCAN) form</li> <li>Use 759 when the user has requested the integrated SCAN form / carrier pickup form.</li> </ul>

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037 – 037	All File Types (see rules)	Electronic File Type	Numeric(1)	'1' - Postage & Tracking File '2' - Tracking File '3' - Returns Service '4' - Corrections	1	<ul style="list-style-type: none"> <li>'1' - used for electronic Verification System (eVS).</li> <li>'2' - used for Delivery/Signature Confirmation, Scan-Based Payment customers and other Extra Services.</li> <li>'3' - used for Parcel Returns Services.</li> <li>'4' - used for Corrections.</li> </ul>
038 - 045	All File Types (see rules)	Date of Mailing	Numeric(8)	Date mail is tendered to USPS	2008-01-27 Entered as: 20080127	<ul style="list-style-type: none"> <li>YYYYMMDD format.</li> <li>Numeric values (0-9) only.</li> </ul>
046 - 051	All File Types (see rules)	Time of Mailing	Numeric(6)	Time mail is tendered to USPS (estimated)	13:15:00 Entered as: 131500	<ul style="list-style-type: none"> <li>HHMMSS, military format and time shall be valid.</li> <li>Numeric values (0-9) only.</li> </ul>
052 - 052	All File Types (see rules)	Entry Facility Type	Alphanumeric(1)	Type of USPS facility where mail is tendered 'A' – ADC 'B' – NDC 'S' – SCF 'D' – DU 'F' – ASF 'I' – ISC	A	<ul style="list-style-type: none"> <li>For origin or destination entry facilities.</li> <li>Required for Drop Ship Mailers.</li> <li>Required for Parcel Return Service mailers to note pick-up facility type.</li> <li>Required only for Destination Entry.</li> </ul>
053 - 057	All File Types (see rules)	Entry Facility ZIP Code	Numeric(5)	5-digit ZIP Code of postal facility where the mail is tendered	22201	<ul style="list-style-type: none"> <li>Numeric only (0-9).</li> <li>Required for Commercial First-Class Package Service (FCPS)</li> </ul>
058 - 061	All File Types (see rules)	Entry Facility ZIP +4	Numeric(4)	ZIP +4 Code of postal facility where mail is tendered	4313	<ul style="list-style-type: none"> <li>Numeric only (0-9).</li> </ul>
062 - 063	File Types 1 and 2 (see rules)	Direct Entry Origin Country Code	Alphanumeric(2)	Two character standardized IMM International country code where Direct Entry Mail originated	CN	<ul style="list-style-type: none"> <li>Required for Direct Entry Mailings.</li> <li>Default is spaces.</li> </ul>

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Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
064 - 066	File Types 1 and 2 (see rules)	Shipment Fee Code	Alphanumeric(3)	Code for a fee that applies to the entire shipment such as Pickup on Demand fee	PKF	<ul style="list-style-type: none"> <li>Currently used for Pickup on Demand fee</li> <li>Default is spaces.</li> </ul>
067 - 072	File Types 1 and 2 (see rules)	Extra Fee for Shipment	Numeric(6) Define as : 9999V99	Fee for entire shipment, such as Pickup on Demand fee	\$13.40 Entered as: 001340	<ul style="list-style-type: none"> <li>Currently used for Pickup on Demand fee</li> <li>Default is zeroes.</li> </ul>
073 - 074	All File Types (see rules)	Containerization Indicator	Alphanumeric(2)	Containerization Indicator	01	<ul style="list-style-type: none"> <li>Containerization Values:                             <ul style="list-style-type: none"> <li>'01' = a 5 Digit Containerization (No DE Captured)</li> <li>'02', '03' both represent a 3 Digit Containerization - to be used for either NDC ('03') entry or SCF ('02') entry – but these mailpieces are expected to be worked at the Destination Processing facility and a DE captured.</li> </ul> </li> </ul>
075 - 077	All File Types (see rules)	USPS Electronic File Version Number		USPS Electronic File Version Number	1.7 Entered	<ul style="list-style-type: none"> <li>Shall be Version 1.7.</li> </ul>
078 - 089	All File Types (see rules)	Transaction ID	Alphanumeric(12)	Unique 12-digit number assigned to associate manifests to file transmissions within a 24-hour period	20080601001	<ul style="list-style-type: none"> <li>Required field as of January 2014 for commercial mailers (AI 92 or 93). Not required for online mailers (AI 94).</li> <li>Transaction ID is a field that is used to group files together that are submitted with the Transaction ID in reports. This allows mailers with multiple mailing sites or multiple daily files to group files together that may be submitted independently (by site or file) for easier reconciliation.</li> <li>This field shall follow the format of year, date, month and a numeric sequence number to be valid.</li> <li>Valid format: YYYYMMDD####</li> </ul>

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Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
090 - 093	All File Types (see rules)	Software Vendor Code	Alphanumeric(4)	Code from vendor software to identify the developer of the shipping/manifesting system	1234	<ul style="list-style-type: none"> <li>▪ Required for manifests generated by vendor-provided software.</li> <li>▪ Code provided by vendor software.</li> <li>▪ Default is spaces for non-vendor's solutions.</li> </ul>
094 - 101	All File Types (see rules)	Software Vendor Product Version Number	Alphanumeric(8)	Shipping/manifesting software's product version number	5.02.3A	<ul style="list-style-type: none"> <li>▪ Required for manifests generated by vendor-provided software.</li> <li>▪ Default is spaces for non-vendor's solutions.</li> <li>▪ Left-justified, trailing spaces.</li> <li>▪ Provided by vendor software.</li> </ul>
102 - 110	All File Types (see rules)	File Record Count	Numeric(9)	Total number of all records in electronic file to include Header Record, Container Record(s) and all Detail Records	000001517	<ul style="list-style-type: none"> <li>▪ Leading zeroes required.</li> <li>▪ Sum of H1 record, C1 record(s), D1 record(s), D2 record(s), D3 record(s) and D4 record(s)</li> </ul>
111-119	All File Types (see rules)	Mailer ID	AlphaNumeric(9)	<p>Mailer ID shall be that of the MID certified for tile transmission</p> <p>(All file types)</p>	969001726	<ul style="list-style-type: none"> <li>▪ Mailer ID contained in the Electronic File Number,</li> <li>▪ Six or 9 digit MID.</li> <li>▪ Six digit MID, left justified, trailing spaces.</li> </ul>
120 - 130	All File Types (see	Filler	Alphanumeric(11)	Filler for future use		<ul style="list-style-type: none"> <li>▪ Spaces are required.</li> </ul>

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CONTAINER RECORD 1 - Shipping Services File Version 1.7 Layout						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001 - 002	All File Types (see rules)	Container Record ID	Alphanumeric(2)	A 2-character system constant that identifies a header record.	C1	<ul style="list-style-type: none"> <li>'C1' is required if a Container Record is being included.</li> </ul>
003 - 036	All File Types (see rules)	Container ID	Alphanumeric(34)	Barcode on container.	2220101271234 56789912345	<ul style="list-style-type: none"> <li>This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.</li> </ul>
037 - 038	All File Types (see rules)	Container Type	Alphanumeric(2)	Describes type of container for Container ID 1.	SK	<ul style="list-style-type: none"> <li>Refer to Appendix J, Table 3 for the complete list of Container Type IDs.</li> </ul>
039 - 072	All File Types (see rules)	Electronic File Number	Alphanumeric(34)	Unique number assigned to identify the electronic file.	9275012345678 912345678	<ul style="list-style-type: none"> <li>The same EFN from the H1 record associated with the packages in this container.</li> </ul>
073 - 077	All File Types (see rules)	Destination ZIP Code	Numeric(5)	Destination 5-digit ZIP Code.	22201	<ul style="list-style-type: none"> <li>Should identify the USPS facility where the container will be dropped</li> <li>/ presented for shipping. Shall be 5 digits.</li> <li>Numeric values (0-9) only.</li> </ul>
078-100	All File Types (see rules)	Filler	Alphanumeric(22)	Filler for future use.		<ul style="list-style-type: none"> <li>Spaces are required.</li> </ul>

DETAIL RECORD 1 - Shipping Services File Version 1.7 Layout						
TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001 - 002	All File Types (see rules)	Detail Record ID	Alphanumeric(2)	A 2-character system constant that identifies a detail record.	D1	<ul style="list-style-type: none"> <li>'D1' is required.</li> </ul>
003 - 036	All File Types (see rules)	Tracking Number	Alphanumeric(34)	<p>For Domestic files provide IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).                      Commercial Mailer                      3-digits - '420'                      5-digits - Routing ZIP Code                      4-digits - Routing +4                      2-digits - AI (92 or 93)                      3-digits - STC                      6- or 9-digits - MID                      If six-digit MID, 10- or 14-digit serial #                      If nine-digit MID, 7- or 11-digit serial #                      1-digit - check digit</p> <p>Online Mailer                      3-digits - '420'                      5-digits - Routing ZIP Code                      4-digits - Routing +4                      2-digits - AI 94                      3-digits - STC                      2-digits - source identifier for your system                      6- or 9-digits - MID                      5 or 8-digits, serial number depending on construct used                      1-digit - check digit</p>	<p>Refer to Appendix J, Table 1 for the complete list of label examples.</p> <p>Refer to Export Compliance Data Requirements document, Section 2.3, Table 1 for the complete list of Customs Barcode requirements and examples</p>	<ul style="list-style-type: none"> <li>Tracking number must be unique for 120 days from first use.</li> <li>Over Labeling Rules: This Tracking Number represents the Tracking Number of the label that was placed over the Original Tracking Number. The Original Tracking Number should be included in positions 515-548.</li> <li>3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</li> <li>5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</li> <li>Left justified trailing spaces.</li> <li>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</li> <li>MRS piece (any piece with extra service 980) must use a Barcode Construct of C01, C05, N02 or N05 – a 9-digit ZIP code.</li> </ul>

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TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
003 – 036 (continued)	All File Types (see rules)	Tracking Number	Alphanumeric(34)	<p>Legacy Tracking number use on package</p> <ul style="list-style-type: none"> <li>• 2-digits - "91" AI</li> <li>• 2-digits - STC</li> <li>• 9-digits - MID</li> <li>• 8-digits - Variable length serial number from 2 to 8-digits.</li> <li>• 1-digit - check digit</li> </ul> <p>For International files, please provide the 13-character Customs Barcode in the Tracking Number. See below for barcode format. 13-character barcode includes:</p> <ul style="list-style-type: none"> <li>• 2 character Service Indicator *A-Z*</li> <li>• 8-digit Package Sequence Number</li> <li>• 1-digit - Check digit</li> <li>• 2 character origin country code</li> </ul>		
037 - 038	All File Types (see rules)	Class of Mail	Alphanumeric(2)	A 2-character code for Class of Mail.	PM	<ul style="list-style-type: none"> <li>▪ Refer to Appendix J, Table 8 for the complete list of Mail Class codes.</li> </ul>
039 - 042	All File Types (see rules) / International Rule Not for File Type 3	Service Type Code	Alphanumeric(4)	Refer to Appendix I for the complete list of 3- digit Service Type Codes.	IMPB: 055  Legacy: 01	<ul style="list-style-type: none"> <li>▪ For International labels, the STC field will be spaces.</li> </ul>

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TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
043 - 046	All File Types (see rules)	Barcode Construct Code	Alphanumeric(4)	A 3-character code to identify the construct of the Tracking Number.  Refer to Appendix J, Table 1 for the complete list of Barcode Construct codes	C06	<ul style="list-style-type: none"> <li>▪ Constructs available to be used by commercial customers begin with "C". C01 - C10.</li> <li>▪ Constructs available to be used by online customers begin with "N". N01-N10.</li> <li>▪ Left justified, trailing spaces.</li> <li>▪ For International labels, the barcode construct field will be spaces or I01.</li> <li>▪ File Type 1 and 3 – Legacy Barcode Code Construct – L01 only.</li> <li>▪ File Type2 – Legacy Barcode Constructs – L01 through L04.</li> </ul>
047 - 051	All File Types (see rules)	Destination ZIP Code	Numeric(5)	Destination 5-digit ZIP Code.	22201	<ul style="list-style-type: none"> <li>▪ Shall be 5 digits.</li> <li>▪ Numeric values (0-9) only.</li> <li>▪ If International, all zeroes.</li> <li>▪ NOTE: Effective January 25, 2015, either the Destination Delivery address or the 11-digit delivery point validated ZIP Code for the delivery address must be included in the D1 record.</li> <li>▪ When the 11-digit validated ZIP Code is provided this ZIP+4 must match the +4 in the 11-digit validated ZIP. Code</li> <li>▪ Required for Commercial First-Class Package Service (FCPS)</li> </ul>



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TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
052 - 055	File Types 1 and 2 (see rules)	Destination ZIP+4	Numeric(4)	Destination ZIP Code +4 digit add -on of Domestic ZIP Code.	2804	<ul style="list-style-type: none"> <li>▪ Required for Hold For Pickup Online.</li> <li>▪ NOTE: Effective January 25, 2015, either the Destination Delivery address or the 11-digit delivery point validated ZIP Code for the delivery address must be included in the D1 record.</li> <li>▪ When the 11-digit validated ZIP Code is provided this ZIP+4 must match the +4 in the 11-digit validated ZIP Code.</li> <li>▪ Numeric values (0-9) only.</li> <li>▪ Default to spaces if not available.</li> <li>▪ Open and Distribute - If the Destination Facility Type = "D" (DDU) then required.</li> <li>▪ If International, all zeroes or spaces.</li> </ul>
056 - 056	File Types 1 and 2 (see rules)	Destination Facility Type	Alphanumeric(1)	Type of USPS facility where mail is tendered. 'A' – ADC 'B' – NDC 'D' – DDU 'F' – ASF 'I' – ISC	A	<ul style="list-style-type: none"> <li>▪ Required for Open and Distribute mailings. Default is spaces.</li> </ul>
057 - 058	File Types 1 and 2 (see rules)  Not available for File Type 3	Destination Country Code	Alphanumeric(2)	Two character standardized IMM International country codes as listed in the International Mail Manual (IMM).	JP	<ul style="list-style-type: none"> <li>▪ Required for all International, 2-char Country Code listed in the International Mail Manual (IMM).</li> <li>▪ Default is spaces for all Domestic.</li> </ul>
059 - 069	File Types 1 and 2 (see rules)  Not available for File Type 3	Foreign Postal Code	Alphanumeric(11)	Destination Foreign Country Postal Code for an International consignee.	A0A9A0	<ul style="list-style-type: none"> <li>▪ Conditionally required, must be populated for all foreign destinations that use Postal Codes.</li> <li>▪ Left justified.</li> <li>▪ Default is spaces for Domestic and only foreign destinations that do not use Postal Codes.</li> </ul>

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TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
070 - 074	File Types 1 and 2 (see rules)  Not available for File	Carrier Route	Alphanumeric(5)	Carrier Route code.	C009	<ul style="list-style-type: none"> <li>Default is spaces.</li> </ul>
075 - 083	All File Types (see rules)	Logistics Manager Mailer ID	Alphanumeric(9)	<p>MID of company that manages the mailing of this shipment.</p> <p>This would be a different company other than the consolidator.</p> <p>Six- or Nine- Digit Mailer ID.</p>	912345678	<ul style="list-style-type: none"> <li>The MID in this field must belong to a CERTIFIED customer in order to receive a copy of the scan extract file if requested.</li> <li>Six-digit MID is left justified, trailing spaces.</li> <li>Default is spaces.</li> </ul>
084 - 092	All File Types (see rules)	Mail Owner Mailer ID	Alphanumeric(9)	<p>MID of mail owner.</p> <p>Six- or Nine- Digit Mailer ID..</p>	912345678 or 612345	<ul style="list-style-type: none"> <li>The MID in this field must belong to a CERTIFIED customer in order to receive a copy of the scan extract file if requested.</li> <li>MID value is a numeric value (0-9) only.</li> <li>Default is spaces. Six Digit MID is left justified, trailing spaces.</li> <li>Required for all international. This is the Mailer ID provided to USPS when the tracking number range was requested.</li> </ul>

DETAIL RECORD 1 - Shipping Services File Version 1.7 Layout						
TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
093 – 126	All File Types (see rules)	Container ID 1	Alphanumeric(34)	Barcode on container. This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	222010127123456789912345	<ul style="list-style-type: none"> <li>Required for Open and Distribute only when the contents in the container are also manifested.</li> <li>Default is spaces.</li> </ul> <p>For more information on the Intelligent Mail Tray label and barcode click on the following link:  <a href="https://postalpro.usps.com/mailirg/intelligent-mail-tray-label">https://postalpro.usps.com/mailirg/intelligent-mail-tray-label</a></p> <p>For more information on the Intelligent Mail Container label and barcode click on the following link:  <a href="https://postalpro.usps.com/mailirg/intelligent-mail-container-barcode">https://postalpro.usps.com/mailirg/intelligent-mail-container-barcode</a></p>
127 – 128	All File Types (see rules)	Container Type 1	Alphanumeric(2)	Describes type of container for Container ID 1. Refer to Appendix J, Table 3 for the	SK	<ul style="list-style-type: none"> <li>Shall be populated if Container ID 1 field is populated.</li> <li>Default is spaces.</li> </ul>
129 – 162	All File Types (see rules)	Container ID 2	Alphanumeric(34)	Barcode on container. This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard	99M123456789000012345678	<ul style="list-style-type: none"> <li>Default is spaces.</li> </ul>
163 – 164	All File Types (see rules)	Container Type 2	Alphanumeric(2)	Describes type of container for Container ID 2. Refer to Appendix J, Table 3 for the complete list of	PT	<ul style="list-style-type: none"> <li>Shall be populated if Container ID 2 field is populated.</li> <li>Default is spaces.</li> </ul>
165 – 198	All File Types (see rules)	Container ID 3	Alphanumeric(34)	Barcode on container. This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard	99T123456789123	<ul style="list-style-type: none"> <li>Default is spaces.</li> </ul>

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Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
199 – 200	All File Types (see rules)	Container Type 3	Alphanumeric(2)	Describes type of container for Container ID 3.  Refer to Appendix J, Table 3 for the complete list of	BL	<ul style="list-style-type: none"> <li>Shall be populated if Container ID 3 field is populated.</li> <li>Default is spaces.</li> </ul>
201 – 215	All File Types (see rules)	Mail Owner Customer Registration ID (CRID)	Alphanumeric(15)	CRID of Mail Owner		<ul style="list-style-type: none"> <li>Used by mailing agent to identify mail owner.</li> <li>Default is spaces.</li> </ul>
216 – 245	None (see rules)	Customer Reference Number 1	Alphanumeric(30)	Customer's internal reference number.	123456  Refer to Export Compliance Data Requirements document, Section 3.3 for the complete list of Mailer Label Barcode Convention requirements and examples <a href="https://postalpro.usps.com/node/2710">https://postalpro.usps.com/node/2710</a>	<ul style="list-style-type: none"> <li>Used for customer internal identification purposes.</li> <li>For Domestic files, please provide the Customer's internal reference number</li> <li>Default is spaces.</li> <li>Required for all IPA, ISAL, CeP and any other international shipments tendered to the USPS in presort receptacles. Please provide the 24-character Mailer Barcode in the Customer Reference Number. See below for barcode format. 24-character barcode includes:                             <ul style="list-style-type: none"> <li>10-digit Permit Number (Customer ID)</li> <li>1 character IMB_PRODUCT_CODE</li> <li>1 character IMB_SERVICE_CODE</li> <li>1 character IMB_MAILER_RECEPTACLE_TYPE_CODE</li> <li>3 character destination exchange office code</li> <li>a unique 8-digit sequential code.</li> </ul> </li> </ul>

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Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
246 – 260	All File Types (see rules)	FAST Reservation Number	Alphanumeric(15)	Confirmation Number received when making a scheduled appointment for mail dropped at a postal facility.	AB1234567856	<ul style="list-style-type: none"> <li>▪ Strongly recommend inclusion in the file when FAST appointments are scheduled.</li> <li>▪ Alphanumeric values (A-Z, 0-9) only.</li> <li>▪ No embedded spaces. Default is spaces.</li> </ul>
261 – 268	All File Types (see rules)	FAST Scheduled Induction Date	Numeric(8)	Scheduled date for mail drop at a postal facility.	20080127	<ul style="list-style-type: none"> <li>▪ Strongly recommend inclusion in the file when FAST appointments are scheduled.</li> <li>▪ YYYYMMDD</li> <li>▪ Date shall be valid. Numeric values (0-9) only.</li> </ul>
269 – 274	All File Types (see rules)	FAST Scheduled Induction Time	Numeric(6)	Scheduled time for mail drop at a postal facility.	131500	<ul style="list-style-type: none"> <li>▪ Strongly recommend inclusion in the file when FAST appointments are scheduled.</li> <li>▪ HHMMSS</li> <li>▪ Military format and time shall be valid.</li> <li>▪ Numeric values (0-9) only.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
275 – 284	All File Types (see rules)	Payment Account Number	Numeric(10)	USPS account number from which this mailing will be paid: Permit Number Federal Agency Number	0012345678	<ul style="list-style-type: none"> <li>This field required if using Permit imprint or Federal Agency Number.</li> <li>Leading zeroes required. Numeric values (0-9) only. If using stamps, meter, Bill Me Later, or PC Postage, then fill with zeroes.</li> </ul>
285 – 286	All File Types (see rules)	Method of Payment	Numeric(2)	Payment system used for mailing: '01' Permit System '03' Federal Agency '04' PC Postage '05' Smart Meter '06' Other Meter '07' Stamps	01	<ul style="list-style-type: none"> <li>Shall be USPS approved payment method for mail being tendered.</li> <li>File Type 1 and 3 (eVS/PRS) shall be '01' Permit system.</li> </ul>
287 – 291	All File Types (see rules)	Post Office of Account ZIP Code	Alphanumeric(5)	5-digit ZIP Code of Post Office issuing Permit Number, meter license, or pre-canceled stamp.		<ul style="list-style-type: none"> <li>Must be 5-digits.</li> <li>Numeric values (0-9) only. File Type 1 and 3 (eVS/PRS) must be 20260.</li> <li>File Type 1 and 3 (eVS/PRS) must be 20260.</li> <li>File Type 2 – 5-digit ZIP Code of Post Office issuing Permit Number, meter license, or pre-canceled stamp.</li> </ul>
292 – 311	All File Types (see rules)	Meter Serial Number	Alphanumeric(20)	Serial number of meter used for postage.	5678123598	<ul style="list-style-type: none"> <li>Required if method of payment is '05' or '06'.</li> <li>Default is spaces.</li> </ul>
312 – 317	All File Types (see rules)	Chargeback Code	Alphanumeric(6)	Code used with Federal Agency Number or code for customer's internal use.	123456	<ul style="list-style-type: none"> <li>Code for customer's internal use.</li> <li>Default is spaces.</li> </ul>
318 – 324	All File Types (see rules)	Postage	Numeric(7)  Defined as: 9999v999	Postage (excluding Extra Service fees and surcharges) less any work share discount.	\$5.69  Entered as: 0005690	<ul style="list-style-type: none"> <li>Leading zeroes required. Numeric values (0-9) only.</li> <li>In unit of dollars and rounded to the nearest tenth of cent.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
325 – 325	All File Types (see rules)	Postage Type	Alphanumeric(1)	'P' - Published 'C' - Customized 'A' - Commercial Plus Pricing 'B' - Commercial Based Pricing 'R' - Retail	P	<ul style="list-style-type: none"> <li>Indicates whether the postage is based on published or negotiated rates.</li> <li>Default is spaces.</li> </ul>
326 – 347	All File Types (see rules)	Customized Shipping Services Contracts (CSSC)	Alphanumeric(22)	Contract number for a negotiated rate.	AB123	<ul style="list-style-type: none"> <li>Default is spaces.</li> </ul>
348 – 361	All File Types (see rules)	Customized Shipping Services Contracts Product ID	Alphanumeric(14)	Product ID consists of the mail class, incentive, date, customer and version number.	PSR090108A B001	<ul style="list-style-type: none"> <li>Default is spaces.</li> </ul>
362 – 362	All File Types (see rules)	Unit of Measure Code	Numeric(1)	Unit of measurement for mailpiece weight: '1' - LBS '2' - OZ '3' - KILOS	1	<ul style="list-style-type: none"> <li>Field shall contain a USPS defined valid code.</li> <li>Default is '1' – LBS</li> </ul>
363 – 371	All File Types (see rules)	Weight	Numeric(9)  Defined as: 99999v9999	Mailpiece weight. In unit of measure and significant to 4 decimal positions. (Exclude weight of non-incident enclosure  Position. 489-497)	14.3 lbs.  Entered as 000143250	<ul style="list-style-type: none"> <li>Leading zeroes required. Numeric values (0-9) only.</li> </ul>
372 – 372	All File Types (see rules)	Processing Category	Alphanumeric(1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	<ul style="list-style-type: none"> <li>For Open and Distribute, the processing category "O" is required.</li> <li>For Returns, the processing category "R" is required.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
373 – 374	All File Types (see rules)	Rate Indicator	Alphanumeric(2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes	FR	<ul style="list-style-type: none"> <li>▪ For Parcel Select with Destination Rates, use 'Single Piece' for the Rate Indicator.</li> <li>▪ For PMEOD the rate indicator "PA" is required.</li> <li>▪ For PMOD the rate indicator "SP" is required.</li> <li>▪ For Commercial Plus Pricing the rate indicator of "UA", "U3", or "U5" is required.</li> </ul>
375 – 375	All File Types (see rules)	Destination Rate Indicator	Alphanumeric(1)	Refer to Appendix J, Table 5 for the complete list of Destination Rate Indicator codes.	D	<ul style="list-style-type: none"> <li>▪ Required for destination entry packages.</li> <li>▪ Default is 'N' for non-applicable products.</li> <li>▪ File Type 1 - Required for Open and Distribute mailings.</li> <li>▪ Default is 'N' for all other eVS/PRS mail class/products.</li> </ul>
376 – 377	All File Types (see rules)	Domestic Zone	Alphanumeric(2)	Refer to Appendix J, Table 14 for the complete list of ZONE codes.	Zone 3  Entered as: 03  Local Zone Entered as: LC	<ul style="list-style-type: none"> <li>▪ Required for products with rates based on zones.</li> <li>▪ Leading zeroes required if numeric.</li> <li>▪ Default is zeroes for non-applicable products.</li> <li>▪ Required for Commercial First-Class Package Service (FCPS)</li> </ul>



DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
378 – 382	File Type 1 and 2 (see rules)	Length	Numeric(5) Defined as: 999v99	Dimensional Length	30.25  Entered as: 03025	<ul style="list-style-type: none"> <li>▪ The length is the measurement of the longest dimension.</li> <li>▪ Length in inches. Required for GXG and domestic Priority Mail Local and Zones 1-9; <b>Parcel</b> Select Ground Zones 1-9; Parcel Select all entries and Zones 1-5; Priority Mail Express Zones 1-9.</li> <li>▪ Required for any rate indicator for Cubic Tier pricing.</li> <li>▪ Required when rate indicator = DR or DN.</li> <li>▪ If DR or DN is not populated in Rate Indicator, but dimensions (LxWxH) are provided then parcel will be assessed as dimensional</li> </ul>
383 – 387	File Type 1 and 2 (see rules)	Width	Numeric(5) Defined as: 999v99	Dimensional Width or Girth	12.75  Entered as: 01275	<ul style="list-style-type: none"> <li>▪ Width in inches. Required for GXG and domestic Priority Mail Local and Zones 1-9; Parcel Select Ground Zones 1-9; Parcel Select all entries and Zones 1-5; Priority Mail Express Zones 1-9</li> <li>▪ Required for any rate indicator for Cubic Tier pricing.</li> <li>▪ Zero-filled if not applicable.</li> <li>▪ Required when rate indicator = DR or DN.</li> <li>▪ If DR or DN is not populated in Rate Indicator, but dimensions (LxWxH) are provided then parcel will be assessed as dimensional</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
388 – 392	File Type 1 and 2 (see rules)	Height	Numeric(5) Defined as: 999v99	Dimensional Height	2.50  Entered as: 00250	<ul style="list-style-type: none"> <li>▪ Height in inches. Required for GXG and domestic Priority Mail Local and Zones 1-9; Parcel Select Ground Zones 1-9; Parcel Select all entries and Zones 1-5; Priority Mail Express <b>Zones 1-9</b>.</li> <li>▪ Required for any rate indicator Cubic Tier pricing.</li> <li>▪ Zero-filled if not applicable.</li> <li>▪ Required when rate indicator = DR or DN.</li> <li>▪ If DR or DN is not populated in Rate Indicator, but dimensions (LxWxH) are provided then parcel will be assessed as dimensional</li> </ul>
393 – 398	File Type 1 and 2 (see rules)	Dimensional Weight	Numeric(6) Defined as: 9999v99	Dimensional Weight	7.88  Entered as: 000788	<ul style="list-style-type: none"> <li>▪ Leading zeroes required, when populated.</li> <li>• For GXG                             <ul style="list-style-type: none"> <li>- (LL*WW*HH)/166 (zero-0 filled from left)</li> <li>- Space-filled if calculated value of DW rate &lt; or = value of rate of actual weight.</li> </ul> </li> <li>• For domestic Priority Mail Local and Zones 1-9; Parcel Select Ground Zones 1-9; Parcel Select all entries and Zones 1-5; Priority Mail Express <b>Zones 1-9</b>; (LLL*WW*HH)/166 (zero-filled from left)                             <ul style="list-style-type: none"> <li>-Non-Rect. ((LLL*WW*HHG)*0.785)/166</li> <li>-Space-filled if calculated value of DW rate &lt; or = value of rate of actual weight.</li> </ul> </li> <li>▪ If not applicable, default is zeros.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
399 – 401	All File Types (see rules)	Extra Service Code 1st Service	Alphanumeric(3)	2 or 3 digit extra service code.  IMPB: Refer to Appendix J, Table 7-1 for the complete list of 3-digit Extra Service codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of 2-digit Extra Service codes.	910	<ul style="list-style-type: none"> <li>▪ Field contains one Extra Service Code.</li> <li>▪ Required when one Extra Service Code is used.</li> <li>▪ Legacy: 2-digit extra service code with trailing space.</li> </ul>
402 – 407	All File Types (see rules)	Extra Service Fee 1st Service	Numeric(6)  Defined as: 9999v99	Fee for 1st Extra Service Code	\$.25  Entered as: 000025	<ul style="list-style-type: none"> <li>▪ Required when Extra Service Code 1st Service is populated.</li> </ul>
408 – 410	All File Types (see rules)	Extra Service Code 2nd Service	Alphanumeric(3)	2 or 3-digit extra service code.  IMPB: Refer to Appendix J, Table 7-1 for the complete list of 3-digit Extra Service codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of 2-digit Extra Service codes.	915	<ul style="list-style-type: none"> <li>▪ Field contains one Extra Service Code.</li> <li>▪ Required when one Extra Service Code is used.</li> <li>▪ Legacy: 2-digit extra service code with trailing space.</li> </ul>
411 – 416	All File Types (see rules)	Extra Service Fee 2nd Service	Numeric(6)  Defined as: 9999v99	Fee for 2nd Extra Service Code	\$1.40  Entered as: 000140	<ul style="list-style-type: none"> <li>▪ Required when Extra Service Code 2nd Service is populated.</li> <li>▪ Default is zeroes.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
417 – 419	All File Types (see rules)	Extra Service Code 3rd Service	Alphanumeric(3)	2 or 3-digit Extra Service Code.  IMPB: Refer to Appendix J, Table 7-1 for the complete list of 3-digit Extra Service codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of 2-digit Extra Service codes	921	<ul style="list-style-type: none"> <li>▪ Field contains one Extra Service Code.</li> <li>▪ Required when one Extra Service Code is used.</li> <li>▪ Legacy: 2-digit Extra Service Code with trailing space.</li> </ul>
420 – 425	All File Types (see rules)	Extra Service Fee 3rd Service	Numeric(6)  Defined as: 9999v99	Fee for 3rd Extra Service Code	\$.85  Entered as: 000085	<ul style="list-style-type: none"> <li>▪ Required when Extra Service Code 3rd Service is populated.</li> <li>▪ Default is zeroes.</li> </ul>
426 – 428	All File Types (see rules)	Extra Service Code 4th Service	Alphanumeric(3)	2 or 3-digit extra service code.  IMPB: Refer to Appendix J, Table 7-1 for the complete list of 3-digit Extra Service codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of 2-digit Extra Service codes	921	<ul style="list-style-type: none"> <li>▪ Field contains one Extra Service Code.</li> <li>▪ Required when one Extra Service Code is used.</li> <li>▪ Legacy: 2-digit Extra Service Code with trailing space.</li> </ul>
429 – 434	All File Types (see rules)	Extra Service Fee 4th Service	Numeric(6)  Defined as: 9999v99	Fee for 4th Extra Service Code.	\$.85  Entered as: 000085	<ul style="list-style-type: none"> <li>▪ Required when Extra Service Code 4th Service is populated.</li> <li>▪ Default is zeroes.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
435 – 437	All File Types (see rules)	Extra Service Code 5th Service	Alphanumeric(3)	2 or 3-digit extra service code.  IMPB: Refer to Appendix J, Table 7-1 for the complete list of 3-digit Extra Service codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of 2-digit Extra Service codes.	931	<ul style="list-style-type: none"> <li>Field contains one Extra Service Code.</li> <li>Required when one Extra Service Code is used.</li> <li>Legacy: 2-digit extra service code with trailing space.</li> </ul>
438 – 443	All File Types (see rules)	Extra Service Fee 5th Service	Numeric(6)  Defined as: 9999v99	Fee for 5th Extra Service Code.	\$.85  Entered as: 000085	<ul style="list-style-type: none"> <li>Required when Extra Service Code 5th Service is populated.</li> <li>Default is zeroes.</li> </ul>
444 – 450	All File Types (see rules)	Value of Article	Numeric(7)  Defined as: 99999v99	Wholesale cost of article.	\$500.00  Entered as: 0050000	<ul style="list-style-type: none"> <li>Mandatory if insurance is being included as an Extra Service.</li> <li>Required if insured. Default is zeroes.</li> </ul>
451 – 456	All File Types (see rules)	COD Amount Due Sender	Numeric(6)  Defined as: 9999v99	Dollar amount due on delivery.	\$206.00  Entered as: 020600	<ul style="list-style-type: none"> <li>Required if package is COD.</li> <li>Default is zeroes.</li> </ul>
457 – 460	File Type 2 (see rules)  Not available for	Handling Charge	Numeric(4)  Defined as:  99v99	Handling charge for Registered Mail valued at more than \$25,000.	\$20.50  Entered as: 002050	<ul style="list-style-type: none"> <li>Required if First-Class Package Service with Registered service valued more than \$25,000.</li> <li>Default is zeroes.</li> </ul>
461 – 462	All File Types (see rules)	Surcharge Type	Alphanumeric(2)	Refer to Appendix J, Table 13 for the complete list of Surcharge Type codes.	A1	<ul style="list-style-type: none"> <li>Default is spaces.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
463 – 469	All File Types (see rules)	Surcharge Amount	Numeric(7) Defined as: 9999v999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	<ul style="list-style-type: none"> <li>Numeric values (0-9) only. Leading zeroes required.</li> <li>Default is zeroes for non-applicable products.</li> </ul>
470 – 471	All File Types (see rules)	Discount Type	Alphanumeric(2)	Refer to Appendix J, Table 6 for the complete list of Discount Type codes.	D1	<ul style="list-style-type: none"> <li>Default is spaces.</li> </ul>
472 – 478	All File Types (see rules)	Discount Amount	Numeric(7) Defined as: 9999v999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	<ul style="list-style-type: none"> <li>Numeric values (0-9) only. Leading zeroes required.</li> <li>Default is zeroes for non-applicable products.</li> </ul>
479 – 480	Not valid for File Types 1 and 3 (see rules)	Non-Incidental Enclosure Rate Indicator	Alphanumeric(2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes.	SP	<ul style="list-style-type: none"> <li>Mandatory if applicable.</li> <li>Default is spaces if not applicable.</li> </ul>
481 – 482	Not valid for File Types 1 and 3 (see rules)	Non-Incidental Enclosure Class	Alphanumeric(2)	Refer to Appendix J, Table 8 for the complete list of Mail Class codes.	FC	<ul style="list-style-type: none"> <li>Mandatory if applicable.</li> <li>Default is spaces if not applicable.</li> </ul>
483 – 489	Not valid for File Types 1 and 3 (see rules)	Non-Incidental Enclosure Postage	Numeric(7) Defined as: 9999v999	Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest tenth of cent.	\$.33 Entered as: 0000330	<ul style="list-style-type: none"> <li>Mandatory if applicable.</li> <li>Default is zeroes, if not applicable.</li> </ul>
490 – 498	Not valid for File Types 1 and 3 (see rules)	Non-Incidental Enclosure Weight	Numeric(9) Defined as: 99999v9999	Individual weight of the non-incidental enclosure.	0.2500 Entered as: 000002500	<ul style="list-style-type: none"> <li>Mandatory if applicable. In unit of lbs and significant to 4 decimal positions</li> <li>Default is zeroes, if not applicable.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
499 – 499	Not valid for File Types 1 and 3 (see rules)	Non-Incidental Enclosure Processing Category	Alphanumeric(1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	<ul style="list-style-type: none"> <li>Default is spaces for non-applicable products.</li> </ul>
500 – 500	All File Types (see rules)	Postal Routing Barcode	Numeric(1)	<p>Indicator of presence and / or type of 5-digit destination ZIP Code (postal routing barcode).</p> <p>Refer to Appendix J, Table 10 for the complete list of Postal Routing Barcode codes.</p>	1	<ul style="list-style-type: none"> <li>Field shall contain a valid code.</li> <li>Default is a space.</li> </ul>
501 – 502	File Types 1 and 2 (see rules)	Open and Distribute Contents Indicator	Alphanumeric(2)	Refer to Appendix J, Table 9 for the complete list of Open and Distribute Content Indicator Codes.	EF	<ul style="list-style-type: none"> <li>Required for Open and Distribute mailings.</li> <li>Default is spaces for non-applicable products.</li> </ul>
503 – 503	File Types 1 and 2 (see rules)	PO Box Indicator	Alphanumeric(1)	'Y' = Priority Mail Express Manifesting addressed to a PO Box.	N	<ul style="list-style-type: none"> <li>Required for Priority Mail Express.</li> <li>Default value is 'N'.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
504-504	File Types 1 and 2 (see rules)	Waiver of Signature/Carrier Release/Merchant Override/Customer Delivery Preference	Alphanumeric(1)	<p>Waiver of signature for Priority Mail Express®.</p> <p>Carrier Release Product.</p> <p>Merchant Override Electronic Signature Online used to opt-out of eSOL and require a physical signature upon delivery.</p> <p>Customer Delivery Preference- This option will be supported for Future Use.</p>	N	<p>Waiver of Signature - Mandatory for Priority Mail Express.</p> <ul style="list-style-type: none"> <li>▪ Default value is 'Y'.</li> <li>▪ Required: Print 'WAIVER OF SIGNATURE' on label when value set to 'Y'.</li> <li>▪ Print 'SIGNATURE REQUIRED' on label when value set to 'N'.                             <ul style="list-style-type: none"> <li>○ 'N' allows eSOL eligible'.</li> </ul> </li> </ul> <p>*****</p> <p>Carrier Release Product</p> <ul style="list-style-type: none"> <li>▪ Cannot be used with signature services products</li> <li>▪ 1 = Mailer requests Carrier Release</li> <li>▪ 2 = Mailer does not request Carrier Release</li> <li>▪ Null = Default</li> </ul> <p>*****</p> <p>Merchant Override</p> <ul style="list-style-type: none"> <li>• 3= Merchant Override Electronic Signature Online (eSOL)                             <ul style="list-style-type: none"> <li>○ Physical Signature Required</li> </ul> </li> <li>• Print 'SIGNATURE REQUIRED' on label when value set to '3'</li> <li>• Null = Default</li> </ul> <p>*****</p> <p>Customer Delivery Preference- Future Use.</p>



DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
505 – 505	File Types 1 and 2 (see rules)	Delivery Option Indicator	Alphanumeric(1)	Refer to Appendix J, Table 4 for the complete list of Delivery Option Indicator codes.	1	<ul style="list-style-type: none"> <li>▪ Required for Priority Mail Express.</li> <li>▪ For PMEOD, the Delivery Option Indicator of “E” is required.</li> <li>▪ Default value is ‘1’.</li> </ul>
506 - 507	File Types 1 and 2 (see rules)	Destination Delivery Point	Alphanumeric(2)	Destination Delivery Point - completes the 11-digit Delivery Point ZIP Code.	02	<ul style="list-style-type: none"> <li>▪ Numeric values (0-9) only.</li> <li>▪ If International, all zeroes. Default spaces if not available.</li> <li>▪ NOTE: Effective January 25, 2015, either the Destination Delivery address or the 11-digit delivery point validated ZIP Code for the delivery address must be included in the D1 record.</li> <li>▪ When the 11-digit validated ZIP Code is provided this ZIP+4 must match the +4 in the 11-digit validated ZIP Code.</li> </ul>
508 - 508	File Type 4 (see rules)	Unused Label/Removal Indicator	Alphanumeric(1)	“Y” Customer indicates the label will not be used.	Y	<ul style="list-style-type: none"> <li>▪ Field shall contain a valid code (space or “Y”).</li> <li>▪ Default is a space.</li> </ul>
509 - 510	File Types 1 and 2 (see rules)	Tracking Indicator	Alphanumeric(2)	Indicates that the Original Tracking Number is included in field position 515 – 548.	“01”	<ul style="list-style-type: none"> <li>▪ If an Original Tracking Number is included in the Original Tracking Number field positions 515-548 then the value of ‘01’ should be included.</li> <li>▪ Default is spaces. Right justified.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
511 - 514	File Types 1 and 2 (see rules)	Original Tracking Number Barcode Construct Code	Alphanumeric(4)	A 3-character code to identify the construct of the Over label Tracking Number.  Refer to Appendix J, Table 1 for the complete list of Barcode Construct codes.	C06	<ul style="list-style-type: none"> <li>▪ Constructs available to be used by commercial customers begin with "C". C01 - C10.</li> <li>▪ Constructs available to be used by online customers begin with "N". N01- N10.</li> <li>▪ Left justified, trailing spaces.</li> <li>▪ For International labels, the barcode construct field will be spaces or I01.</li> <li>▪ File Type 1 and 3 – Legacy Barcode Code Construct – L01 only.</li> <li>▪ File Type2 – Legacy Barcode Constructs – L01 through L04.</li> </ul>
515 – 548	File Types 1 and 2 (see rules)	Original Tracking Number	Alphanumeric(34)	The Original Tracking number created that is over labeled with the Tracking Number contained in Position 003-036.	Refer to Appendix J, Table 1 for the complete list of label examples.	<ul style="list-style-type: none"> <li>▪ Tracking number shall be unique for 120 days from first use.</li> <li>▪ 3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</li> <li>▪ 5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</li> <li>▪ Left justified trailing spaces.</li> </ul>
549 - 578	All File Types (see rules)	Customer Reference Number 2	Alphanumeric(30)	Customer's internal reference number.	123456	<ul style="list-style-type: none"> <li>▪ Used for customer internal identification purposes.</li> <li>▪ Default is spaces</li> </ul>
579 - 626	File Types 1 and 2 (see rules)	Recipient Name	Alphanumeric(48)	Ship to name of addressee.	JOHN DOE	<ul style="list-style-type: none"> <li>▪ Required for all signature products. Recommended for all products.</li> <li>▪ Default is spaces.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
627 - 674	File Types 1 and 2 (see rules)	Destination Delivery Address	Alphanumeric(48)	The Delivery Address	123 MAIN ST	<ul style="list-style-type: none"> <li>▪ Required for Accountable mail and International mail.</li> <li>▪ NOTE; Effective January 25, 2015, Destination Delivery Address and/or the 11-digit Destination Delivery Point are required.</li> <li>▪ May contain secondary unit designator, such as APT or SUITE, for Accountable mail.)</li> <li>▪ The following Special Characters (hyphen, forward slash and period) are allowed.</li> <li>▪ This field is not to be used for the city or state.</li> <li>▪ Default is spaces.</li> </ul>

DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
675 - 677	None (see rules)	Ancillary Service Endorsement	Alphanumeric(3)	Address Correction service Code and option.  'A' = Change Service Option 1 'B' = Change Service Option 2 'C' = Address Service Option 1 'D' = Address Service Option 2 'L' = Address Service Option 3 'M' = Address Service Option 4 'E' = Address Service-BPRS 'F' = Return Service Option 1 'G' = Return Service Option 2 'O' = Return Service Option 3 'H' = Temp Return Service Option 1 'I' = Temp Return Service Option 2 'J' = Shipper Paid Forward Option 1 'K' = Shipper Paid Forward Option 2 'Z' = Forwarding Service Option 1 'N' = No Endorsement		<ul style="list-style-type: none"> <li>▪ Future Use</li> <li>▪ Default is spaces</li> </ul>
678 - 686	None (see rules)	Address Service Participant Code	Alphanumeric(9)	6 or 9 digit Mailer ID or a 7 digit Alphanumeric code		<ul style="list-style-type: none"> <li>▪ Future Use</li> <li>▪ Left justified, trailing spaces</li> <li>▪ Default is spaces</li> </ul>
687 – 702	None (see rules)	Key Line	Alphanumeric(16)	The Mailer/Shippers identification to the recipient		<ul style="list-style-type: none"> <li>▪ Future Use</li> <li>▪ Default is spaces</li> </ul>

**Appendix B – Shipping Services File 1.7**

<b>DETAIL RECORD 1 – Shipping Services File Record Version 1.7 Layout</b>						
<b>RATE/PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
703 - 750	None (see rules)	Return Address	Alphanumeric(48)	Address of Sender	123 MAIN ST	<ul style="list-style-type: none"> <li>▪ Default is spaces</li> <li>▪ Recommend for all products.</li> <li>▪ Required for COD</li> </ul>
751 – 778	None (see rules)	Return Address City	Alphanumeric(28)	City name of Sender address	Reston	<ul style="list-style-type: none"> <li>▪ Default is spaces</li> <li>▪ Required for COD</li> </ul>
779 - 780	None (see rules)	Return Address State	Alphanumeric(2)	Two character state code of the sender address	VA	<ul style="list-style-type: none"> <li>▪ Default is spaces</li> <li>▪ Required for COD</li> </ul>
781 – 785	None (see rules)	Return Address ZIP Code	Numeric(5)	5 digit ZIP code for sender address	22201	<ul style="list-style-type: none"> <li>▪ Sender's ZIP Code is required</li> <li>▪ Shall be 5 digits</li> <li>▪ Numeric values (0-9) only</li> <li>▪ Required for COD</li> </ul>
786 - 800	None (see rules)	Logistic Mailing Facility CRID	Alphanumeric(15)	CRID associated with the mail preparation facility where the shipment was prepared	987987	<ul style="list-style-type: none"> <li>▪ May be provided for File type 1 and 3</li> <li>▪ Default is spaces</li> </ul>
801 - 888	All File Types (see rules)	Filler	Alphanumeric(88)	Filler for Future Use		<ul style="list-style-type: none"> <li>▪ Spaces are required</li> </ul>

## Appendix B – Shipping Services File 1.7

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Customers who include the address and/or Delivery Point in the D1 record may skip the D2 record entirely for many products,

DETAIL RECORD 2 - Shipping Services File Version 1.7 Layout						
SPECIAL PRODUCT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001 - 002	All File Types (see rules)	Electronic File Detail Record ID	Alphanumeric(2)	A 2-character system constant that identifies an electronic file detail record.	D2	▪ 'D2' is required.

DETAIL RECORD 2 - Shipping Services File Version 1.7 Layout						
SPECIAL PRODUCT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
003 - 036	All File Types (see rules)	Tracking Number	Alphanumeric(34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>Commercial Mailer                      3-digits - '420'                      5-digits - Routing ZIP Code                      4-digits - Routing +4                      2-digits - AI (92 or 93)                      3-digits - STC                      6- or 9-digits - MID                      If six-digit MID, 10- or 14-digit serial #                      If nine-digit MID, 7- or 11-digit serial #                      1-digit - check digit</p> <p>Online Mailer                      3-digits - '420'                      5-digits - Routing ZIP Code                      4-digits - Routing +4                      2-digits - AI 94                      3-digits - STC                      2-digits - source identifier for your system                      6- or 9-digits - MID                      5 or 8-digits, serial number depending on construct used                      1-digit - check digit</p> <p>Legacy Tracking number use on package.                      2-digits - "91" AI                      2-digits - STC                      9-digits - MID                      8-digits - Variable-length serial number from 2 to 8-digits.                      1-digit - check digit</p>	Refer to Appendix J, Table 1 for the complete list of label examples.	<ul style="list-style-type: none"> <li>▪ Must be the same Tracking Number as the D1 Tracking Number.</li> <li>▪ Tracking number must be unique for 120 days from first use.</li> <li>▪ 3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</li> <li>▪ 5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</li> <li>▪ Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</li> <li>▪ MRS piece (any piece with extra service 980) must use a Barcode Construct of C01, C05, N02 or N05 – a 9-digit ZIP code.</li> </ul>
037 - 132	All File Types (see rules)	Filler	Alphanumeric(96)	Filler for future use.		<ul style="list-style-type: none"> <li>▪ Spaces are required.</li> </ul>
133-160	File Types 1 and 2 (see rules)	City Name	Alphanumeric (28)	City name of the destination address.	Reston	<ul style="list-style-type: none"> <li>▪ Required</li> </ul>

DETAIL RECORD 2 - Shipping Services File Version 1.7 Layout						
SPECIAL PRODUCT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
161-162	File Types 1 and 2 (see rules)	State	Alphanumeric (2)	Two character state code of the destination address.	VA	<ul style="list-style-type: none"> <li>Default is spaces for International mail.</li> </ul>
163-167	File Types 1 and 2 (see rules)	Delivery ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	<ul style="list-style-type: none"> <li>Must be 5 digits.</li> <li>Numeric values (0-9) only.</li> <li>If International, all zeroes.</li> </ul>
168-171	File Types 1 and 2 (see rules)	Delivery ZIP +4	Alphanumeric (4)	Destination +4 add on of Domestic ZIP Code.	2804	<ul style="list-style-type: none"> <li>Numeric values (0-9) only.</li> <li>Default zeroes if not available.</li> <li>If International, all zeroes.</li> </ul>
172 - 235	File Types 1 and 2 (see rules)	Recipient E-mail Address	Alphanumeric(64)	E-mail address of recipient.	johnsmith@usps.gov	<ul style="list-style-type: none"> <li>Required for Hold For Pickup</li> <li>Required if Recipient SMS number is not provided.</li> <li>Default is spaces.</li> <li>Conditionally required for International – refer to the Individual Country Listing for destination country requirements</li> </ul>
236 - 299	File Types 1 and 2 (see rules)	Recipient SMS Number	Alphanumeric(64)	Phone number at which recipient will receive text messages.	5555551234@wirelesscarrier.com	<ul style="list-style-type: none"> <li>Required for Hold For Pickup</li> <li>Required if Recipient E-mail address is not provided.</li> <li>Default is spaces.</li> <li>Conditionally required for International – refer to the Individual Country Listing for destination country requirements</li> </ul>
300 - 347	File Types 1 and 2 (see rules)	Sender Name	Alphanumeric(48)	Name of sender.	Jane Doe	<ul style="list-style-type: none"> <li>Required for Hold For Pickup</li> <li>Default is spaces.</li> </ul>



DETAIL RECORD 2 - Shipping Services File Version 1.7 Layout						
SPECIAL PRODUCT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
348 - 411	File Types 1 and 2 (see rules)	Sender E-mail Address	Alphanumeric(64)	E-mail address of sender.	<a href="mailto:janedoe@usps.gov">janedoe@usps.gov</a>	<ul style="list-style-type: none"> <li>▪ Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.</li> <li>▪ Default is spaces.</li> <li>▪ Conditionally required for International – refer to the Individual Country Listing for destination country requirements</li> </ul>
412 - 475	File Types 1 and 2 (see rules)	Sender SMS Number	Alphanumeric(64)	Phone number at which sender will receive text messages.	5555551235@wirelesscarrier.com	<ul style="list-style-type: none"> <li>▪ Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.</li> <li>▪ Default is spaces.</li> <li>▪ Conditionally required for International – refer to the Individual Country Listing for destination country requirements</li> </ul>
476 - 500	All File Types (see rules)	Filler	Alphanumeric(25)	For future use.		<ul style="list-style-type: none"> <li>▪ Spaces are required.</li> </ul>

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001-002	All File Types (see rules)	Electronic File Detail Record ID	Alphanumeric(2)	A 2-character system constant that identifies an electronic file detail record.	D3	<ul style="list-style-type: none"> <li>'D3' is required.</li> </ul>
003-036	All File Types (see rules)	Tracking Number	Alphanumeric(34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>Commercial Mailer</p> <p>3-digits - '420'</p> <p>5-digits - Routing ZIP Code</p> <p>4-digits - Routing +4</p> <p>2-digits - AI (92 or 93)</p> <p>3-digits - STC</p> <p>6- or 9-digits - MID</p> <p>If six-digit MID, 10- or 14-digit serial #</p> <p>If nine-digit MID, 7- or 11-digit serial #</p> <p>1-digit - check digit</p> <p>Online Mailer</p> <p>3-digits - '420'</p> <p>5-digits - Routing ZIP Code</p> <p>4-digits - Routing +4</p> <p>2-digits - AI 94</p> <p>3-digits - STC</p> <p>2-digits - source identifier for your system</p> <p>6- or 9-digits - MID</p> <p>5 or 8-digits, serial number depending on construct used</p> <p>1-digit - check digit</p> <p>Legacy Tracking number use on package.</p> <p>2-digits - "91" AI</p> <p>2-digits - STC</p> <p>9-digits - MID</p> <p>8-digits - Variable-length serial number from 2 to 8-digits.</p> <p>1-digit - check digit</p>	Refer to Appendix J, Table 1 for the complete list of label examples	<ul style="list-style-type: none"> <li>Must be the same Tracking Number as the D1 Tracking Number.</li> <li>Tracking number must be unique for 120 days from first use.</li> <li>3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</li> <li>5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</li> <li>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</li> <li>MRS piece (any piece with extra service 980) must use a Barcode Construct of C01, C05, N02 or N05 – a 9-digit ZIP code.</li> </ul>

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
037-070	All (see rules)	Customs Label Barcode Number	Alphanumeric(34)	Barcode number from the 2976 or 2976A declaration form.	CP123456789 US	<ul style="list-style-type: none"> <li>For Priority Mail International and First-Class International, this will be the same as the PIC.</li> <li>For Priority Mail Express International this number could be the same as the tracking number or different than the tracking number</li> </ul>
071-145	See rules	Sender Last Name	Alphanumeric(75)	Last Name of sender.	Doe	<ul style="list-style-type: none"> <li>Sender's Last name required unless Sender's Business name is present.</li> <li>Shall be at least 2 alpha characters A-Z.</li> <li>Left justified.</li> </ul>
146-194	See rules	Sender First Name	Alphanumeric(49)	First Name of sender.	Jane	<ul style="list-style-type: none"> <li>Sender's First name required if last name is present.</li> <li>Shall be at least 2 alpha characters A-Z.</li> <li>Left justified.</li> </ul>
195-195	None (see rules)	Sender Middle Initial	Alphanumeric(1)	Middle Initial of Sender	A	<ul style="list-style-type: none"> <li>Left justified.</li> <li>Default is spaces.</li> </ul>
196-295	See rules	Sender Business Name	Alphanumeric(100)	Name of Sender's Business	Example Corporation	<ul style="list-style-type: none"> <li>Sender's Business Name required if last name is not present.</li> <li>Shall be at least 2 alpha characters A-Z.</li> <li>Left justified.</li> </ul>
296-443	All File Types (see rules)	Sender Address	Alphanumeric(148)	Address of Sender.		<ul style="list-style-type: none"> <li>Sender's Address is required</li> <li>The following Special Characters (-, hyphen, forward slash and period) are allowed.</li> <li>Left justified.</li> </ul>
444-493	All File Types (see rules)	Sender City	Alphanumeric(50)	City name of Sender address	Reston	<ul style="list-style-type: none"> <li>Sender's City is required.</li> <li>Left justified.</li> </ul>

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
494 -495	All File Types (see rules)	Sender State	Alphanumeric(2)	Two character state code of the sender address	VA	<ul style="list-style-type: none"> <li>Sender's State is required.</li> <li>Left justified.</li> </ul>
496 -500	All File Types (see rules)	Sender ZIP Code	Numeric(5)	5 digit ZIP code for sender address.	22201	<ul style="list-style-type: none"> <li>Sender's ZIP Code is required.</li> <li>Shall be 5 digits. Numeric values (0-9) only.</li> </ul>
501 -504	None (see rules)	Sender Zip +4	Alphanumeric(4)	+4 add on of ZIP Code for sender address	2804	<ul style="list-style-type: none"> <li>Numeric values (0-9) only.</li> <li>Default is zeroes.</li> </ul>
505 -506	None (see rules)	Sender Delivery Point Code	Alphanumeric(2)	Destination Delivery Point - completes the 11 digit Delivery Point ZIP Code.	02	<ul style="list-style-type: none"> <li>Numeric values (0-9) only.</li> <li>If International, all zeroes.</li> <li>Default to spaces if not available.</li> </ul>
507 -536	None (see rules)	Sender Phone	Alphanumeric(30)	Phone number associated with the sender. Format for U.S. is: nnn-xxx-nnnn	202-555-1234	<ul style="list-style-type: none"> <li>Left justified.</li> </ul>
537 -538	All File Types (see rules)	Sender Country Code	Alphanumeric(2)	Country associated with sender's address - use two character IMM Code.	US	<ul style="list-style-type: none"> <li>For international items the 2 char ISO Country Code is required.</li> <li>Left justified</li> <li>Default is spaces.</li> </ul>
539 -613	See rules	Recipient Last Name	Alphanumeric(75)	Last Name of addressee.	DOE	<ul style="list-style-type: none"> <li>Recipient's Last name required unless Recipient's Business name is present.</li> <li>Shall be at least 2 alpha characters A-Z.</li> <li>Left justified.</li> </ul>
614 -662	See Rules	Recipient First Name	Alphanumeric(49)	First Name of addressee.	John	<ul style="list-style-type: none"> <li>Recipient's First name required if Recipient's Last name is present.</li> <li>Shall be at least 2 alpha characters A-Z.</li> <li>Left justified.</li> </ul>

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
663 -663	None (see rules)	Recipient Middle Initial	Alphanumeric(1)	Middle Initial of addressee	Z	<ul style="list-style-type: none"> <li>Default is spaces.</li> </ul>
664 -763	See Rules	Recipient Business Name	Alphanumeric(100)	Ship to business name	Example Inc.	<ul style="list-style-type: none"> <li>Recipient's Business Name required if Recipient's Last name is not present.</li> <li>Shall be at least 2 alpha characters A-Z.</li> </ul>
764 -911	All File Types (see rules)	Recipient Delivery Address	Alphanumeric(148)	Delivery Address in the destination address.	123 MAIN ST	<ul style="list-style-type: none"> <li>Required for Accountable mail and international mail.</li> <li>(May contain secondary unit designator, such as APT or SUITE, for Accountable mail.</li> <li>This field is not to be used for the city or state.</li> <li>The following Special Characters ( -, hyphen, forward slash and period) are allowed.</li> </ul>
912 -961	None (see rules)	Recipient City Name	Alphanumeric(50)	City name of the destination address.	Reston	<ul style="list-style-type: none"> <li>Required</li> <li>Default is spaces.</li> </ul>
962-1001	None (see rules)	International Province Name	Alphanumeric(40)	International Province Name of the destination address.	Ontario	<ul style="list-style-type: none"> <li>Required for international mail to countries with Province Names.</li> <li>Left justified. Default is spaces.</li> </ul>
1002 -1026	None (see rules)	Delivery Postal Code	Alphanumeric(25)	Foreign country postal codes or POSTNET representation.	A0A9A0	<ul style="list-style-type: none"> <li>Required if used in the destination country.</li> <li>Left justified.</li> <li>Default is spaces.</li> </ul>
1027 -1028	All File Types (see rules)	Delivery Country Code	Alphanumeric(2)	Two character standardized 2-digit IMM International country code. Required for International pieces as listed in the International Mail Manual (IMM)	JP	<ul style="list-style-type: none"> <li>For international items the 2 char ISO Country Code is required.</li> <li>Default is spaces for Domestic.</li> </ul>

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1029 - 1029	See rules.	Importers Reference Type	Alphanumeric(1)	'1' = Tax Code '2' = VAT no. '3' = Importer Code ' ' = Space	2	<ul style="list-style-type: none"> <li>If the "Importers Reference" field is not spaces, then "Importers Reference Type" is mandatory.</li> <li>See rule above for when the default value can be a space</li> </ul>
1030 - 1069	None (see rules)	Importers Reference	Alphanumeric(40)	Tax code / VAT no. / Importer Code	2332568794	<ul style="list-style-type: none"> <li>Left justified.</li> <li>Default is spaces.</li> </ul>
1070 - 1099	None (see rules)	Importers Telephone Number	Alphanumeric(30)	Telephone number of importer	015552688000	<ul style="list-style-type: none"> <li>Left justified.</li> <li>Default is spaces.</li> </ul>
1100 - 1129	None (see rules)	Importers Fax Number	Alphanumeric(30)	Fax number of Importer	015552688000	<ul style="list-style-type: none"> <li>Left justified.</li> <li>Default is spaces.</li> </ul>
1130 - 1169	None (see rules)	Importers E-mail Address	Alphanumeric(40)	E-mail address of Importer	janedoe@usps.gov	<ul style="list-style-type: none"> <li>Left justified.</li> <li>Default is spaces.</li> </ul>
1170 - 1178	None (see rules)	Postage Paid	Numeric(9)  Define as: 9999999v99	Total amount of postage paid, including all fees and surcharges	\$12.34  Entered as 000001234	<ul style="list-style-type: none"> <li>Leading zeroes required.</li> <li>Numeric values (0-9) only.</li> <li>Default is zeroes.</li> </ul>
1179 – 1183	All File Types (see rules)	Net Weight (Pounds)	Numeric(5)  Defined as: 999v99	Total package weight in pounds.  Fractions of pounds are accepted.	1.75 lbs.  Entered as 00175	<ul style="list-style-type: none"> <li>Required total weight of all items before package tare weight.</li> <li>Either pounds or ounces shall be greater than zero.</li> <li>Pounds can be expressed as a fraction (eg. 0.75 lbs)</li> </ul>
1184 - 1185	All File Types (see rules)	Net Weight (Ounces)	Numeric(2)	Total package weight in ounces.	2 oz.  Entered as 02	<ul style="list-style-type: none"> <li>Either pounds or ounces shall be greater than zero.</li> <li>Ounces should not exceed 15.</li> </ul>
1186 - 1194	All File Types (see rules)	Total Package Value	Numeric(9)  Define as 9999999V99	Total value of the package in US dollars.	125.00  Entered as 000012500	<ul style="list-style-type: none"> <li>Shall be greater than zero.</li> <li>Cannot be less than the sum of all item values in the D4 record.</li> </ul>
1195 - 1195	None (see rules)	Delivery Type	Alphanumeric(1)	1 = Airmail Priority, 2 = Surface Non-Priority	1	<ul style="list-style-type: none"> <li>Default is spaces.</li> </ul>

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1196 - 1196	None (see rules)	Description of Package	Alphanumeric(1)	'1' = Merchandise '2' = Gift '3' = Document '4' = Commercial Sample '5' = Returned Goods '6' = Other (explanation in package comments field below) '7' = Humanitarian Donations '8' = Dangerous Goods	5	<ul style="list-style-type: none"> <li>Required</li> <li>If the description of package = "3 Document" then a D4 document record is not required.</li> </ul>
1197 - 1221	None (see rules)	Content Comments	Alphanumeric(25)	Any comments on the contents of the package.		<ul style="list-style-type: none"> <li>Left justified.</li> <li>Default is spaces.</li> </ul>
1222 - 1222	None (see rules)	Package Restrictions	Alphanumeric(1)	'1' = Quarantine '2' = Sanitary Inspection '3' = Phytosanitary Inspection '4' = Other Restriction	1	<ul style="list-style-type: none"> <li>Default is spaces.</li> </ul>
1223 – 1247	None (see rules)	Package Restriction Comments	Alphanumeric(25)	Any restriction remarks.		<ul style="list-style-type: none"> <li>Left justified.</li> <li>Default is spaces.</li> </ul>
1248 – 1263	None (see rules)	License Number	Alphanumeric(16)	General export license. See the International Mail Manual, section 532.	5684351684	<ul style="list-style-type: none"> <li>Left justified.</li> <li>Default is spaces.</li> <li>Conditionally required – shipper must determine if an export requires a license. See <a href="http://export.gov/article?id=Regulation">export.gov/article?id=Regulation</a> for more information.</li> </ul>
1264 – 1275	None (see rules)	Certificate Number	Alphanumeric(12)	If item is accompanied by a certificate number, enter it here.	5684351684	<ul style="list-style-type: none"> <li>Left justified.</li> <li>Default is spaces.</li> </ul>
1276 – 1290	None (see rules)	Invoice Number	Alphanumeric(15)	If item is accompanied by an Invoice number, enter it here. All commercial items should have an invoice.	5684351684	<ul style="list-style-type: none"> <li>Left justified. Default is spaces.</li> </ul>

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1291 – 1291	None (see rules)	Senders Instructions in case of non-delivery	Alphanumeric(1)	“1” = Treat as abandoned “2” = Return to Sender “3” = Redirect Address	1	<ul style="list-style-type: none"> <li>Default is spaces</li> </ul>
1292 – 1299	None (see rules)	SDR Value	Numeric(8)  Defined as: 99999v999	SDR Value of mail item	\$5.69  Entered as: 0005690	<ul style="list-style-type: none"> <li>In unit of dollars and rounded to the nearest cent.</li> <li>Leading zeroes required.</li> <li>Numeric values (0-9) only.</li> <li>Default is zeroes.</li> </ul>
1300 - 1324	None (see rules)	EEL	Alphanumeric(25)	Exemption or Exclusion Legend (EEL)	NOEEI 30.37(a)	<ul style="list-style-type: none"> <li>Required – either the EEL or the PFC must be populated with a valid value.</li> <li>An Exemption and Exclusion Legend (EEL) is required for international shipments valued at \$2500 or less and/or not requiring an export license. Example: NOEEI 30.37(a)</li> <li>A list of common exemptions is provided in the IMM subsection 526 – AES Exemption</li> <li>Left justified. Default is spaces.</li> </ul>



DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1325 - 1359	None (see rules)	PFC	Alphanumeric(35)	Proof of Filing Citation (PFC).	Example of the ITN they will receive: AES X200809309 8 7654.	<ul style="list-style-type: none"> <li>▪ Required – either the EEL or the PFC must be populated with a valid value.</li> <li>▪ Federal regulations requires a PFC number for individual line items on PS Form 2976-A with a declared value greater than \$2,500.00. The AES/ITN number format is 'Xyyyymmddnnnnn'.</li> <li>▪ Where: X - first character yyyy - 4 digit year</li> <li>▪ mm - 2 digit month</li> <li>▪ dd - 2 digit day nnnnnn - 6 digits</li> <li>▪ Sample AES/ITN number: X20110112017850</li> <li>▪ For assistance contact the AES/ITN help desk 1-800-549-0595.</li> <li>▪ Left justified. Default is spaces.</li> </ul>
1360 - 1407	See Rules	Redirect Name	Alphanumeric(48)	Name of Redirect	Jane Doe	<ul style="list-style-type: none"> <li>▪ If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory.</li> <li>▪ See rule above for when the default value can be spaces.</li> <li>▪ Left justified.</li> </ul>
1408 - 1471	See Rules	Redirect E-mail Address	Alphanumeric(64)	E-mail address of Redirect	janedoe@usps.gov	<ul style="list-style-type: none"> <li>▪ If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory.</li> <li>▪ See rule above for when the default value can be spaces.</li> <li>▪ Left justified.</li> </ul>

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1472 – 1535	See Rules	Redirect SMS Number	Alphanumeric(64)	Phone number at which redirect will receive text messages.	15552688000@wirelesscarrier.com	<ul style="list-style-type: none"> <li>▪ If “3” is selected in the “Senders Instructions in case of non-delivery” field, then this field is mandatory.</li> <li>▪ See rule above for when the default value can be spaces.</li> <li>▪ Left justified.</li> </ul>
1536– 1583	See Rules	Redirect Address	Alphanumeric(48)	Address of Redirect. This field is not to be used for the city or state.	123 MAINT ST	<ul style="list-style-type: none"> <li>▪ If “3” is selected in the “Senders Instructions in case of non-delivery” field, then this field is mandatory.</li> <li>▪ See rule above for when the default value can be spaces.</li> <li>▪ The following Special Characters ( -, hyphen, forward slash and period) are allowed.</li> <li>▪ Left justified.</li> </ul>
1584 - 1611	See Rules	Redirect City	Alphanumeric(28)	City name of Redirect address	Reston	<ul style="list-style-type: none"> <li>▪ If “3” is selected in the “Senders Instructions in case of non-delivery” field, then this field is mandatory.</li> <li>▪ See rule above for when the default value can be spaces.</li> <li>▪ Left justified.</li> </ul>
1612-1613	See Rules	Redirect State	Alphanumeric(2)	Two character state code of the Redirect address	VA	<ul style="list-style-type: none"> <li>▪ If “3” is selected in the “Senders Instructions in case of non-delivery” field, then this field is mandatory.</li> <li>▪ See rule above for when the default value can be spaces.</li> <li>▪ Left justified.</li> </ul>

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1614-1618	See Rules	Redirect Zip Code	Numeric(5)	5 digit ZIP code for Redirect address.	22201	<ul style="list-style-type: none"> <li>▪ If “3” is selected in the “Senders Instructions in case of non-delivery” field, then this field is mandatory.</li> <li>▪ Shall be 5 digits. Numeric values (0-9) only.</li> <li>▪ See rule above for when the default value can be zeroes.</li> <li>▪ Left justified.</li> </ul>
1619-1622	None (see rules)	Redirect Zip +4	Alphanumeric(4)	+4 add on of ZIP Code for Redirect address.	2804	<ul style="list-style-type: none"> <li>▪ Numeric values (0-9) only.</li> <li>▪ Default is zeroes.</li> </ul>
1623-1636	None (see rules)	Sender Customs Reference Number	Alphanumeric(14)	Customs reference number.		<ul style="list-style-type: none"> <li>▪ Left justified.</li> <li>▪ Default is spaces</li> </ul>
1637-1649	None (see rules)	Insured Number	Alphanumeric(13)	Insured Number	AB0999	<ul style="list-style-type: none"> <li>▪ Left justified.</li> <li>▪ Default is spaces</li> </ul>
1650-1658	None (see rules)	Insured Amount	Numeric(9) Defined as 999999.999	SDR Value of mail item	\$5.69 Entered as 0005690	<ul style="list-style-type: none"> <li>▪ Leading zeroes required numeric values (0-9)</li> <li>▪ Default is zeroes.</li> </ul>
1659-1675	All File Types (see rules)	Filler	Alphanumeric(17)	For future use		<ul style="list-style-type: none"> <li>▪ Spaces are required.</li> </ul>

DETAIL RECORD 4 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION <i>(more than one D4 record may exist per mailpiece (D1) record)</i>						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001 - 002	All File Types (see rules)	Electronic File Detail Record ID	Alphanumeric(2)	A 2-character system constant that identifies an electronic file detail record.	D4	<ul style="list-style-type: none"> <li>▪ ‘D4’ is required.</li> </ul>

DETAIL RECORD 4 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION (more than one D4 record may exist per mailpiece (D1) record)						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
003 - 036	All File Types (see rules)	Tracking Number	Alphanumeric(34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>Commercial Mailer                      3-digits - '420'                      5-digits - Routing ZIP Code                      4-digits - Routing +4                      2-digits - AI (92 or 93)                      3-digits - STC                      6- or 9-digits - MID                      If six-digit MID, 10- or 14-digit serial #                      If nine-digit MID, 7- or 11-digit serial #                      1-digit - check digit</p> <p>Online Mailer                      3-digits - '420'                      5-digits - Routing ZIP Code                      4-digits - Routing +4                      2-digits - AI 94                      3-digits - STC                      2-digits - source identifier for your system                      6- or 9-digits - MID                      5 or 8-digits, serial number depending on construct used                      1-digit - check digit</p> <p>Legacy Tracking number use on package.                      2-digits - "91" AI                      2-digits - STC                      9-digits - MID                      8-digits - Variable-length serial number from 2 to 8-digits.                      1-digit - check digit</p>	Refer to Appendix J, Table 1 for the complete list of label examples	<ul style="list-style-type: none"> <li>▪ Must be the same Tracking Number as the D1 Tracking Number.</li> <li>▪ Tracking number must be unique for 120 days from first use.</li> <li>▪ 3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</li> <li>▪ 5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</li> <li>▪ Left justified trailing spaces.</li> <li>▪ Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</li> <li>▪ MRS piece (any piece with extra service 980) must use a Barcode Construct of C01, C05, N02 or N05 – a 9-digit ZIP code.</li> </ul>

DETAIL RECORD 4 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION (more than one D4 record may exist per mailpiece (D1) record)						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
037 – 039	All File Types (see rules)	Customs Item Detail Number	Numeric(3)	A sequential, incrementing number of each unique item enclosed in the package.	001	<ul style="list-style-type: none"> <li>Required</li> <li>Right justified, leading zeroes.</li> <li>First number should start at 001.</li> </ul>
040 – 051	All File Types (see rules)	Customs Category Article	Alphanumeric(12)	Harmonization Schedule (HS) tariff number, which shall be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization.		<ul style="list-style-type: none"> <li>For commercial senders only</li> <li>Conditionally required – this is the Harmonized Tariff Schedule code which may be required by the destination country to clear customs electronically.</li> <li>A list of HTS codes can be found here: <a href="https://hts.usitc.gov/export">https://hts.usitc.gov/export</a></li> <li>China has a unique set of tariff schedule codes.</li> <li>Since the final destination of an APO/FPO/DPO item is unknown, it is suggested that the HTS code always be populated for these shipments Left justified.</li> <li>Sample of actual HTS code: 6110.20 (6 digit level) &amp; 6110.20.1010, 6110.20.1023 6110.20.2005, etc. (10 digit level) – the periods are needed to determine the level of identification</li> </ul>
052 – 081	All File Types (see rules)	Customs Description	Alphanumeric(30)	Description of article in package.		<ul style="list-style-type: none"> <li>Required</li> <li>Description must be greater than 1 char</li> <li>NA is not a valid customs description</li> </ul>
082 – 085	All File Types (see rules)	Quantity	Numeric(4)	Total number of articles in package of this customs category.	0020	<ul style="list-style-type: none"> <li>Required</li> <li>Value shall be greater than zero.</li> </ul>
086 – 093	All File Types (see rules)	Value	Numeric(8)  Defined as: 999999v99	Total value of articles in package of this Customs category. In units of dollars and rounded to nearest cent.	\$100.00  Entered as: 00010000	<ul style="list-style-type: none"> <li>Required</li> <li>Value shall be greater than zero.</li> </ul>

DETAIL RECORD 4 - Shipping Services File Version 1.7 Layout						
INTERNATIONAL CUSTOMS INFORMATION (more than one D4 record may exist per mailpiece (D1) record)						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
094 – 098	All File Types (see rules)	Pounds	Numeric(5)	Net weight of articles in package of this customs category.	1.75 lbs. Entered as 00175	<ul style="list-style-type: none"> <li>▪ Either pounds or ounces shall be greater than zero.</li> <li>▪ Pounds can be expressed as a fraction (eg. 0.75 lbs)</li> </ul>
099 - 100	All File Types (see rules)	Ounces	Numeric(2)	Net weight of articles in package of this customs category.	2 oz. Entered as 02	<ul style="list-style-type: none"> <li>▪ Either pounds or ounces shall be greater than zero.</li> <li>▪ Ounces should not exceed 15.</li> </ul>
101 – 102	None (see rules)	Country of Origin of Goods	Alphanumeric(2)	Two character standardized 2-digit IMM International country code. Required for International pieces.	JP	<ul style="list-style-type: none"> <li>▪ Conditionally required – the country code where the item was manufactured may be required by the destination country.</li> <li>▪ Default is spaces.</li> </ul>
103 - 120	All File Types (see rules)	Filler	Alphanumeric(18)	Filler for future use.		<ul style="list-style-type: none"> <li>▪ Spaces are required.</li> </ul>