USPS Ship



USPS Ship is our next generation package platform for postage payment and adjustments. Our new, improved platform simplifies your shipping process, so you can focus on your core business.

Ship domestic, international or returns packages through the same platform.

The new USPS Ship platform offers **one-step enrollment** through the Customer Onboarding Portal – allowing shippers to create a business account, be assigned a Mailer ID for label generation, fund an Enterprise Payment Account, and get activated for both outbound and returns packages.

After enrollment, create package labels using your own software and submit manifest files to USPS Ship for package pricing and payment. USPS Ship uses **advanced pricing logic** to update the manifest so that packages can be priced and charged as quickly as possible.

Each **individual package is priced** using the weight, dimensions, entry, and packaging from the manifest to look up your approved price whether Commercial or Negotiated Service Agreement (NSA).

Improvements to postage adjustments include comparing pricing elements (weights, dimensions, etc.) measured during processing to manifested pricing elements to apply accurate repricing, limiting sampling to delivery unit entry priced volume, and refunds credited to your payment account for any overpayment. Customers have the option to view reports on an **online dashboard**, use an **adjustments API**, or subscribe to **customized data feeds** to view transactions, postage adjustment details, manifest feedback, and more. Enroll today for a simple, convenient way to use the USPS network, while receiving the maximum value for your dollar.



SIMPLIFIED SHIPMENT PREPARATION

- Onboard to USPS Ship in One Step through Customer Onboarding Portal at https://cop.usps.com
- Generate labels and create manifest files using your own software; Access a USPS certified list of software products on <u>PostalPro</u>
- Upload manifest files versions 1.6, 1.7, or 2.0 to USPS using Parcel Data Exchange or Electronic Data Interchange (SFTP or AS2) for payment
- Optionally, shippers can submit a Shipping Partner Event File (SPEF) to provide USPS pre-advice that a package will be arriving before the manifest
- Advanced processing to price as many packages as possible correcting manifest data discrepancies
- Postage calculated for each package in the manifest and is automatically charged to your Enterprise Payment Account



COMPETITIVE PRICING & FLEXIBLE PAYMENT

- Receive Commercial and NSA through USPS Sales Team
- Get discounted rates for destination entered packages
- Pay for Postage and Adjustments with ACH Debit or Pre-funded payment accounts
- Use One Platform for Postage Payment, Automated Adjustments, and Reporting for all Package Types



UNMATCHED PRODUCTS WITH UBIQUITOUS REACH

- Ship USPS Connect Local and Connect Local Mail for same day and next day delivery nationwide
- Ship USPS Connect Regional for 1-2 Day Package Delivery through our Nationwide Network
- Ship Domestic Packages with Priority Mail, Priority Mail Express, First-Class Package Service, Parcel Select, USPS Marketing Mail, Library Mail, Media Mail and Bound Printed Matter
- Ship International Packages with Priority Mail Express International, Priority Mail International, First-Class Package International Service, Global Express Guaranteed
- Ship USPS Returns with Priority Mail, First-Class Package Service, Ground Return Service



POWERFUL VALUE-ADDED SERVICES

- Receive Postage Adjustment Details upon delivery as package pricing elements are captured during processing and compared to the elements for the same package provided in the manifest
- Provide return labels to your customers and pay postage only when return is delivered to you without any need for a manifest
- Receive Refunds for Overpaid Packages
- Online reporting including a monthly dashboard and detailed reports on Manifest Details, Postage, and Adjustments
- Customize optional data feeds to select format, fields, and frequency for Manifest Details, Postage, and Adjustments



USPS Ship



HOW TO

SIGN UP

Access USPS Ship by navigating to https://cop.usps.com and sign-in or create an account. Select the USPS Ship service from the list of available services to enroll in Outbound and Returns programs.

Categories	USPS Ship Features
Products and Services	USPS Ship supports postage calculation and adjustment for Domestic and International Package Products including Priority Mail, Priority Mail Express, First-Class Package Service, Parcel Select Ground, Parcel Select Lightweight, Priority Mail International, Priority Mail Express International, First-Class Package International Service, Global Express Guaranteed.
	USPS Ship also supports USPS Connect Local, USPS Connect Local Mail, USPS Connect Regional, USPS Returns, and Parcel Return Service (PRS).
	Note: First-Class Package Service and Parcel Select ground will be replaced with Ground Advantage after July 9, 2023
Manifest Submission	Manifest customers submit a manifest file (SSF version 1.6, 1.7, or 2.0) including rate ingredients (weight, dimensions, packaging, entry) postage, and payment method for each package to USPS via PDX, SFTP, or AS2. USPS Ship validates and prices each individual package using claimed rate ingredients. If a package fails to price, USPS Ship uses advanced processing logic to update the rate ingredients included in the manifest to price as many packages as possible.
	Details for manifest creation can be found in the USPS Publication 199.
Pricing	USPS Ship support includes Commercial and Negotiated Service Agreements (NSA), as well as supporting Sunday/Holiday Delivery.
Fricing	Shippers should work with USPS sales to be approved for either Commercial or Negotiated Service Agreement (NSA) pricing.
Payment	USPS Ship transactions are applied to the customer's Enterprise Payment Account (ACH Debit or Prefunded account). Enterprise Payment Accounts can be set-up during the onboarding process through the Customer Onboarding Portal.
	Postage is charged on the same day that the manifest is submitted. Adjustments are calculated and charged when the package is delivered.
Value Added Features	USPS Ship validates the weight, dimensions, entry, and packaging provided in the manifest for each package so that they can be priced appropriately. If the individual packages cannot be priced, then advanced processing logic is used to update the incorrect pricing elements. Details on the pricing elements that were updated can be found in the data feeds.
	Postage is validated by comparing the weight, dimensions, entry, and packaging provided in the manifest to the pricing elements (weights, dimensions, etc.) measured during processing. USPS Ship identifies if there was underpayment (shortpaid) or overpayment (overpaid) and automatically applies the postage adjustment to the Enterprise Payment Account. Sampling is performed on packages that are entered at a delivery unit where pricing elements are not measured/captured through automation. Sampling results are compared to the manifested pricing elements and adjustments are applied when applicable. Details on postage adjustments can be found in the data feeds and online reports.
	Easy Returns allows customers to return packages without submitting a manifest file. Shipping labels can be provided to customers and postage will be charged once they are used. Postage is calculated upon delivery using pricing elements measured during processing.
Postage Adjustment: Census	Postage is validated by comparing the weight, dimensions, entry, and packaging provided in the manifest to the pricing elements (weights, dimensions, etc.) measured during processing. Any differences found may result in a postage adjustment are referred to as "census adjustments." Packages entered at Origin Network (e.g., Priority Mail or First-Class Package Services) or with a Network Distribution Center (NDC) / Sectional Center Facility (SCF) discount are validated using the census process.
	Some Destination Delivery Unit (DDU) entered packages will be validated through census adjustments – all other packages entered at the DDU will be evaluated using the sampling process.
	Packages will be assessed individually in upon delivery. Shortpaid will be collected or overpaid will be refunded identified based on measured pricing elements.



Categories	USPS Ship Features
Adjustment:	Sampling is performed on packages entered at Destination Delivery Unit sites to validate postage by comparing the manifested pricing elements to the sampling results. Additional postage for shortpaid is extrapolated across packages for a particular mail class, month, and customer. Additional postage is charged if the packages exceed a Statistical Quality Assessment (SQA) threshold (set to 1.5%).
Postage	Intelligent Mail Package Barcodes (IMpbs) on individual packages must remain unique for a 120-day period. Duplicate packages are identified using pattern recognition on tracking scans. They are priced using measured pricing elements. If pricing elements are unavailable, the duplicate package is priced using a monthly average.
•	Postage for duplicate packages will be assessed on the 15th of the following month.
Postage Adjustment:	Manifests are required for all outbound packages. USPS Ship compares package scans to manifests to determine if a manifest exists for the package. If a manifest is not found, an Unmanifested warning is provided. If a manifest is submitted and cannot be priced, the packages included in the manifest will be considered unmanifested until an updated file is submitted.
	Shippers have until the 7th of the following month to submit a manifest for the packages to prevent unmanifested adjustment.
	Postage for unmanifested packages will be collected on the 15th of the following month.
Postage	USPS Ship calculates the percentage of unmanifested packages for a shipper for each month. An unmanifested fee is applied if the shipper's percentage of unmanifested packages exceeds the configurable threshold for the month (set to 4%).
Offinalinested Fees	The Unmanifested fee will be collected on the 15th of the following month.
Postage Adjustment: IMpb	USPS Ship calculates IMpb non-compliance fees when manifests are submitted that have non-compliant packages that exceed the allowable thresholds. Barcode Quality is validated to ensure each IMpb is unique, and that the Mailer ID embedded in the IMpb is registered. Address Quality is validated to ensure that the address information submitted in the manifest is accurate. Finally, Manifest Quality is validated to ensure that package was entered at the correct facility and in a timely manner.
	Postage for IMpb compliance will be collected on the 15th of the following month.
	USPS Ship provides customizable data extracts which allow customers to subscribe to, organize data, choose frequency, choose file format, and choose delivery location for data feeds. Customers should complete the following to begin customizing data feeds:
Set-Up Data Feeds	 Login to BCG Click "Go to Service" button on the Informed Visibility service within Manage Services Menu Click "Create and Manage Data Feeds" Select Data Feed Type Select File Format Select Server for Data Feed Delivery Select Frequency of Data Feed Delivery Define Data Fields of Data Feed
	Detailed Instructions for accessing IV-MTR can be found under 'Applying for Access to Informed Visibility Mail Tracking and Reporting' on Postal Pro. Detailed instructions for customizing data feeds can be found under 'Orientation Training for Informed Visibility Mail Tracking and Reporting' on PostalPro .
Data Feeds	There are 10 available, optional, data feeds from IV-MTR that include postage payment and adjustment information from the USPS Ship program. Details on every available data element can be found in the Guide to USPS Ship.
	Census Attributes: includes a list of packages that were charged additional postage due to a mismatch between the pricing elements from the manifest and from processing for packaging, weight, dimensions, or entry/zone.
	Duplicate Packages: includes a list of packages that were identified as duplicates and were not initially paid for and have been assessed postage.
	Enterprise Payment Details – Domestic Outbound: includes the transaction details for packages processed.
	Pricing Notification: includes the IMPB and rate elements that were used to price the package.



Categories			USF	PS Ship Feat	ures					
	_	Postage Error / Warning (PEW): includes all validation and advanced pricing results that were provided for a package within a particular Electronic File Number within the manifest.								
		SQA Package Level Details: includes the manifested pricing elements and sample pricing elements that were used to for the Statistical Quality Analysis (SQA) for DDU entry.								
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Categories	USPS Ship Features							
	The remaining reports can be selected from the Reports dropdown. For detailed report formats reference the Guide to USPS Ship.							
	Reports ▼							
	Monthly Activity							
	Manifest Summary							
	Assessed Verification							
	Census Verification							
	Carbon Summary							
	Assessed Unmanifested							
	Unused Labels							
	Duplicates Report							
	Pending Unmanifested Report							
	Variance Report							
	SQA Sampling Summary Report							
	Manifest Search Report							
	Transaction Details Report							
	Assessed Verifications Report: displays a summary of the postage adjustments that have been applied for a given time-period along.							
	Assessed Unmanifested Report: displays a list of packages that have not been paid for and has been assessed postage. A package is identified as unmanifested when a scan is received without a corresponding manifest.							
	Carbon Summary: displays the carbon dioxide impact (in metric tons) that the USPS incurs for a shipper's parcels.							
	Census Verification Report: displays a list of packages that were charged additional postage due to incorrect packaging, weight, dimensions, and zone discrepancies.							



Categories	USPS Ship Features
	Duplicates Report: displays a list of packages that were identified as duplicates and have not been paid for. A duplicate package is identified when multiple packages have the same Tracking Number within a 120-day window.
	Manifest Search Report: allows a user to search for a manifest by a PIC or EFN and displays package information including Mailing Date, Entry ZIP, Destination ZIP, Mail Class, Rate Indicator, Weight, EPA, etc., for a package that has been charged to an EPA.
	Pending Unmanifested Report: displays a list of packages that were identified as unmanifested but have not been charged. If a manifest is received, the package is removed from the report.
	SQA Sampling Summary Report: displays a comparison of the manifested weight, dimensions, mail class and the sampled weight, dimensions, mail class along with the postage discrepancies because of sampling. SQA is limited to DDU entry volume only.
	Transaction Details Report : displays a list of individual package charges that were aggregated into a single EPS transaction
	Unused Labels Report: provides a list of packages that were submitted for an unused label refund request.
	Variance Report: displays the packages that include postage discrepancies calculated between manifested pricing elements and pricing elements that were measured during processing.