

INTELLIGENT MAIL® SMALL BUSINESS (IMsb) TOOL

USER GUIDE

June 2023



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OVERVIEW

The Intelligent Mail® for Small Business Mailers (IMsb) Tool is a **FREE** online program that was developed specifically for small business mailers to meet Full-Service Intelligent Mail requirements. The IMsb Tool allows mailers to produce presorted Intelligent Mail barcodes (IMb) for their mail pieces, and tray/sack labels. The IMsb Tool electronically uploads a postage statement and supporting documentation to *PostalOne!* eliminating the need to complete hard-copy postage statements. IMsb Tool mailers may also qualify for the USPS [Seamless Acceptance](#) program.

Easy Access

No special software or installation is required to use the IMsb Tool. Users simply access the application via a web browser through the USPS [Business Customer Gateway](#) (BCG) website.

The IMsb Tool is designed for First-Class and USPS Marketing Mail (including Nonprofit) business mail permit holders. The IMsb Tool supports mailings of cards, letters, and flats. The IMsb Tool creates barcoded addresses for printing on the following:

- Labels (Avery or equivalent)
- Cards
- Envelopes
- 8 ½ x 11 inserts
- Mail Merge option (IMb Font download required)

PREREQUISITES

Before using the IMsb Tool, make sure the following three prerequisites are completed:

1) Mailing Permit

Mailer must have a USPS postage permit, visit your local BMEU or use the [Online Permit Creation Fact Sheet](#) to establish a new permit.

Permit Types:

- Permit Imprint (PI)
- Precanceled Stamp (PC)
- Metered (MT)

2) Business Customer Gateway (BCG)

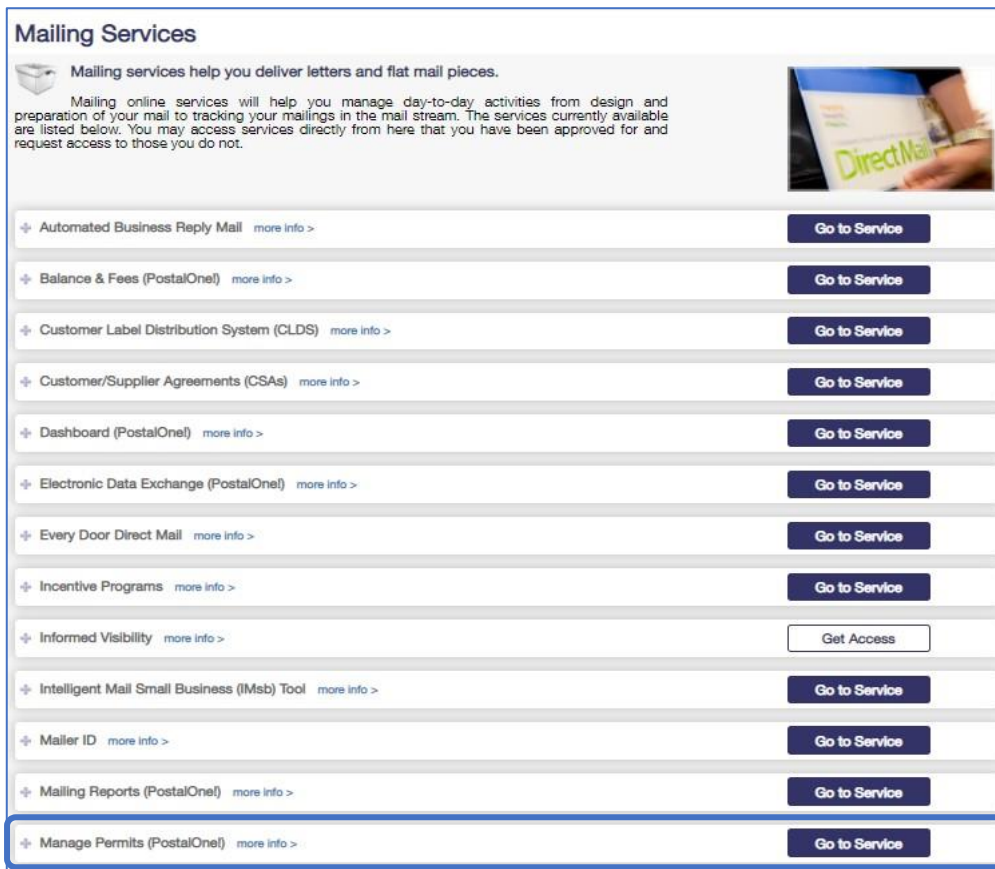
Mailer must have a BCG account and link (validate) their permit(s) to that account. For instructions to create a BCG account go to [Business Customer Gateway: Overview and Tour](#) Mailers who had previously created an account in the BCG will not need to register again. Follow these steps to link a permit(s):

Link Permit

Click on **Mailing Services** in the upper left corner of the BCG Homepage.



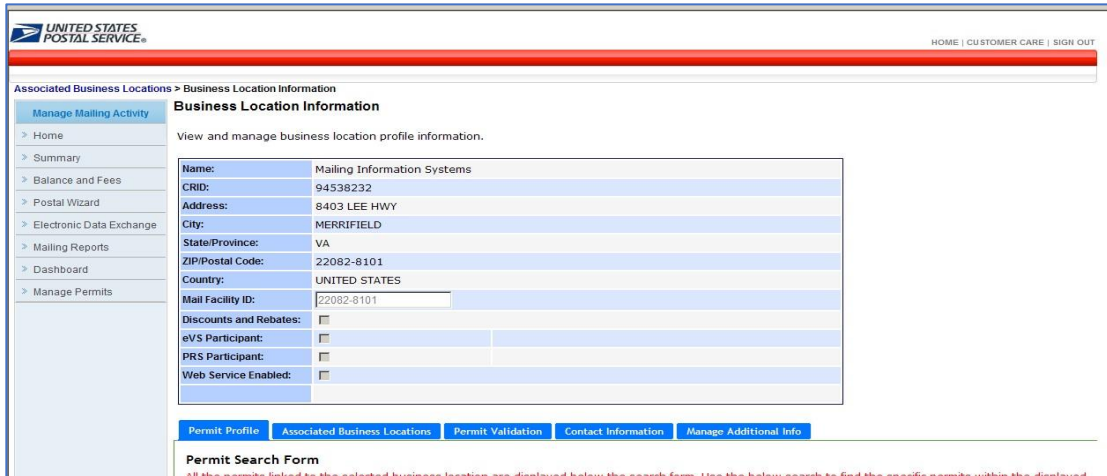
Select **Manage Permits (PostalOne!)** by clicking on its blue **Go to Service** link.



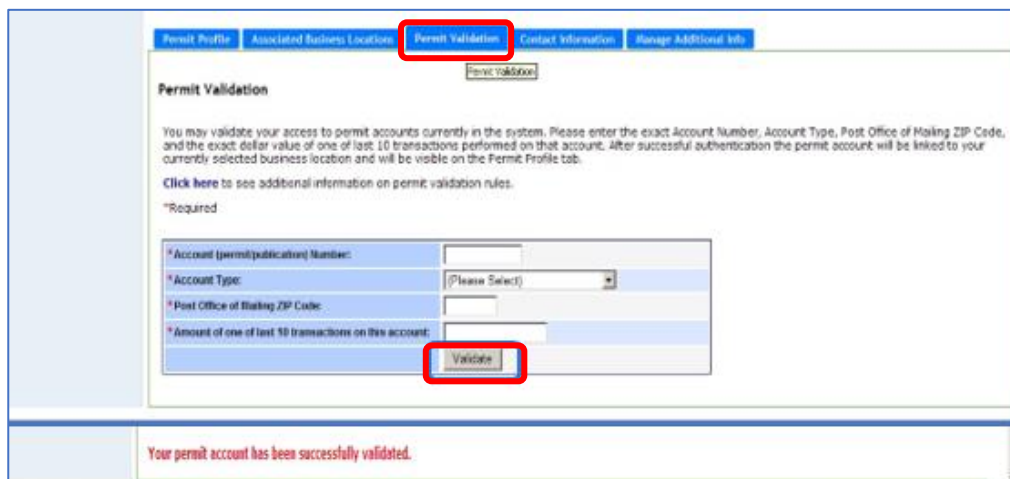
Select the Business Name by clicking the link in the **Name** column.

Name	CRID	Address	City	State/Province	ZIP/Postal Code	Country
IMSB CAT183	94541451	2350 BALSAM ST	RENO	NV	89509-2204	UNITED STATES

You will be taken to the following page:



Select the **Permit Validation** tab. Enter the Permit Number, Account (Permit) Type, Post Office of Mailing ZIP Code (5 digit) and enter the "Amount of one of the last 10 transactions on this account." **Example:** for a fee payment of \$275.00, enter 275.00 and then click **Validate**.



Once linked, the permit information will be available within the IMsb Tool application. If your permit does not link - call the *Mailing & Shipping Solutions Center (MSSC)* at **1-877-672-0007** and ask them to **link your permit**.

3) Database Formats

Have a Database/Address list in one of the following formats:

To upload an address list to the IMsb, the file must be in one of the following formats:

Microsoft® Excel 2003 or later version.

Comma Separated Value (CSV)

Database Tips:

Ensure each column is labeled with an appropriate header.

examples of correct headers						
fname	lname	company	address	city	state	zip
First Name	Last Name	company	address	city	state	zip
Name	company	address	city	state	zip	
fname	lname	company	address	city-state-zip		
Last name	First Name	company	address	city-state-zip		

Ensure there are no hidden columns (ex. A, B, C, D, E, F instead of A, B, D, E, F). Ensure there is no hidden formatting in the cells. Instructions for removing formulas/formatting from the cells are located on [page 53](#) in the References section of this guide.

Check the tabs at the bottom of the Excel Spreadsheet. **The address file must be the first tab for IMsb to process the addresses.** This will cause an error page to display if the address list is not the first tab.

Problem: address file on 2 nd tab				Correct: address file on 1 st tab			
4851	Donna Smith		or current residen	4851	Donna Smith		or current resident
4852	Donna Smith		or current residen	4852	Donna Smith		or current resident
4853	Donna Smith		or current residen	4853	Donna Smith		or current resident
4854	Donna Smith		or current residen	4854	Donna Smith		or current resident

Accessing the IMsb Tool

- 1) Log into the [Business Customer Gateway](#)
- 2) Access IMsb by clicking the **Mailing Services** link in the upper left corner of the BCG Homepage.



Select **Intelligent Mail Small Business (IMsb) Tool** by clicking on its blue **Go to Service** link.

The screenshot shows a web page titled "Mailing Services". At the top, there is a sub-header "Mailing Services" and a brief description: "Mailing services help you deliver letters and flat mail pieces." Below this, a paragraph explains that mailing online services help manage day-to-day activities from design to tracking. A small image of a hand holding a "DirectMail" envelope is on the right. The main content is a list of services, each with a "more info >" link and a "Go to Service" button. The "Intelligent Mail Small Business (IMsb) Tool" row is highlighted with a red border. Other services include Automated Business Reply Mail, Balance & Fees (PostalOne!), Customer Label Distribution System (CLDS), Customer/Supplier Agreements (CSAs), Dashboard (PostalOne!), Electronic Data Exchange (PostalOne!), Every Door Direct Mail, Incentive Programs, and Informed Visibility (which has a "Get Access" button instead of "Go to Service").

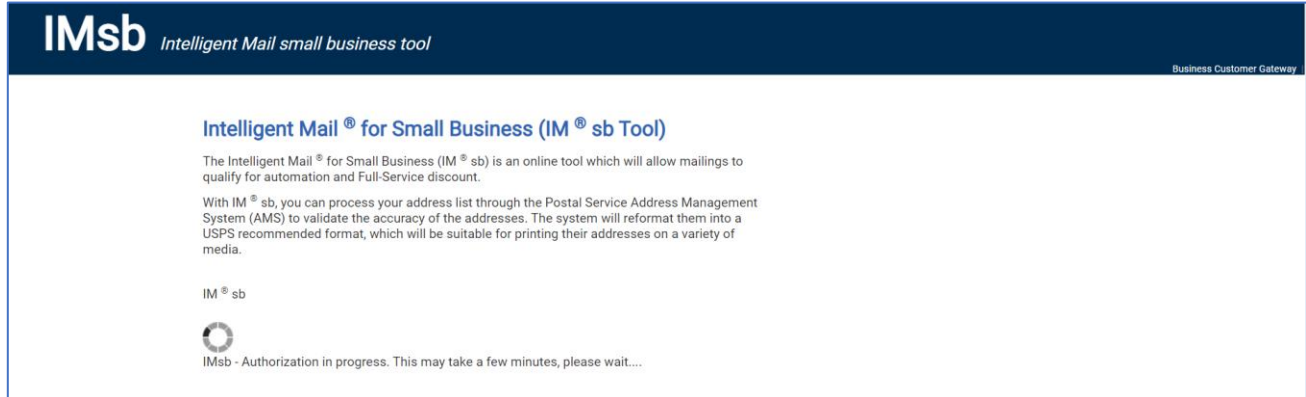
Service Name	Action
Automated Business Reply Mail more info >	Go to Service
Balance & Fees (PostalOne!) more info >	Go to Service
Customer Label Distribution System (CLDS) more info >	Go to Service
Customer/Supplier Agreements (CSAs) more info >	Go to Service
Dashboard (PostalOne!) more info >	Go to Service
Electronic Data Exchange (PostalOne!) more info >	Go to Service
Every Door Direct Mail more info >	Go to Service
Incentive Programs more info >	Go to Service
Informed Visibility more info >	Get Access
Intelligent Mail Small Business (IMsb) Tool more info >	Go to Service
Mailer ID more info >	Go to Service

From the Intelligent Mail for Small Business page, click **Authorization complete**, then click **Continue**.

NOTE: A "Not Authorized" message indicates there is no permit linked to the user's BCG account. Return to [page 5](#) for instructions to link a permit to your BCG account.

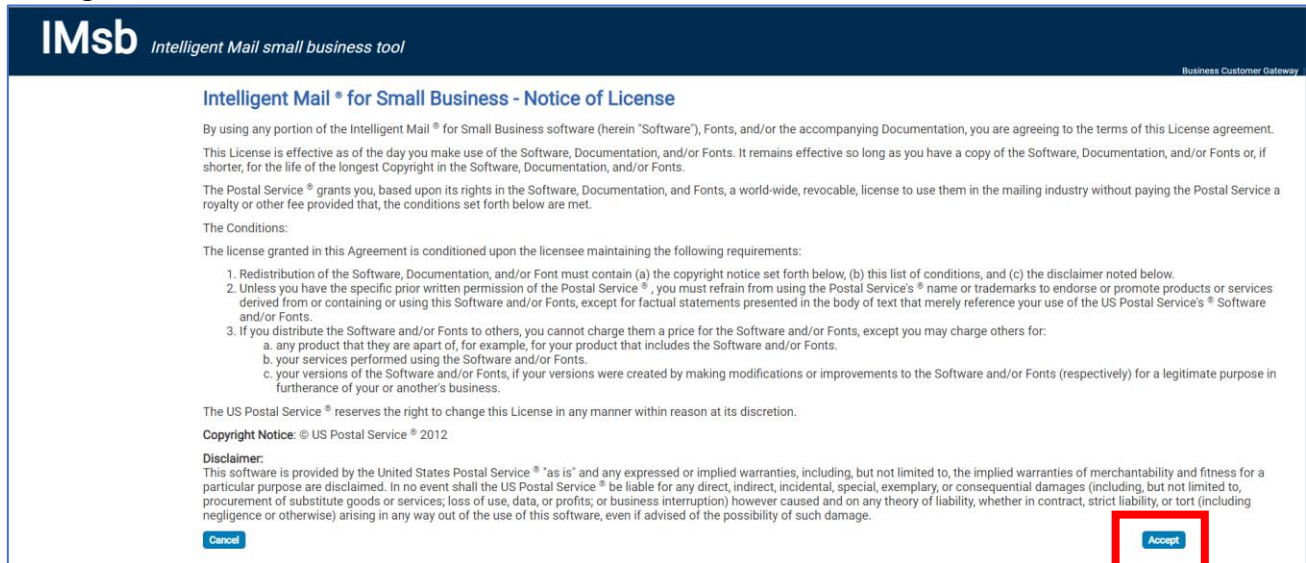
Initial Authorization Page

When you enter the IMsb application, your account will be validated to ensure that it is authorized to use IMsb and that you have the required, CRIDs, Permits, MIDs, etc. This page will display while the authorization is in progress.



Notice of License

The first time you enter IMsb, and every 6 months thereafter, the Notice of License page will be displayed. You must read the IMsb licensing terms and then click the **Accept** button to begin.



PAGE BANNER LINKS

As you navigate through the IMsb pages you will notice several links available to you in the page banner.



The links are:

- **Review Jobs:** produces a list of your previous IMsb jobs (maximum of 50). The job details can then be reviewed, and a previous job selected as a template for a new job, if desired
- **Help:** opens the IMsb Help pages in a separate tab of your browser
- **User Guide:** opens a web page to download the IMsb User Guide
- **About IMsb:** provides a brief informational description of the IMsb application that opens in a separate browser tab
- **Business Customer Gateway:** returns user back to their BCG Welcome Page

STEP 1: JOB SETUP

The first step in IMsb is to select the various parameters required for creating the postage statement and defining the nature of the mailpieces.

Job Details

The first page after initial authorization will be **Job Details**. This page contains the information retrieved about your account during authorization. You must select the CRID, Mailer ID and Permit, to be used for the job from the drop-down lists.

There is also an input area at the top of the page where you can enter a description of the job for future reference.

Using a Previous Job as a Template

The setup information for each job is retained by IMsb for future reference and use. You can retrieve a list of previous jobs (maximum of 50) by clicking the **Use Previous Job Settings** button (image above).

Click the **Job ID** hyperlink in the left-hand column, that job’s details page will display.

Review Jobs							
(Last 50 Jobs Shown)							
Job ID	Job Description	Status	CRID	Mailer ID	Mailing Date	Company Name	Postage Statement ID
984095		Submitted	12173400	901240634	Dec 9, 2022	FISHHAWK CHARTERS	519294844
969561		Submitted	29236182	902648496	Nov 24, 2022	Marks place	510271597
927994		Submitted	16817973	901604752	May 26, 2022	ANABNANA	486227518
923633		Submitted	16817973	901604752	May 12, 2022	ANABNANA	484066324
913724		Cancelled	16817973	901604752	Apr 11, 2022	ANABNANA	0
838514		Submitted	16817973	901604752	Jul 29, 2021	ANABNANA	439780048
808831		Submitted	12123040	901233843	Apr 20, 2021	BMEU PRACTICE PERMIT	425450938
796102		Submitted	16817973	901604752	Mar 11, 2021	ANABNANA	420141738
795992		Submitted	16817973	901604752	Mar 11, 2021	ANABNANA	420126296
795304		Incomplete	16817973	901604752	Mar 9, 2021	ANABNANA	

IMsb *Intelligent Mail small business tool*

Review Jobs | Help

Previous Job Details

Job ID: 24090 **Created:** Nov 10, 2022 05:13

Description: November Mailing

Status: Completed **Mailing Date:** Nov 18, 2022 **Postage Statement Id:** 4888602

CRID: 991234777 **Finance Number:** 664455 **Mailer ID:** 999123456

Permit Number: 55555 **Permit Type:** MT **Permit Location ZIP Code™:** 53072-4175

Postage Affixed Indicator: **Total Postage Affixed:** 0.0

CRID Business Details: **Return Address::**

ACME CORPORATION
4321 FAIRFAX DR
ARLINGTON, VA 20301-1001
Name: Jane Doe
Phone: 7035551659, ext. 76
Email: jane.doe@acme.com

Mail Class: USPS Marketing Mail **IM Service Type:** Full **IMb Tracing:** None **Extra Service Type:** Full-Service ACS - ASR 1

Service Type ID: 91 **Ancillary Service Endorsementg:** Address Service Requested **Move Update Method:** ASE - Ancillary Service Endorsement

Processing Category: Letters **Piece Height:** 4.125 **Piece Length:** 9.5 **Thickness of 50 Pieces:** 1.0 **Weight Piece in Oz:** 1.0

Rate Type: Regular **Window Envelopes:** false

Lowest DPV Serial #: 768740 **Highest DPV Serial #:** 769318 **Number of Pieces:** 1000

Number of Containers:

2 foot EMM tray: 0 2 foot MM tray: 1 1 foot MM tray: 0

Flat tray: 0 Sack: 0 Pallet: 0

Starting Container Serial #: 16012

Method of Entry: BMEU **Location ID:** 1372158 **Post Office of Origin Zipcode:** 0

[Back](#) [Use for Job Creation](#)

Selecting the **Use for Job Creation** button at the bottom of the page will populate the current job settings with the Previous job parameters. Then you will be returned to the **Job Details** page where you will be able to accept or alter those settings as you proceed through the job creation.

After selecting the CRID, Mailer ID and Permit (from the drop-down list or by using a previous job’s settings), you may continue with the job creation through a series of separate pages or using **Create New Job via Template**.

To use the separate pages, click the **Create New Job** button. To use the template page, click the **Create New Job via Template** button.

Service Type ID (STID) Information

The STID (Service Type Identifier) is a *three-digit numeric code* used within the Intelligent Mail Barcode (IMb) on a mailpiece which identifies both the class of mail and the address correction or other electronic services requested by the mailer. IMsb selects the appropriate STID for the mailing based on the information entered on this page.

The first action required on the STID page is to select the appropriate Political Mailing or Official Election mailing buttons. Only one can be set to *Yes*. If either *Yes* button is selected, your job will be assigned the appropriate Political or Election STID. If both are set to *No*, all the regular First-Class and USPS Marketing Mail STIDs will be available.

Next, select *Yes* or *No* to enable Informed Visibility tracking for the mailing.

Select the Mail Class (First Class or USPS Marketing Mail) and the Extra Service Type desired. The appropriate STID for the mailing will appear in the Service Type ID field. The Ancillary Service Endorsements (ASE) available in the drop-down list are generated based on the STID selected.

Extra Service Type refers to how address corrections are returned from the USPS after a mailing. When selecting an entry from the drop-down list a brief description of the service is displayed in the text box to the right. It is recommended to review the **ACS Trees of Services and Pricing** in the References section of this guide for assistance. There may be charges associated with certain **ACS** services products.

Note: NCOA Link and Alternative Address Format users should select *No Address Correction*.

Ancillary Service Endorsement (ASE)

The ASE selected will be included in the IMsb address label if space permits. The 1" and 1.33" Avery label cannot accommodate an ASE. The **ASE must be printed on the physical mailpiece** when utilizing 1" and 1.33" labels.

For additional information on Ancillary Service Endorsements go to [Quick Service Guide \(QSG\) 507 at Postal Explorer \(https://pe.usps.com\)](#)

Mail Piece Information

The *Mail Piece Information* page describes the physical characteristics of the mailpiece. The values specified for the mailpiece will determine the amount of Mail Transport Equipment (MTE) (letter trays/flat trays) required for the mailing. At the end of the job, the IMsb Tool will provide instructions illustrating proper mailpiece preparation for tray, sack, or bundle based on the information provided.

Processing Category: select the appropriate mail format from the dropdown list

- Cards – First Class mailings only [Quick Service Guide 201a](#)
- Letters [Quick Service Guide 201a](#)
- Flats [Quick Service Guide 201d](#)

Standard Envelope Sizes: If the processing category selected is Letters the **Standard Envelope Sizes** drop down will appear. Select predefined envelope sizes or specify unique mailpiece dimensions.

- Other - no envelope used: enter length and height dimensions (Typically used for Folded Self-Mailers (FSM) and other non-standard envelope (FSM standards refer to [DMM 201.3.14](#))
- #6 $\frac{3}{4}$ envelope
- #7 envelope
- #10 envelope

Note: If a predefined envelope size is selected, the mailpiece height and length will auto populate. If “*Other – no envelope used*” is selected, the height and length of the mailpiece must be manually entered.

Height Per Piece and Length Per Piece: When processing category “*Other – no envelope used*” is selected you will be required to enter the height and length of the mailpiece. The allowable minimum and maximum dimensions will be displayed in the image to the right of the fields. The dimensions entered will be used to determine the number of letter trays/flat trays required for the mailing. Therefore, they should be as close to the actual mailpiece size as possible.

Thickness of 50 Pieces: Enter the thickness of 50 pieces in inches.

Note: Mailpiece dimensions need to be accurate to ensure all mailpieces fit in their assigned trays.

Single Piece – Weight by Ounces: Enter the single piece weight of the mail in ounces.

Mailing Date: Select the *approximate* Mailing Date that you plan on presenting the mail to the Business Mail Entry Unit. IMsb Tool jobs must be presented to the USPS **within 14 days** of completion.

Total Pieces: Enter the *approximate* number of pieces to be mailed. The actual number of pieces mailed will be determined by the AMS verified addresses.

Mail Piece Information

The weight and thickness of the mail pieces to be processed must be indicated below. The IMsb system will verify the processing category and mail class and validate that the selected processing category matches the category of the selected permit. The Processing Category will be checked to verify that it matches the category of the selected permit.

Mail created by IMsb must be received by the USPS within 14 days of the creation of the IMsb data. On this screen you must provide the date on which the mail pieces created by this job will be inducted into the USPS®.

All mail pieces within an IMsb job must be of identical weight. The number of mail pieces to be produced by the Job (1 mail piece per address in the input file) and the weight of a single piece, in ounces, must be entered on this screen.

Additional number and weight restriction may be in effect depending of the class of mail that is to be produced by IMsb. The values entered will be verified and you will receive a warning message if any violations have occurred

Processing Category:

Height Per Piece: inches (up to 3 decimals)

Length Per Piece: inches (up to 3 decimals)

Thickness of 50 Pieces: inches (up to 3 decimals)

Single Piece - Weight by Ounces: ounces (up to 4 decimals)

Mailing Date:

Total Pieces:

Cards

Additional Mailing Information

This page requires information regarding Destination Entry Discount, Move Update Method, Price Category, Window Envelopes, and Business Reply Enclosures.

Additional Mailing Information

Move Update Method:

The Move Update address quality standard is a means of reducing the number of mailpieces in a mailing which require forwarding or return by the Postal Service. Mailers who claim presorted or automation prices for First Class Mail or USPS Marketing Mail must use an approved Move Update method to ensure the address used on the mailpiece has been updated within 95 prior to the Postage Statement finalization date. Addresses that are not updated may impact the mailer's overall address quality measurement.

ASE - Ancillary Service Endorsement

Other:

Check as appropriate.

Does the mailing contain windowed envelopes or windowed flats? Yes No

Does the mailing contain a Business Reply Mail enclosure? Yes No

Destination Entry Discount

If the mailing is *USPS Marketing Mail* and is to be entered at a DSCF (Destination Sectional Center Facility) you may be eligible for a discount. Select DSCF if you enter your mail at a DSCF facility.

If unsure, ask your local acceptance unit (BMEU).

Move Update Method

The USPS Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with change-of-address orders received and maintained by the Postal Service.

Mailers who claim *presorted or automation prices* for First-Class Mail and USPS Marketing Mail must demonstrate that they have updated their mailing list within 95 days prior to the mailing date.

The Postal Service offers three preapproved methods: Address Change Service (ACS), National Change of Address Linkage System (NCOALink), and Ancillary Service Endorsements (ASE) except for Forwarding Service Requested. Alternative methods that require separate approval also are offered for First-Class Mail. Mailers must use one of the preapproved or alternative methods to meet the Move Update standard.

The Move Update standard is met when an address used on a mailpiece, for any class of mail, is updated with an approved method and the same address is used in a commercial First-Class Mail or USPS Marketing Mail mailing within 95 days after the address has been updated.

Exception: unless mailpieces are utilizing an Alternative Address Format, addresses used on all pieces claiming USPS Marketing Mail prices are required to meet the Move Update standard (i.e., JANE DOE OR CURRENT RESIDENT).

Note: Pieces with an alternative addressing format (such as the addressee's name and "Or Current Resident" and the delivery address) must **not** use an ASE.

Select from the drop down the method used on this mailing to meet USPS Move Update requirements.

For additional information on Move Update go to [Quick Service Guide \(QSG\) 602a](#) at [Postal Explorer](#) or visit the [Guide to Move Update](#) or contact your local BMEU.

Price Category (USPS Marketing Mail only)

If you are a USPS authorized Nonprofit organization and wish this mailing to be at the Nonprofit rate, select Nonprofit from the drop-down menu.

Note: For a Nonprofit mailing, the permit number must be linked to an approved USPS Non-Profit Authorization number in *PostalOne!*

Mailing contains windowed envelopes or windowed flats?

If windowed envelopes or flats are to be used, check the **Yes** or **No** box.

This mailing contains a Business Reply Mail enclosure

If Business Reply Mail pieces are included as an enclosure in this job’s mailpieces, check the **Yes** or **No** box.

Review and Confirm Job Selections

When you click the **Continue** button on the *Additional Mailing Information* page, you will be presented with the *Review and Confirm Job Selections* page. This page contains all the information provided on the previous pages. This is the final opportunity to review and change if desired, any of the job parameters previously chosen. Review all entries and click the **Accept** button at the bottom of the page to proceed to the *Address List Upload* page.

IMsb *Intelligent Mail small business tool*

Review and Confirm Job Selections

Please review the information below and press **Accept** to continue.

Mailer Information

Optional Job Description (maximum 50 characters):

Select CRID for which mailing is being done: CRID Business Details:

My Business 123456 123 Anywhere Street Fort Lauderdale FL 33310

Select Mailer ID to be used with mailing:

Postal Wizard Information

Select Permit to be used with mailing:

STID Information

This is a Political Mailing: Yes No

This is Official Election Mail: Yes No

Address List Upload Page

This page is where the address list will be uploaded to be used for the mailing. The IMsb Tool will work with a CSV file/database or Excel 2003 or later versions. If addresses have been entered into a USPS Global Address Book, there will be an option to upload.

To upload an MS EXCEL spreadsheet or CSV file:

1. Click the “Choose File” button
2. Navigate to the directory containing the desired file
3. Click the file icon
4. Click the “Open” button
5. When you return to the Address List Upload page, click the “Upload” button

Note:

- When uploading a CSV file, the first record must be a header record that provides the names of the columns in the file.
- When uploading an MS EXCEL spreadsheet:
 - If there are multiple tabs in the spreadsheet, **the address list must be the first tab**
 - The first row of the address spreadsheet must have a header that provides the names of the columns
 - The address components columns must contain only text, i.e., no formulas.

To upload from the USPS Global Address book:

1. Select the appropriate address book from the dropdown list
2. Click the "Retrieve" button

Address Component Identification Page

Address lists uploaded as an MS EXCEL or CSV file will be given the option of remapping the columns within the file to specific IMsb required component names.

IMsb has a list of default/expected column names that hold the address components. If any of them exist in the input, they will be automatically mapped to the corresponding IMsb address component. If the column names do not match the IMsb defaults, or you wish to use a different column, the Address Component Identification page presents the opportunity to map input file columns to IMsb address components.

The input columns that are automatically mapped to IMsb address components are contained in the following table.

IMsb Address Component	Default Input Column Mapping *
First Name	"fname" or "first name"
Middle Name	"mname" or "middle name"
Last Name	"lname" or "last name"
Combined Name Field	"name"
Company Name	"company"
Primary Address	"address"
Secondary Address	"sec-address"
Urbanization	"urbanization"
City	"city"
State	"state"
ZIP Code	"zip"
Combined City-State-ZIP code Field	"city-state-zip"

Note:

- the double quotes (") are used to indicate the presence of blanks. They do not form part of the column name.
- the name can be provided in 3 separate components (First Name, Middle Name and Last Name) or as the Combined Name Field component. These are mutually exclusive. If the Combined Name Field component is mapped, the other 3 must remain unmapped.

- the city, state and ZIP Code information can be provided in 3 separate components (City, State and ZIP Code) or as the City-State-ZIP code Field component. These are mutually exclusive. If the City-State-ZIP code Field component is mapped, the other 3 must remain unmapped.

IMsb *Intelligent Mail small business tool*

Address Component Identification

In order to process the uploaded address list, IMSB must know what fields in the file contain what components of the address. The IMsb User Guide details a list of default field names for identifying address components. If any of those field names are used IMsb will automatically associate (map) that field to the address component. If the standard field names are not used, you can identify the various address components by associating (mapping) then to their IMsb counterpart.

Note: A given CSV field name may not be mapped more than once.

IMSB Address Component	Address List Field Name
First Name:	(not mapped) ▼
Middle Name:	(not mapped) occupant company_name pr_urban street_address unit_number location account number
Last Name:	
Combined Name Field:	
Company Name:	
Urbanization:	(not mapped) ▼
Primary Address:	(not mapped) ▼
Secondary Address:	(not mapped) ▼
City:	(not mapped) ▼
State	(not mapped) ▼
ZIP Code:	(not mapped) ▼
Combined City-State-ZIP code Field:	(not mapped) ▼

For your convenience, an address ID can be specified that will assist you with identifying address from the input file in the IMsb results.

Contact ID: (not mapped) ▼

[Back](#)

[Cancel](#)

[Continue](#)

On the output labels, the address block will be formatted *in the following order*:

Name:	MR BILL JONES
Company:	DAISYS FLOWER SERVICE
Urbanization (PR addresses only)	OPTIONAL
Sec-address:	THIRD FLOOR
Address:	475 LENFANT PLZA SW
City, state, zip:	WASHINGTON DC 20260-0912

On the *Address Component Identification* page, the components of an IMsb Tool address block are listed on the left. The column headings from the uploaded data file are listed on the right in the dropdown lists.

Additionally, a Contact ID component is available to be mapped. This data is not used as part of the address but is included in EXCEL spreadsheet downloads that are available with the output labels. This allows the AMS corrected addresses to be cross referenced to the input addresses.

The following 2 images illustrate the mapping process. **Image 1** is of a situation where an input file has been uploaded without any of the column names matching the IMsb defaults. The list of input column names can be seen in the Middle Name dropdown list. **Image 2** was taken after the IMsb components had been mapped to input column names.

Input columns are mapped to IMsb components by selecting them from the dropdown list of the component. **Note:** an input column can only be mapped to one IMsb component. If you have already mapped an input column to an IMsb component and you wish to change the mapping, you must un-map the column from the first component before mapping it to another.

Image 1

IMsb *Intelligent Mail small business tool*

Address Component Identification

In order to process the uploaded address list, IMSB must know what fields in the file contain what components of the address. The IMsb User Guide details a list of default field names for identifying address components. If any of those field names are used IMsb will automatically associate (map) that field to the address component. If the standard field names are not used, you can identify the various address components by associating (mapping) them to their IMsb counterpart.

Note: A given CSV field name may not be mapped more than once.

IMSB Address Component	Address List Field Name
First Name:	(not mapped)
Middle Name:	(not mapped)
Last Name:	(not mapped)
Combined Name Field:	occupant
Company Name:	company_name
Urbanization:	pr_urban
Primary Address:	street_address
Secondary Address:	unit_number
City:	(not mapped)
State:	(not mapped)
ZIP Code:	(not mapped)
Combined City-State-ZIP code Field:	location

For your convenience, an address ID can be specified that will assist you with identifying address from the input file in the IMsb results.

Contact ID: account number

[Back](#) [Cancel](#) [Continue](#)

In the above example the columns were mapped as follows:

Image 2

IMsb Address Component	Input Column
First Name	
Middle Name	
Last Name	
Combined Name Field	Occupant
Company Name	Company Name
Primary Address	Street Address
Secondary Address	Unit Number
Urbanization	Preurban
City	
State	
ZIP Code	
Combined City-State-ZIP code Field	Location
Contact ID	Account Number

To create proper addresses the IMsb Tool must have at minimum:

- 1) First Name & Last Name or Combined Field Name
- 2) Primary Address
- 3) City, State, & ZIP Code or Combined City-State-ZIP Code Field

After address list upload, the address list will be standardized by the Address Management System (AMS). Some address data may be corrected and/or combined.

Example: suite or apartment numbers provided in the sec-address field will likely be appended to the address field data to provide a complete primary delivery point address.

Address File Uploading – Address File Viewer

The IMsb Tool will display the *Address File Viewer* on the *Address List Verification* screen. This screen is used to verify the correct address list was uploaded and the correct fields are displayed. Confirm that you have successfully mapped the correct fields.

The column headers contain both the IMsb default name and the input column name if mapping was performed.

Address List Verification

The table below displays the pertinent information that IMsb will use to create address blocks for the mailpieces. Review the data to ensure that it is the correct address list before the addresses are processed through the Address Matching System (AMS) software.

Address File Viewer

Total of 653 records found. Viewing lines 1 to 10.

Name / occupant	Company / company_name	Address / street_address	Secondary Address / unit_number	Urbanization / pr_urban	City State Zip / location
A. James	AAA Pipe & Nipple Co. Inc.	1202 W. Layton Ave.			Milwaukee WI 53221
A. James	AAA Pipe & Nipple Co. Inc.	1202 W. Layton Ave.			Milwaukee WI 53221
A. James	Allante International	1320 Castle Hayne Road			Wilmington NC 28401
A. James	Bosworth Co	195 Anthony St			East Providence RI 02914
A. James	Argenta Trading & Consulting Co.	7907 N. W. 53rd St. Ste 401			Miami Springs FL 33166
A. James	Damascus Tubular Products	795 Reynolds Indl. Park Rd.			Greenville PA 16125
A. James	Control Specialties	Box 266724			Houston TX 77207
A. James	Bayonne Nipple Co.	Foot of E. 32nd St.	Box 15		Bayonne NJ 07002
A. James	Cambridge-Lee Industries	P.O. Box 14026			Reading PA 19612-4026
A. James	American Valve Inc	P.O. Box 35229			Greensboro NC 27425-5229

Navigation buttons: << < > >> Back Cancel Continue

Method of Entry

On this page, specify the BMEU location at which the mail will be inducted. The BMEU Location defaults to the office where the permit is held (Post Office of permit). If approved by USPS for [Mail Anywhere](#), an alternate BMEU location may be selected. Click the hyperlink provided for information about the Mail Anywhere program.

To set a BMEU location, select the appropriate items from the dropdown lists in the following order: BMEU States, BMEU Cities and BMEU Locations.

Once those components have been selected the business hours for the location will be displayed in the BMEU Hours area.

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Method of Entry

BMEU Location

Select the appropriate state from the dropdown list. A list of cities with BMEU Locations within that state will then be displayed. When the desired city is selected a list of BMEU Locations that are available in that city will be displayed. The BMEU Location to be used can then be selected and the "BMEU" button clicked to finalize the selection.

Select a State and City

BMEU States:

BMEU Cities:

BMEU Locations:

BMEU Hours:

mon 08:30 - 15:30
 tue 08:30 - 15:30
 wed 08:30 - 15:30
 thu 08:30 - 15:30
 fri 08:30 - 15:30

Back
Cancel
Continue

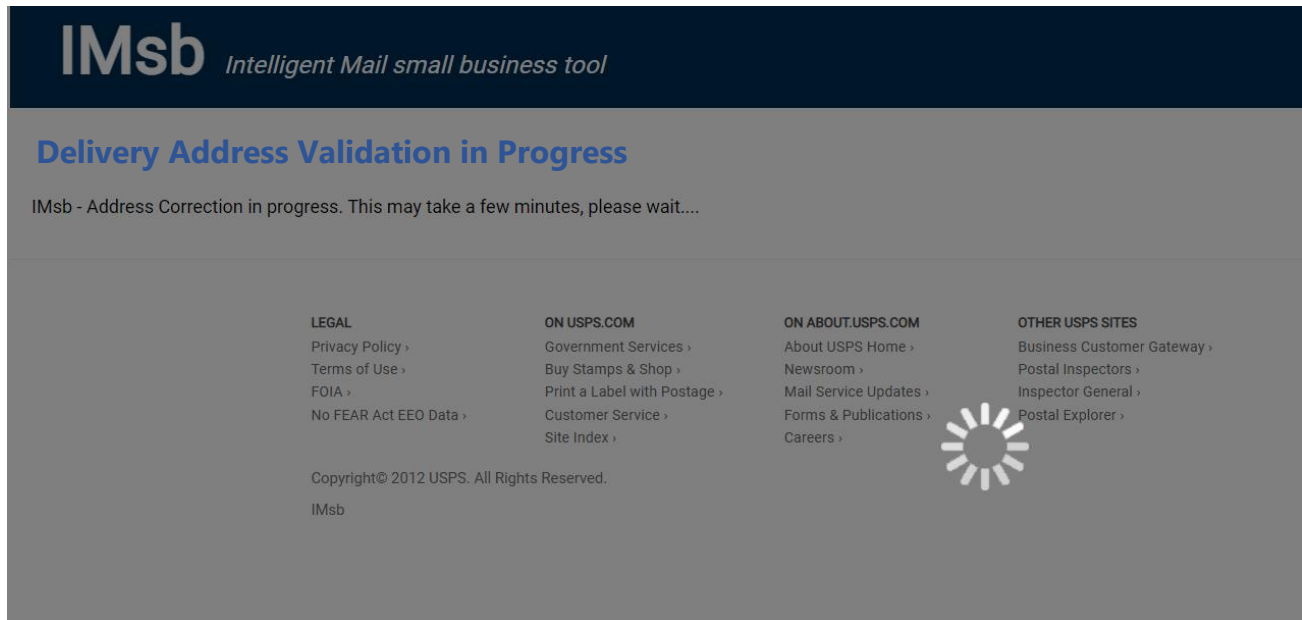
ADDRESS PROCESSING

When you click the **Continue** button on the *Method of Entry* page, IMsb will use the USPS Address Management Services (AMS) to verify that the addresses are valid and contain the required delivery points. The IMsb Tool uses the USPS Coding Accuracy Support System (CASS) to confirm the accuracy of the address elements as valid USPS delivery points. During this process, the addresses may be reformatted to conform to USPS specifications.

Note: The AMS process *only verifies that the address is a valid delivery address*; it does not check that the name/business associated with the address is accurate.

This is not a Move Update method.

The following page will be presented while address validation is processing. Depending on the number of addresses to be verified, this process may take several minutes.



AMS Processing Summary

After the Delivery Address Validation has completed, the *AMS Processing Summary Page* will be displayed.

At this point, all the addresses uploaded have been processed by AMS to determine if they can be matched to a known physical address.

The AMS results fall into 2 categories:

1. **Matched:** addresses that AMS has matched to a known physical address. There are 3 types of matches included in this count:
 - a. **Exact Match:** AMS determined that the address is an exact match for a known good address.
 - b. **Matched with Changes:** AMS matched the address to a known good address, but a significant change was made to the address to accomplish the match.
 - c. **Matched to a Building Default:** AMS was able to match the address to a known multi-unit default address, but the address lacked sufficient secondary information (e.g., suite number) to allow an exact match to be obtained.
2. **Unmatched:** AMS was unable to match the address to a known good address. You may review these addresses and select any to be mailed separately at the First-Class single piece rate.

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AMS Processing Summary Page

All of the addresses uploaded have been processed by AMS to determine if they can be matched to a known physical address.

The AMS results fall into the following 2 categories:

Matched : these are addresses that AMS has matched to a known physical address. There are 3 types of matches included in this count:

- Exact Match: AMS determined that the address is an exact match for a known good address.
- Matched with Changes: AMS matched the address to a known good address but a significant change was made to the address to accomplish the match.
- Matched to a Building Default: AMS was able to match the address to a known multi-unit default address but the address lacked sufficient secondary information (e.g. suite number) to allow an exact match to be obtained.

Unmatched : AMS was unable to match the address to a known good address. You may review these addresses to select any that you wish to mail separately at the full First-Class rate.

Job ID: 24091 Created: 11/19/2022 03:05

AMS Processing Results

Processed:	653
Matched and ready to mail	580
Unmatched:	73
Duplicates Removed:	0
Unmatched/To be Mailed at First Class Single Piece Rate:	0

Review

Duplicate Elimination

You may now check for duplicate addresses within your address list. The address list will be searched for entries that have the same last name and address. You can then select those that you wish to be removed from the output address list.

Duplicate Search

AMS Database Date: 2021-11-22

Back **Cancel** **Continue**

Selecting Unmatched Addresses

To mail the Unmatched addresses that could not be validated, click on the **Review** button next to the Unmatched count. This will open the AMS Unmatched Entries Editor page. Select the unmatched addresses to be included in the address label generation process.

AMS Unmatched Entries Editor Page

Check the box next to all addresses to be mailed at First Class single-piece rates. By clicking the **Select All** button, all the addresses will be selected. (Image below)

When finished selecting addresses, click the **Accept** button to include the addresses in the output processing or click **Cancel** to abandon the selections and return to the *AMS Processing Summary* page.

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AMS Unmatched Entries Editor

AMS was unable to match these addresses to a known good address.

This screen allows them to be included in the non-Delivery Point Validated output file by selecting the addresses to include and clicking Accept. The non-Delivery Point Validated addresses will have their STIDs modified to specify First Class mail and will have to be mailed at the full postal rate.

Job ID: **24091** Created: **11/19/2022 03:05**

Select All

Clear All

Include	Summary
<input type="checkbox"/>	A. James Argenta Trading & Consulting Co. 7907 N. W. 53rd St. Ste 401 Miami Springs FL 33166
<input type="checkbox"/>	A. James American Valve Inc P.O. Box 35229 Greensboro NC 27425-5229
<input type="checkbox"/>	A. James American Valve Inc P.O. Box 35229 Greensboro NC 27425-5229
<input type="checkbox"/>	Director - Finanace Coastline Products 2400 US 130 Ste.A Dayton NJ 08810
<input checked="" type="checkbox"/>	District Director Ameritrol Inc. P.O. Box 230952; Encinitas CA 92023 1185G Park Center Dr.; Vista CA 92083
<input type="checkbox"/>	District Director Ameritrol Inc. P.O. Box 230952; Encinitas CA 92023 1185G Park Center Dr.; Vista CA 92083
<input checked="" type="checkbox"/>	F. Able Brady W.H.Co. W275 N1012 Wildwood Ln. Waukesha WI 53188-1218
<input type="checkbox"/>	HR Manager Asahi/America Inc. 35 Green St Malden MA 02148-005
<input type="checkbox"/>	Mr. Bob Smith American Plumber 502 Indiana Avenue P.O. Box 1047 Sheboygan Wisconsin 53082-1047
<input checked="" type="checkbox"/>	Ms. Jane Doe Amtekco Industies Inc. 1675 South Hight St. Columbus OH 43207
<input type="checkbox"/>	UR Maple Assured Automation 19 Walnut Ave Clark NJ 07066
<input type="checkbox"/>	Canfield Technologies 1 Crossman Road Sayreville NJ 08872
<input type="checkbox"/>	Butler Ventamatic Corp. 1 Washington Rd. Mineral Wells TX 76068
<input type="checkbox"/>	Cobra Products 1046 Industrial Drive Berlin NJ 08009
<input type="checkbox"/>	Calco 1075 Edison Ave Chino CA 91710
<input type="checkbox"/>	Blanco America Inc. 110 Mount Holly By-Pass Lumberton NJ 08048
<input type="checkbox"/>	American Iron Nipple Mfg. Co 1153 E. Firestone Blvd. Los Angeles CA 90001
<input type="checkbox"/>	American Iron Nipple Mfg. Co 1153 E. Firestone Blvd. Los Angeles CA 90001
<input type="checkbox"/>	Allied Piping Products PA Inc. 1400 S. Trooper Rd. P.O. Box 848 Valley Forge PA 19482
<input type="checkbox"/>	Allied Piping Products PA Inc. 1400 S. Trooper Rd. P.O. Box 848 Valley Forge PA 19482

1 2 3 4

Cancel

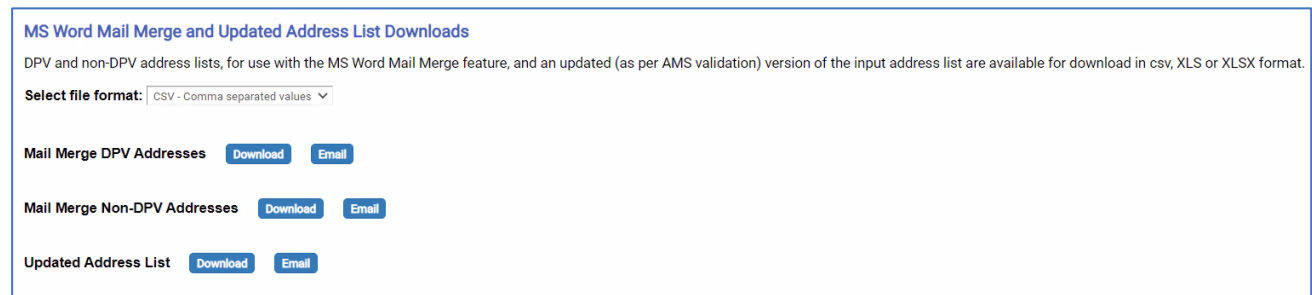
Accept

If any unmatched addresses were selected for processing at the **Unmatched/To be Mailed at First Class Single Piece Rate**, the count on the *AMS Processing Summary Page* will reflect the number of unmatched addresses that were selected.

Note: These pieces will not be included in the Full-Service mailing and must be mailed with proper postage affixed through a USPS retail office instead of a BMEU.

Download list of Unmatched Addresses

Customers can choose to download a list of their unmatched addresses from the **Label Creation** page. Unmatched addresses selected from the **AMS Unmatched Entries Editor** page can be downloaded using the **MS Word Mail Merge** section, choose your file format and click the **Updated Address List** button.



The screenshot shows a web interface titled "MS Word Mail Merge and Updated Address List Downloads". Below the title, it states: "DPV and non-DPV address lists, for use with the MS Word Mail Merge feature, and an updated (as per AMS validation) version of the input address list are available for download in csv, XLS or XLSX format." There is a dropdown menu labeled "Select file format:" with "CSV - Comma separated values" selected. Below this, there are three rows of options, each with "Download" and "Email" buttons:

- Mail Merge DPV Addresses
- Mail Merge Non-DPV Addresses
- Updated Address List

Duplicate Elimination

You can utilize the optional duplicate elimination function to check for duplicate addresses within your address list and remove any duplicate address to save printing and postage costs. This function will display duplicates based on the recipient's last name and AMS validated address. Therefore, multiple recipients at the same location with the same last name will show up as duplicates in this list. To review the address list for possible duplicates, click the **Duplicate Search** button.

Duplicate Address Editor Page

This page will present groups of possible duplicate recipients for your review. As mentioned, duplicates are identified by last name and AMS validated address. Therefore, multiple recipients, with the same last name, at the same address will be listed as possible duplicates. In the example page below, there are 4 entries for the same address but only 1 is a true duplicate.

If there are duplicate entries you wish to delete, click the check boxes next to the addresses to be removed. Once the addresses have been reviewed; click the **Accept** button and all the marked addresses will be removed from the output list.

Note: Once the **Accept** button has been clicked, the process cannot be reversed.

To remove all the identified duplicates at once, click the **Delete All** button. This will mark all the addresses within each duplicate group, except the first one, for deletion. Clicking the **Accept** button will cause the marked duplicates to be removed from the output list.

Note: Once the **Accept** button has been clicked, the process cannot be reversed.

If you decide not to delete a duplicate address, un-check the box beside the address before clicking on the **Accept** button. Once the **Accept** button has been clicked, the process cannot be reversed. To deselect all the addresses selected, click the **Clear All** button.

You may also exit the screen without performing deletions by clicking the **Cancel** button which will return you to the *AMS Processing Summary Page*.

Once returned to the *AMS Processing Summary Page*, the number of duplicates removed will be listed in the Duplicates Removed line.

Click **Continue** after reviewing the AMS Processing Results.

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AMS Processing Summary Page

All of the addresses uploaded have been processed by AMS to determine if they can be match to a known physical address.

The AMS results fall into the following 2 categories:

Matched : these are addresses that AMS has matched to a known physical address. There are 3 types of matches included in this count:

- Exact Match: AMS determined that the address is an exact match for a known good address.
- Matched with Changes: AMS matched the address to a known good address but a significant change was made to the address to accomplish the match.
- Matched to a Building Default: AMS was able to match the address to a known multi-unit default address but the address lacked sufficient secondary information (e.g. suite number) to allow an exact match to be obtained.

Unmatched : AMS was unable to match the address to a known good address. You may review these addresses to select any that you wish to mail separately at the full First-Class rate.

Job ID: 24092 Created: 11/19/2022 05:49

AMS Processing Results

Processed:	653	
Matched and ready to mail	580	
Unmatched:	69	Review
Duplicates Removed:	1	
Unmatched/To be Mailed at First Class Single Piece Rate:	3	

Duplicate Elimination

You may now check for duplicate addresses within your address list. The address list will be searched for entries that have the same last name and address. You can then select those that you wish to be removed from the output address list.

Duplicate Search

AMS Database Date: 2021-11-22

Back
Cancel
Continue

Confirm Affixed Postage Page

When the job has affixed Meter Postage or Precancelled Stamp Permit, the *Confirm Affixed Postage* page will be displayed after you leave the *AMS summary* page.

Indicate the amount of Meter postage to be affixed on each piece.

The available options are: Correct, Lowest, or Neither.

Note: Meter Postage—ensure the mail class (First-Class, USPS Marketing Mail, Nonprofit) appears on each piece using the appropriate settings on your meter.

- Correct** amount affixed to each piece; no additional postage is required.
- Lowest** piece price in the mailing affixed to each piece; all other mail pieces require additional postage.
- Neither** of the above; the amount of the total postage affixed for the entire mailing must be entered; mailpieces will require additional postage.

Note: Precancelled mailings will default to Neither and the postage affixed will be based on the class of mail chosen from the *Service Type ID* page.

- **Total Postage Affixed** – if Neither is selected, the Total Affixed Postage area will appear. The amount to be entered is the total number of AMS validated addresses indicated as the “*Total number of mailpieces in mailing*”, multiplied by the meter postage affixed to each addressed piece.

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Confirm Affixed Postage

The job has been specified with a Metered permit type (MT). This requires that the price at which the postage is affixed be identified as Correct, Lowest or Neither.

Indicate the amount of Meter postage to be affixed on each piece. The available options are: Correct, Lowest, or Neither.

- **Correct amount affixed to each piece;** no additional postage is required.
- **Lowest piece price in the mailing affixed to each piece;** all other mail pieces require additional postage.
- **Neither of the above;** the amount of the total postage affixed for the entire mailing must be entered; mailpieces will require additional postage.

Note: Precancelled mailings will default to Neither and the postage affixed will be based on the class of mail chosen from the Service Type ID page.

Total Postage Affixed – if Neither is selected, the Total Affixed Postage area will appear. The amount to be entered is the total number of AMS validated addresses indicated as the “*Total number of mailpieces in mailing*”, multiplied by the meter postage affixed to each addressed piece.

Note: Meter Postage - ensure the mail class (First-Class, USPS Marketing Mail, Nonprofit) appears on each piece using the appropriate settings on your meter.

Price At Which Postage is Affixed

Correct
 Lowest
 Neither

Back Cancel Continue

Presort Processing and Postage Statement Submission

After you click **Continue** on the *AMS Processing Summary Page* or the *Confirm Affixed Postage Page* (if displayed), IMsb will perform a presort operation on the address list and submit a postage statement for the job to the *PostalOne!* System.

OUTPUT PROCESSING

Once the presort processing has completed, the next screen will display options to download or email PDF, CSV, or MS EXCEL files of the final addresses for printing mailing labels, etc.

After retrieving the container labels and address labels/files, proceed to the final IMsb page. Information will be provided on assembling the mailpieces into the appropriate trays along with a link to open postage statement in the Postal Wizard application.

Label Creation Page

This page provides the options to download or email, PDF and/or MS EXCEL files required to assemble the mailing.

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Label Creation

You must now produce the Intelligent Mail container (tray/sack) and address labels required by the mailing.

Emailing Results

You have the option to download the output files or have them sent to 1 or 2 email addresses.

Note: if email is selected, the files will always be sent to the CRID contact email. However, an additional email recipient can be defined by entering an email address in the Additional Email area and checking the selection box.

CRID Contact Email:

Additional Email:

Container Labels

The container label pdf created will be formatted to print on 8 1/2 by 11 inch label sheets. Each sheet can accommodate 10 labels. The pdf will have a container (tray/sack) label for each unit used in the mailing. These labels contain a unique serial number and are not to be reused for other mailings.

There are two areas on the label where you may enter text of your choosing; the Printer Line, and the Mailer's area. Enter any text you wish to appear in those fields in the input areas below.

Printer Line:

Mailer's Area:

Download/Email Labels PDF

Address Labels

The number of address labels to be created are:

- Delivery-Point-Validated: 580
- non-Delivery-Point-Validated: 3 **Note:** these must be mailed as full rate First-Class Mail pieces

Label sets that can be created are:

- Delivery-Point-Validated (DPV) addresses formatted to be printed on the selected mailing media;
- non-Delivery-Point-Validated (non-DPV) addresses, to be mailed at full rate, formatted to be printed on the selected mailing media;

Select an output format:

You have selected an output format that allows address block positioning. You must click the "Adjust Layout" button to verify address positioning before downloading. You will have the option to enter a return address and adjust the placement of the return and mailing address blocks on the piece.

Adjust Layout

Download/Email DPV Address Labels

DPV and non-DPV address lists, for use with the MS Word Mail Merge feature, and an updated (as per AMS validation) version of the input address list are available for download in csv, XLS or XLSX format.

Select file format:

Mail Merge DPV Addresses Download Email

Mail Merge Non-DPV Addresses Download Email

Updated Address List Download Email

Continue

When **Unmatched Addresses** are selected from the *AMS Processing Summary page*, a button to **Download/Email Non DPV Address Labels** will be available.

Emailing Results Section

When you retrieve the PDF and/or EXCEL files containing the output address labels and information, 2 options will be presented: download the list to your computer or email the list to one or two addresses. If email is selected, the email is always sent to the CRID contact specified in your account information (if a contact email was entered for the CRID).

To enter an optional email address, click the **Additional Email** check box and enter the address in the text box to the right.

Label Creation

You must now produce the Intelligent Mail container (tray/sack) and address labels required by the mailing.

Emailing Results

You have the option to download the output files or have them sent to 1 or 2 email addresses.

Note: if email is selected, the files will always be sent to the **CRID** contact email. However, an additional email recipient can be defined by entering an email address in the Additional Email area and checking the selection box.

CRID Contact Email:

Additional Email:

Container Labels Section

When IMsb performed the presort operation on the AMS validated address list, it has calculated the number of containers (letter trays or flat trays) required for the mailing. That information was also transmitted to the *PostalOne!* system as part of the postage statement.

The Container Label section has the option to either download or email a PDF file be used to create the labels for each specific container. There is also an option to add text to the *Printer Line* and *Mailer's Area* of the labels.

Container Labels


The container label pdf created will be formatted to print on 8 1/2 by 11 inch label sheets. Each sheet can accommodate 10 labels. The pdf will have a container (tray/sack) label for each unit used in the mailing. These labels contain a unique serial number and are not to be reused for other mailings.

There are two areas on the label where you may enter text of your choosing; the Printer Line, and the Mailer's area. Enter any text you wish to appear in those fields in the input areas below.

Printer Line:

Mailer's Area:

[Download/Email Labels PDF](#)

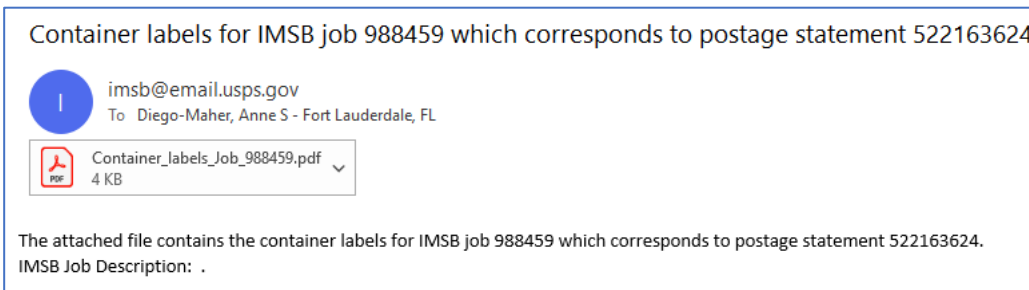


The image shows a sample container label with the following fields: **PRINTER LINE** (yellow background), **POSTAL DESTINATION NAME** (3/5 ZIP), **CIN DESCRIPTION** (AUTO), **MAILER NAME CITY STATE**, **MAILER ID**, a barcode, **MAILER'S AREA** (yellow background), and a unique ID (123456789 123456789 002008) and **T00200**.

To download the container label PDF, click the **Download Labels PDF** button. To email the PDF file, click the **Email Labels PDF** button.

Note:

- The tray labels must be printed using card stock or a standard business card stock which is perforated at 2 x 3.5" such as an AVERY label 5371.
- The tray label barcodes are unique and can only be used with the job being created. These labels cannot be reused or duplicated.
- Emailed Container/Address Labels will include the IMsb Job ID, Postage Statement ID and Job Description (if applicable)



The following is an example of the type of Label PDF output produced.



Recommended best practices:

- To avoid time out or connectivity issues while using the IMsb Tool, email or open and save the file to your computer. Then print the tray/sack labels only after completing the rest of the IMsb job.
- When saving the PDF file to your computer, use a relevant job naming convention to facilitate easy identification and retrieval when printing.

Address Labels Section

The *Address Labels Section* of the page is where to retrieve PDF, CSV or MS EXCEL files suitable for addressing the mailpieces, based on the AMS verified addresses from the input address list. If any unmatched addresses were selected, an output file can be created to address those mailpieces to be mailed separately at retail First Class single-piece rates.

Depending on the mailpiece format selected during the job setup, choose one of the following options from the **Select an Output Format** dropdown list, for creating a PDF file.

- 1" label (always present except when Flats is selected during job set up), PDF suitable for printing on Avery 5161 or equivalent 1" x 4" labels
- 1.33" label (always present except when Flats is selected during job set up), PDF suitable for printing on Avery 5162 equivalent to 1.33" x 4" labels
- 2" label (always present), PDF suitable for printing on Avery 5163 or equivalent 2" x 4" label
- Cards (present if selected during job set up), PDF suitable for printing on card stock of the size specified during job set up
- #6 3/4 Envelope (present if selected during job set up), PDF suitable for printing on standard number 6 3/4 envelope stock
- #7 Envelope (present if selected during job set up), PDF suitable for printing on standard number 7 envelope stock
- #10 Envelope (present if selected during job set up), PDF suitable for printing on standard number 10 envelope stock
- *Other – no envelope used* (present if selected during job set up), PDF suitable for printing on mailpieces of the size specified during job set up
- Flats (present if selected during job set up), PDF suitable for printing on flat mailpieces of the size specified during job set up
- Letter Insert (always present except when Cards is selected during job set up), PDF suitable for printing on standard 8 ½ by 11" sheets to be used as inserts in windowed envelopes or flats

Ancillary Service Endorsements

When an Ancillary Service Endorsement (ASE) has been specified during job set up, it will be included in the PDF for printing on the label or mailpiece stock selected, except when 1” or 1.33” labels are selected. In these cases, there is not enough physical room on the label to include the ASE. However, the ASE is required on the physical mailpiece.

When 1” or 1.33” labels are used, and an ASE is selected, the Ancillary Service Endorsement must be printed on the mailpiece separately.

The following example illustrates the PDFs generated by the system, utilizing the same address list with an ASE on both 1” and 2” label formats.



Address Block Adjustment

If any of the following output PDF formats are selected, an **Adjust Layout** button will become visible. IMsb allows the position of the address block on the mailpiece to be adjusted for these output formats.

Note: if one of these formats is selected, click the **Adjust Layout** button and confirm the address block location before the download or email the PDF file option is available.

- Cards
- #6 3/4 Envelope
- #7 Envelope
- #10 Envelope
- Other – no envelope
- Flats
- Letter Insert

Return Address

Click the **Adjust Layout** button for the option to specify a return address to be included in the PDF for printing on the mailpiece (except for the Flats and Letter Insert formats). If the current job is based on a previous job for which a return address was specified, the return address information will automatically be populated. If no return address information has been provided, the return address adjustment feature will not appear in the address positioning tool. Be aware that the return address specified is not AMS validated. Therefore, you need to ensure that it is correct.

Note: if the current job is based on a previous job that had the same output format specified, the address blocks will be positioned to the previous job's coordinates when the address block adjustment page is entered.

Font Adjustment

The layout page will also include an option to specify the font sizes for the return address block and destination address block. The available choices are: 8 point (8 pt.), 9 point (9 pt.) and 10 point (10 pt.).

Address Adjustment Example

The following example is the layout adjustment page when a #7 envelope has been selected. The pages for the other output formats function similarly. This example illustrates when the current job is a new job and not based on a previous job. In this case, the return address information and address block positioning will not be provided. The return address block is not visible in the adjustment tool and the destination address block is in the default position.

To adjust the return or destination address block placement, left click on the address block and drag it to the position desired within the gray area. Anywhere in the gray area conforms with the USPS recommended address position locations for the mailpiece size.

Image 1: Envelope Layout page when first entered.

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Envelope Layout

You may adjust the font size and location of the delivery and return address blocks on the mail piece, within the allowable print areas (based on the piece dimensions).

Return Address Information

If you are printing a return address, enter/verify the information in the fields below. If all the fields are left blank, the return address will not be included in the PDF created.

Name Line 1:
Optional Line 2:
Address Line 1:
Optional Line 2:
City:
State:
ZIP Code™:

[Set Return Address](#)

Font Sizes:

Destination Address:

The address blocks may be repositioned by moving their location in the image below.

#7 Envelope

6.75 inches

3.75 inches

Destination Address - X Offset:
Y Offset:

[Save Settings and Return](#) [Abandon Settings and Return](#)

The second image shows the same envelope layout page after:

- A return address is specified
- The “Set Return Address” button is clicked. This must be done for the return address block to appear in the adjustment tool.
- The Return Address dropdown font size list and return address block have appeared after the “Set Return Address” button was clicked.
- A return address font size of 8 pt. was selected.
- The return address block has been dragged to the upper left corner of the mailpiece.
- The destination address block has been moved to the bottom right of the mailpiece.

Image 2: Envelope Layout page after adjustments have been made.

IMsb *Intelligent Mail small business tool* Help | User Guide

Envelope Layout

You may adjust the font size and location of the delivery and return address blocks on the mail piece, within the allowable print areas (based on the piece dimensions).

Return Address Information

If you are printing a return address, enter/verify the information in the fields below. If all the fields are left blank, the return address will not be included in the PDF created.

Name Line 1:
Optional Line 2:
Address Line 1:
Optional Line 2:
City:
State:
ZIP Code™:

Font Sizes:

Destination Address:

Return Address:

The address blocks may be repositioned by moving their location in the image below.

#7 Envelope

Ms. Jane Doe
Director
4321 Fairfax Dr
Acme Corporation
Arlington VA 54006-1001

ADDRESS SERVICE REQUESTED

line 1
line 2
line 3
line 4
line 5
line 6

6.75 inches **3.75 inches**

Destination Address - X Offset:
Y Offset:

Return Address - X Offset:
Y Offset:

Image 3: Resulting PDF print file

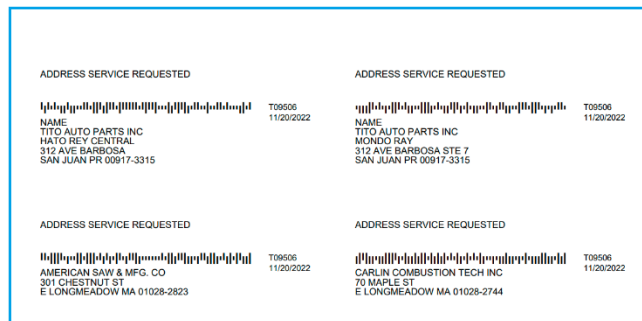
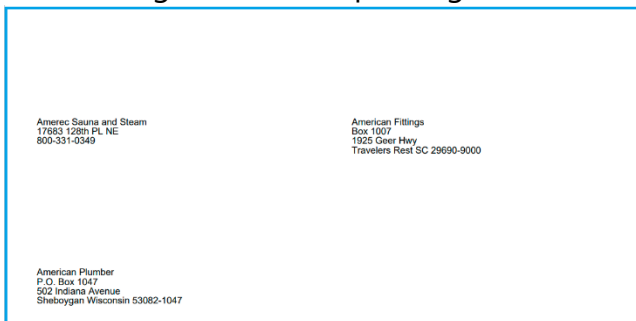
This is the layout of the PDF file generated after clicking the button **Save Settings and Return** and the PDF file is downloaded. Notice that the address block placements and font sizes conform to the parameters set on the *Envelope Layout* page.



Labels for Non-AMS Validated Addresses

If any unmatched addresses are selected from the AMS results page, they will be available to download in PDF, CSV or MS EXCEL file format. The unmatched addresses are generated exactly as they appeared on the input file and do not include an Intelligent Mail barcode or an Ancillary Service Endorsement line. These pieces will not be included in the postage statement information sent to *PostalOne!* and cannot be inducted with the other AMS validated mailpieces. The non-validated pieces must be mailed separately at the First-Class single piece rate.

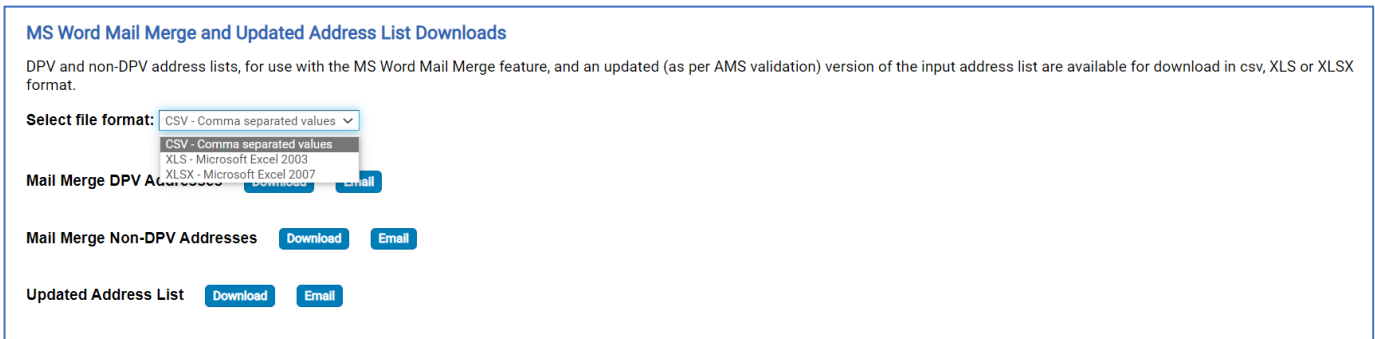
The following shows the difference between the non-AMS validated and the AMS validated addresses generated for printing on 2" labels.



MS Word Mail Merge File Download

As an alternative to downloading the addresses in PDF format, IMsb allows the processed address list to be downloaded or emailed as CSV or MS EXCEL files suitable to be utilized in a MS Word Mail Merge process. Mail Merge users must include the encodedimbno, presorttrayid, and presortdate fields from the updated mail merge file to be printed with the address block.

Prior to downloading the addresses, the desired file format should be selected from the “Select file format” dropdown list. The available formats are CVS, MS EXCEL .xsl and MS EXCEL .xlsx.



The screenshot shows a web interface titled "MS Word Mail Merge and Updated Address List Downloads". It contains the following elements:

- A paragraph: "DPV and non-DPV address lists, for use with the MS Word Mail Merge feature, and an updated (as per AMS validation) version of the input address list are available for download in csv, XLS or XLSX format."
- A "Select file format:" dropdown menu with a list of options: "CSV - Comma separated values", "XLS - Microsoft Excel 2003", and "XLSX - Microsoft Excel 2007".
- Three rows of download options, each with a "Download" and "Email" button:
 - Mail Merge DPV Addresses
 - Mail Merge Non-DPV Addresses
 - Updated Address List

The DPV Mail Merge file includes the unique Intelligent Mail barcode for each piece to be printed on your mailpiece. The Intelligent Mail barcode will only print correctly if you have installed the IMb Font to your mail merge program. The **USPSIMB Standard Font** should be set at **16-point font** when creating the barcode using Mail Merge.

The IMb font can be downloaded from PostalPro at: [USPS Fonts and Encoders Download](#) A tutorial for obtaining the IMb font required in order to be able to use Mail Merge with the IMsb Tool is also available at [IMb Font Download 7-29-2020 v1.pptx \(live.com\)](#)

The *Mailing & Shipping Solutions Center (1-877-672-0007)* is available to assist with downloading the IMb Font.

Fonts and Encoders Download

This page lists USPS Intelligent Mail barcode files, Fonts and Encoders, available for download. Select an entry in the list-box; files matching the criteria are shown.

Available Downloads

Name	Date	Description
uspsFontsNonAFP-1.4.0.zip	2010-04-23	USPS non-AFP Intelligent Mail barcode fonts are distributed for the Postscript Type1 (PS1) and Type 3 (PS3), TrueType (TTF), HP-PCL, and Xerox Metacode print platforms. There is a Standard (16pt) font and a Compact (14pt) font for each print platform. Scalable Standard fonts are USPS compliant when printed at 16 or 17pt; 16pt is recommended. Scalable Compact fonts are USPS compliant when printed at 14, 15 or 16pt. Only the barcode string of the scalable 14pt Compact fonts (PS3 or TTF) is less than 3 inches; however, these barcode strings risk non-compliance when printed on imprecise printers.

Note: The barcodes contained in the downloaded file are unique and can only be used with the job being created.

Non-DPV Mail Merge File: you can also download a MS Word Mail Merge suitable file containing the selected non-DPV validated addresses. This allows for printing of the unmatched addresses that must be mailed separately at retail First Class single-piece rates using Mail Merge in the same manner as the DVP validated addresses.

Updated Address List Download

The IMsb Tool gives you the option of saving the AMS corrected version of the address list for future use. The Privacy Act does not allow the USPS to save your address file. As with the mail merge file, the updated address list is available in CSV, MS EXCEL .xsl and MS EXCEL .xlsx output formats.

Note: the output file contains both the AMS validated addresses and any unmatched addresses included in the input file.

After downloading or emailing the container label and address list files, click the **Continue** button to proceed to the final page of the IMsb tool *Assembling the Mailing*.

Note: both the container labels and address labels are required to successfully assemble the mailing for induction at the USPS BMEU selected. IMsb will not allow you to exit the download page until the container label files and address label files have been downloaded or emailed in one of the available formats.

Assembling the Mailing Page

Before the mailing can be presented to the USPS, pieces must be placed into designated trays with the assigned presort generated labels. We recommend printing this page for reference before placing the mailpieces in the containers.

Note: Please pay close attention to the counts in each tray and the special instructions for proper sortation.

IMsb Intelligent Mail small business tool
Help | User Guide | About IMsb | Business Custom

Assembling the Mailing

Job ID: 24108 Created: 11/20/2022 08:05

Mailing Group ID: 188602
 Mail Class: First-Class Mail
 Processing Category: Letters
 Service Type: Full
 Total Mail Pieces: 1336
 Total Number of Handling Units: 2

Postal Statement ID: 4888602

Tray/Sack Requirements For The Job

In order to assemble your mailing, you will need the following containers:

Container Type	Number Required
One foot letter tray	1
Two foot letter tray	1
Two foot extended letter tray	0
Flat tray	0
Number one sack	0

The following table below contains information on how to place your mail pieces in trays/sacks required for delivery to the USPS.

As part of your IMsb job you should have produced a pdf file containing an Intelligent Mail label for each tray/sack required. Each tray/sack has been allocated a unique serial number which is listed in large text on the bottom right of the tray/sack label. This label should be affixed to the corresponding type of container identified in the **Container** column of the table below.

When the addresses processed by IMsb are printed each mail piece will have a tray/sack number printed to the right of the IM barcode. All mailpieces for a given tray/sack will bear the same identifier as the tray/sack that they are to be placed into. The address pdf file is produced in tray/sack sequence so when it is printed all pieces for each tray will occur in sequence.

Special instructions regarding the filling of the container are provided where appropriate.

Optimal Tray/Sack Recommendation

Sortation Group	Container	# Mail pieces	Tray Number	Special Instructions
AADC	One Foot Letter Tray	213	T09508	1,5
MAADC	Two Foot Letter Tray	1123	T09509	1,5

Message Id	Message
1	All pieces must be placed in the tray/sack that they are assigned to
5	All mailpieces in a non-full tray must be put in bundles not exceeding 6 inches in length

Please refer to the IMsb help pages for more details

Review Postage Statement

Your IMsb job is now complete. Click the button below to review the Postage Statement in the PostalOne! system.

Open Postage Statement

Number and type of mailing containers required

The *Assembling the Mailing* page will display a table that lists the type and number of containers required for the job.

Tray/Sack Requirements For The Job	
In order to assemble your mailing, you will need the following containers:	
Container Type	Number Required
One foot letter tray	1
Two foot letter tray	1
Two foot extended letter tray	0
Flat tray	0
Number one sack	0

Since the address list has been presorted, it is very important to place the mailpieces into their assigned containers. The *Optimal Tray/Sack Recommendation* image displays how to place the mail pieces in trays required for delivery to the USPS.

As part of the IMsb job you should have produced a pdf file containing an Intelligent Mail label for each tray/sack required. Each container has been assigned a unique *Tray or Sack Number* which appears in large text on the bottom right of the tray/sack label. This label should be affixed to the corresponding type of container identified in the Container column of the *Optimal Tray/Sack Recommendation* table.

When printing the address labels generated by the IMsb Tool, the mail pieces will have a tray/sack number printed to the right of the IM barcode. All mailpieces for a given tray/sack will bear the same tray/sack number they are to be placed into. The address pdf file is produced in tray/sack sequence so when it is printed all pieces for each tray will be listed in numerical order.

Optimal Tray/Sack Recommendation				
Sortation Group	Container	# Mail pieces	Tray Number	Special Instructions
AADC	One Foot Letter Tray	213	T09508	1,5
MAADC	Two Foot Letter Tray	1123	T09509	1,5

Special Instructions regarding the filling of containers is indicated in the right-hand column of the table and the *Message ID/Message* is listed at the bottom of the page.


Message Id	Message
1	All pieces must be placed in the tray/sack that they are assigned to
5	All mailpieces in a non-full tray must be put in bundles not exceeding 6 inches in length

Opening The Postage Statement

At this point the IMsb Tool portion of the job is complete. You may open the associated postage statement in the Postal Wizard system by clicking the **Open Postage Statement** button at the bottom of the page.

Postal Wizard Review and Submit

Review the mailing information and then click the **Submit** button on the bottom of the page to upload the mailing to the *PostalOne!* system.


HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits

Standard Mail - Permit Imprint > Confirmation

Please verify the information below.
If you need to make any changes press the Back button.
Press **Submit** at the bottom of this page to submit the information you have entered.

Planned

United States Postal Service
Standard Mail - Permit Imprint

Summary -

Mailing Information		
Permit Holder	Mailing Agent	Org. For Which Mailing is Prepared
Account Number: 019004		
Permit Number: 78	4430786	4430786
CRID: 4430786		
Price Eligibility: Regular		Regular
Name: AUTOMATED MAILING SYSTEMS, INC.	AUTOMATED MAILING SYSTEMS, INC.	AUTOMATED MAILING SYSTEMS, INC.
Organization:		
Contact Name: SUE WELLS	SUE WELLS	SUE WELLS
Street Address: 476 LENFANT PLZ SW	476 LENFANT PLZ SW	476 LENFANT PLZ SW
P.O. Box: STE 3	STE 3	STE 3
City: WASHINGTON	WASHINGTON	WASHINGTON
State/Province: DC	DC	DC
Zip/Postal Code: 20260 - 0004	20260 - 0004	20260 - 0004
Customer Reference ID:		
Opening Balance: \$ 50,000.00		
Estimated Closing Balance: \$ 49,502.23		

Mailing Information		
Post Office Of Mailing: PHILA PA 19104-9551	Post Office of Permit: PHILA PA 19104-9551	Mailing Date: 06/20/2012
Account Number: 2192684	Permit Number: 78	Statement Sequence No:
Permit Type: Permit Imprint	CRID: 4430786	Reproducible Notes: No
Processing Category: Letters	Weight of a Single Piece: 0.0031 lbs.	Federal Agency Cost Code:
Mail enclosed in another Class:	Washed based on:	Total Pieces: 1,797 pcs
Sequencing Date:	Address Matching Date - Carrier Route Pieces:	DAL Pieces:
Allow Update Method:	Allow Update Method:	Total Weight: 5.9707 lbs
Incentive/Discount Claimed: N/A	Auxiliary Service Endorsement:	Delivery Statistics File Date:

No of Containers	1 MM Trays	2 MM Trays	3 EMM Trays	Flat Trays	Sacks	Pallets	Other
	1	2					

Comments:

Part	Type	Pieces	Postage
A	Automation Letters	1,797	\$ 497.7690

For Extra Services and Other Fees

Total From All Parts	\$ 497.769
Total From Attached Form 3540-S	N/A
Total Postage:	\$ 497.77
Total Adjusted Postage (add additional postage to total postage)	\$ 497.77

Line Number	Entry Discount	Title	Description	Price	Quantity	Subtotal Postage	Discount Total	Fees Total	Postage	
A4	NONE	Mixed AADC	Letters 3.3 oz (0.2055 lbs) or less	0.276	1797pcs	499.5550	0	0	\$ 499.5550	
A23	NONE	Letters - Number of Pieces that	Full Service Intelligent Mail Option	0.001	1797pcs	0	0	0	\$ 1.7970	
									Part A Total (Line A23 minus A24)	\$ 497.7690
									Total Postage From All Parts	\$ 497.77

Certification Statement

By clicking on the "Submit" button, the mailer hereby certifies that all information furnished within this submission is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation.

The mailer further certifies, if the mailing is claiming a nonprofit price, that: (1) the mailing complies with DMM 300 700 1.0; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 26 U.S.C. § 502(c)(1)(D)(iii) and 26 U.S.C. § 513(a); (3) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing.

If an agent submits this form, the agent certifies that he or she is authorized to submit on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control.

I understand that anyone who furnishes false or misleading information in this submission or who omits information requested on this online form may be subject to criminal and/or civil penalties, including fines and imprisonment.

For information regarding our Privacy Policy, visit: www.usps.com

Signature

AUDREY MELONI

* Name of the agent or account holder who will be submitting this postage statement.
(Both principal and agent are liable for any postage deficiency incurred.)

* Agent or permit holder's telephone number.

([540]) [343] - [1156]

Extension

Press **Submit** to submit the information you have entered only after reading and agreeing to the **Certification Statement**.

Click **Submit** to submit this information to PostalOne!

[Back](#) [Delete](#) [Save and Exit](#) [Submit](#)

Click Back to return to the previous page.
Permit Entry → Valid Account → Confirm

Note: When **Save and Exit** is selected, the postage statement will not be submitted to *PostalOne!* but will be sent to **Saved Forms**. Go to Postal Wizard from BCG home page, scroll to "Saved Forms", and click "View incomplete jobs I have started" (see below).

Select the Postage Statement ID hyperlink to retrieve the job. Scroll to bottom right and click **Submit** to upload the job to *PostalOne!*

Home > Postal Wizard

Postal Wizard

Allows you to complete, print, save, and submit common forms used in the business mailing process.

Complete a Mailing Form

Online Form	Description
3541	Postage Statement — Periodicals
3541	Postage Statement — Periodicals - Combined
3600 FCM	Postage Statement — First-Class Mail
3600 PM	Postage Statement — Priority Mail
3602	Postage Statement — USPS Marketing Mail
3605	Postage Statement — Bound Printed Matter
3605	Postage Statement — Parcel Select
3605	Postage Statement — Media Mail or Library Mail
3700-A	Postage Statement — Part A - First Class Mail International
3700-B	Postage Statement — Part B - First Class Package International Service
3700-C	Postage Statement — Part C - International Surface Air Lift
3700-D	Postage Statement — Part D - International Priority Airmail
3700-E	Postage Statement — Part E - Priority Mail International - Transmits Customs Data
3700-F	Postage Statement — Part F - Priority Mail International - Regional Rate Box - Transmits Customs Data
3700-G	Postage Statement — Part G - Priority Mail Express International - Transmits Customs Data
3700-H	Postage Statement — Part H - Global Express Guaranteed - Transmits Customs Data
3700-P	Postage Statement — Part P - Commercial ePacket
3700-Q	Postage Statement — Part Q - Global Direct

[View Pending Postage Statements Report](#)

Saved Forms

View forms I have submitted

View incomplete forms I have started

Home > Postal Wizard > Incomplete Forms

Incomplete Mailer Forms

To complete a postage statement, select the Postage Statement ID below.
Delete * Please note that incomplete statements older than 14 days will automatically be removed from the system.

Postage Statement ID	Permit / Pub	CRID	Location	Submit Date	Transaction Type	Pieces/Copies	Weight	Transaction Amount
376699531	PC 1465	15042284	NORTH EVANS, NY	04/15/2020	3602-R	4,974	310.9	-\$ 1,394.44
376484536	PI 1327	11978045	RENO, NV	04/13/2020	3602-R	4,974	310.9	-\$ 1,394.44
375307387	PI 1465	15042284	NORTH EVANS, NY	04/02/2020	3602-R	4,974	310.9	-\$ 1,394.44
375306074	MT 1465	15042284	NORTH EVANS, NY	04/02/2020	3602-R	4,974	310.9	-\$ 1,394.44

Mailers using Precanceled Stamps or Meter postage must indicate how they will pay for additional postage in the Net Postage Adjustment Amount section of the postage statement. (See below)

Click **Search** and in the pop-up enter the BMEU City, BMEU State, Permit Number, and Permit Type. Then click **Search**. The tool will automatically enter the Account Number and Finance Number for the permit.

Net Postage Adjustment Amount

*Account for insufficient affixed postage

Type: ▼
 Number: Search
 Finance Number:
 Customer Reference ID:
(required for CAPS account)

Signature

CRID:	<input type="text"/>
Account Number:	<input type="text"/>
BMEU City:	<input type="text"/>
BMEU State:	<input type="text" value="[Select State]"/>
Permit Number:	starts with <input type="text"/>
Permit Type:	<input type="text" value="[Select Permit Type]"/>
Company Name:	starts with <input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
Customer City:	<input type="text"/>
State/Province:	<input type="text" value="[Select State]"/>
ZIP/Postal Code:	<input type="text"/>
Country:	<input type="text" value="[Select Country]"/>
	Search

Print the *Printer Friendly Version* of the barcoded Electronic Confirmation Acceptance Notice (ECAN) and bring to the BMEU along with the mailing.

UNITED STATES POSTAL SERVICE HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity **Standard Mail - Permit Imprint** Confirmation

Printer Friendly Version [Print](#)

Note to Mailer: Your electronic postage statement has been submitted to the USPS PostalOne! system on Jun 23, 2012 02:15 PM. **Please print and bring this form along with your mailing to the Post Office in PHILA PA 19104-9651**

The labels and electronic mailing information associated to this form, **must** match the physical mailing being presented to the USPS employee with this form.

Postage Statement ID: 62826101

Post Office Of Mailing: PHILA PA 19104-9651
 Post Office of Permit: PHILA PA 19104-9651
 Mailing Group ID: 59020298

Account Holder: AUTOMATED MAILING SYSTEMS, INC.
 Account Number: 2162684
 Permit Holder: AUTOMATED MAILING SYSTEMS, INC.
 Permit Type: P1
 Permit Number: 76
 Mail Agent: AUTOMATED MAILING SYSTEMS, INC.
 Mail Owner: AUTOMATED MAILING SYSTEMS, INC.
 Mail Owner Permit Type: P1
 Mail Owner Permit Number: 76
 CRID: 4430796
 Customer Reference ID:

Mail Class: Standard Mail
 Price Eligibility: Regular
 Processing Category: Letters
 Weight of single piece: 0.0031 lbs. (0.00496 oz)
 Total Mail Pieces: 1,797 pcs.
 Total Weight: 6.5707 lbs.


Handling Unit:	1' MM Trays	2' MM Trays	2' BMM Trays	Flat Trays	Boxes	Pallets	Other
	1	2					

Part A Postage: \$ 497.7690
 Total Postage Amount: \$ 497.77

*NOTE: The balance displayed may change prior to Postal acceptance of the mailing due to the timing of deposits, additional mailings, or other adjustments to the account.
 Opening Balance: \$ 50,000.00
 Estimated Closing Balance: \$ 49,502.23
 *Note: This mailing may be subject for additional verification at the time of acceptance.

Action

Please scan :
 SCAN AT ACCEPTANCE



9275 7900 0002 7100 0628 2610 13

Note: The barcoded addresses and container labels are **unique** to this job and **MUST** match the job submitted to *PostalOne!*

Congratulation, you are finished! The IMsb Tool has submitted your postage statement and qualification report electronically.

For troubleshooting assistance go to the [Troubleshooting Guide](#) or the [Frequently Asked Questions](#).


Electronic Confirmation
Acceptance Notice

USPS Generated by Postal Wizard System

Note to Mailer: Your electronic postage statement was submitted to the USPS PostalOne! system on Nov 08, 2012 10:40 AM.

Please print this form and present it along with your mailing to the Retail Office in FALLON, NV 120 N MAINE ST, FALLON, NV 894062930 by Dec 08, 2012.

The labels and electronic mailing information associated to this form, must match the physical mailing being presented to the USPS employee with this form.

Postage Statement ID:	64263491
Post Office of Permit:	RENO, NV 89610-9861
Account Holder:	YELLOW
Account Number:	1448080
Permit Holder:	YELLOW
Permit Type:	PI
Permit Number:	738
Mailing Agent:	YELLOW
Mall Owner:	YELLOW
Mall Owner Permit Type:	PI
Mall Owner Permit Number:	738
Customer Reference ID:	
Mall Class:	Standard Mall
Price Eligibility:	Regular
Processing Category:	Letters
Mailer's Mailing Date:	11/08/2012
Actual Weight of Mailer Declared Piece Weight:	0.0626 lbs. (1.0000 oz) MAX weight allowed 3.3 oz
Total Mail Pieces:	800 pec.
Total Weight:	58.2600 lbs.
Total Postage Amount:	\$ 248.30

1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Bcks	Pallets	Other
	2					

Handling Unit:

Total Postage Amount to be Collected:	\$ 248.30
Total Postage Amount - Prepaid by CAPS account:	\$ 0.00

RETAIL Office of Mailing	Hours	
FALLON	Mon, Tue, Wed, Thu, Fri	8:00 AM - 5:00 PM
120 N MAINE ST	Sat	Closed
FALLON, NV 894062930	Sun	Closed

Note:
 *This mailing may be subject to additional verification at the time of acceptance.
 *This mailing can be processed at the self service terminal.

Action

Please scan :

SCAN AT ACCEPTANCE



9275 7900 0007 2300 0642 6349 14

How to cancel a Postage Statement submitted to *PostalOne!*

There are two ways to cancel a Postage Statement/job that has been submitted to *PostalOne!*:

1. Utilizing the Postal Wizard via **View Pending Postage Statements Report**
2. PostalOne Dashboard

Postal Wizard

On the BCG Welcome page, go to the top navigation bar and select **Mailing Services** then scroll down to **Postal Wizard** and click **Go to Service**.

Select **View Pending Postage Statements Report**.

The screenshot shows the Postal Wizard interface. On the left is a navigation menu with categories like 'Manage Mailing Activity', 'e-VS Customer', and 'PRS Customer'. The main content area shows a breadcrumb trail 'Home > Postal Wizard' and the title 'Postal Wizard'. Below the title is a description: 'Allows you to complete, print, save, and submit common forms used in the business mailing process.' The main section is titled 'Complete a Mailing Form' and contains a table of online forms. The 'View Pending Postage Statements Report' link is highlighted with a red box. Below this are sections for 'Saved Forms' and 'Complete Customer Service Form'.

Online Form	Description
3541	Postage Statement — Periodicals
3541	Postage Statement — Periodicals - Combined
3600 FCM	Postage Statement — First-Class Mail
3600 PM	Postage Statement — Priority Mail
3602	Postage Statement — USPS Marketing Mail
3605	Postage Statement — Bound Printed Matter
3605	Postage Statement — Parcel Select
3605	Postage Statement — Media Mail or Library Mail
3700-A	Postage Statement — Part A - First Class Mail International
3700-B	Postage Statement — Part B - First Class Package International Service
3700-C	Postage Statement — Part C - International Surface Air Lift
3700-D	Postage Statement — Part D - International Priority Airmail
3700-E	Postage Statement — Part E - Priority Mail International - Transmits Customs Data
3700-F	Postage Statement — Part F - Priority Mail International - Regional Rate Box - Transmits Customs Data
3700-G	Postage Statement — Part G - Priority Mail Express International - Transmits Customs Data
3700-H	Postage Statement — Part H - Global Express Guaranteed - Transmits Customs Data
3700-P	Postage Statement — Part P - Commercial ePacket
3700-Q	Postage Statement — Part Q - Global Direct

View Pending Postage Statements Report

Saved Forms

- [View forms I have submitted](#)
- [View incomplete forms I have started](#)

Complete Customer Service Form

Online Form	Description
3526	Statement of Ownership, Management, and Circulation
3623	Request for Confirmation of Authorization or Pending Application to Mail at Nonprofit USPS Marketing Mail Rates
3624	Application to Mail at Nonprofit USPS Marketing Mail Rates
6015	Nonprofit Database Change Request
3533	Application for Refund of Fees, Products and Withdrawals of Customer Accounts
3510	Application for Re-entry or Special Price Request for Periodicals Publication

Complete a Periodicals Payment

- [Consolidated Payment Request](#)

In the next window, locate the Postage Statement to be cancelled. Scroll to the right to the **View/Cancel** header and click the **“X”** hyperlink.

Home > Postal Wizard > Pending Postage Statements

Pending Postage Statements

Maximum search is within a 125 day period. Start Date cannot be before 01/01/2005.

Search for Pending Postage Statements

Start Date: 11/23/2022 End Date: 12/27/2022 SEARCH

Records 1 - 1 of 1 displayed.

Account Number	Permit / Pub	CRID	PO of Permit	PO of Mailing	Company	Form Type	Submit Date ↓	Pieces/ Copies	Weight	Postage	Confirmation	View / Cancel	Verifications	PO of Permit Fin No
3913007	PI 3085	18817973	FT LAUDERDALE, FL 33310	FT LAUDERDALE, FL 33310	ANABNANA	3902-R	12/27/2022	4,974	821.8	\$ 1,612.55	391682118	X		113030

↑ indicates sorted column and direction.
* Total weight is not available for consolidated periodical statements.

On the *“Preparing to Cancel #xxxxxxxxxx” (PSID Number)*, scroll to bottom right corner and click **Cancel**.

Home > Mailing Reports > Pending Postage Statements > Preparing to Cancel # 391682118

Please review the statement below before cancelling.
If you do not wish to cancel this statement, use the Back button on your browser.
Press Cancel at the bottom of this page to submit the cancellation request.

Statement Information

PS Form 3602-R - USPS Marketing Mail - Permit Imprint

Account Holder:	ANABNANA 3595 COCOPLUM CIR COCONUT CREEK, FL 33083 -5931 Contact: (999) 999 - 9999	Mailing Agent:	ANABNANA 3595 COCOPLUM CIR COCONUT CREEK, FL 33083 -5931	Mail Owner:	ANABNANA 3595 COCOPLUM CIR COCONUT CREEK, FL 33083 -5931
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Planned

Click Cancel to submit the cancellation request for this postage statement

Cancel

Click **OK** to confirm cancellation.

www.uspspostalone.com says

Are you sure you want to cancel this postage statement?

OK Cancel

Postage Statement has now been cancelled.

Home > Mailing Reports > Pending Postage Statements > Canceled # 391682118

Postage Statement # 522151783 in Mailing Group # 391682118 has been canceled.

PostalOne! Dashboard

On the BCG Welcome page, click the hyperlink **View Recent Mailings in the PostalOne Dashboard**

Recent Mailings All Mailings 12/27/2022

Job ID	Mail Class	Mailers Mailing Date	Mailing Group ID	Number of Pieces	Permit USPS No.	Post Office Of Mailing	Postage	Postage Statement ID	Statement Status	Submission Date
PW IMsb	SM	12/27/22	391684725	4974	PI3085	113030	\$1,612.55	522154780	UPD	12/27/22
PW IMsb	SM	12/27/22	391682118	4974	PI3085	113030	\$1,612.55	522151783	CAN	12/27/22
PW IMsb	SM	12/22/22	391211842	4974	PI3085	113030	\$1,612.55	521628690	CAN	12/22/22

[Show More](#)

[View Recent Mailings in the PostalOne! Dashboard](#)

On the Dashboard, **adjust the Begin/End date range**, select **All – include all Statement Statuses**, check the box for **Include Closed Jobs** and click **Search**.

Dashboard Alerts: There are no alerts at this time.

Dashboard Search:

Open Date: Begin: 12/19/2022, End: 12/27/2022

Statement Statuses: All - include all Statement Statuses (selected), A/U - DPV and/or Move Update Warnings, CAN - Canceled, CON - Consolidated, ERR - Failed on Submission, EST - Estimate of Postage

Postage Statement ID:

Mailing Group:

Mailer Job #:

Submission Type: All - include all Submission Types (selected), Mail Det, Mail XML, Postal Wizard, Manual, PW-EDDM, PW-MSB

Mail Classes: All - include all Mail Classes (selected), SP - Bound Printed Matter, PC - First-Class Mail, ML - Media/Library Mail, PP - Parcel Select

Mailer Location: All

Preparer CRID #:

Permit Holder Permit #:

Permit Holder Permit Type: All

Permit Holder CRID #:

Account Number:

Include Closed Jobs:

To cancel the job, click the **Cancel Job** hyperlink


Search Results

3 jobs found, displaying all jobs.

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Publication Name	Mail Entry Hours	Account Number	Permit/USPS Number	Mail Class	Pieces	Postage(\$)	Statement Status	PO of Electronic File	Electronic File Count	PDF Download
PW IMsb	391684725	PI# 52154780 (F - 100%) [SE]	Cancel Job			FT LAUDERDALE, FL 33310	FT LAUDERDALE, FL 33310	12/27/2022	12/27/2022	From IMSB / ANABNANA		1000008500	PI 3085	SM	4,974	\$1,612.55	UPD	113030		
PW IMsb	391682118	PI# 52151783 (F - 100%) [SE]				FT LAUDERDALE, FL 33310	FT LAUDERDALE, FL 33310	12/27/2022	12/27/2022	From IMSB / ANABNANA		1000008500	PI 3085	SM	4,974	\$1,612.55	CAN	113030		
PW IMsb	391211842	PI# 521628690 (F - 100%) [SE]				FT LAUDERDALE, FL 33310	FT LAUDERDALE, FL 33310	12/22/2022	12/22/2022	From IMSB / ANABNANA		1000008500	PI 3085	SM	4,974	\$1,612.55	CAN	113030		



Export options: CSV | Excel | PDF


Choose your reason for cancellation: Customers Errors, Update is Required, Other (populate comment box). Click **Submit**.

> Cancel  Today's Date: Dec 27, 2022


Mailing Group Summary Information

Mailing Group ID:	391884725	Mailer's Job #:	PW/Isb	Open Date:	12-27-2022
Preparer:	3085-PI-ANABIVANA	Finance No.:	113030	Close Date:	
Description:	From IMSB				

Please select a reason for cancelling this job:
1. Customers Error  

[< Back](#) [Submit >](#) 

Job/Statement has been cancelled.

> Cancel 

Mailing Group Summary Information

Mailing Group ID:	391884725	Mailer's Job #:	PW/Isb	Open Date:	12-27-2022
Preparer:	3085-PI-ANABIVANA	Finance No.:	113030	Close Date:	
Description:	From IMSB				

Job Cancellation for Mailing Group ID is Done.

Note: If you are unable to cancel your statement, contact your local BMEU for assistance.

References

PostalPro <https://postalpro.usps.com/>

The USPS provides several technical and non-technical guides, informative documents and presentations, and other helpful tools to make it easier for you to take full advantage of USPS Streamlined Mail Acceptance Programs.

Additionally, you can download the USPS IMb standard font for the Mail Merge option (16pt font) at: <https://postalpro.usps.com/onecodesolution?downloads=FontsNonAFP&selection=3>

UNITED STATES POSTAL SERVICE

Intelligent Mail® Barcode

[Return to Intelligent Mail Barcode for Mailpieces](#)

Fonts and Encoders Download

This page lists USPS Intelligent Mail barcode files, Fonts and Encoders, available for download.

Select an entry in the list-box; files matching the criteria are shown.

Available Downloads: Encoder: MS Office

Name	Date	Description
uspsEncoderMsOffice-1.3.1.zip	2011-02-15	USPS Intelligent Mail barcode Encoder distribution for MS Office 32-bit edition applications such as MS Word, MS Excel and MS Access, running on either 32-bit or 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.
uspsEncoderMsOffice64-1.3.1.zip	2012-03-27	USPS Intelligent Mail barcode Encoder distribution for MS Office 64-bit edition applications such as MS Word, MS Excel and MS Access, running on 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.

Postal Explorer <https://pe.usps.com/>

A virtual library of postal information and tools designed for U.S. Postal Service customers, business mailers, and employees. It puts a wealth of postal requirements for mailing and shipping at your fingertips in an easy-to-use format.

Domestic Mail Manual (DMM) [HTML](#) | [PDF](#)

Contains the in-depth USPS standards for domestic mail services; descriptions and requirements for each mail class, extra service types, and ancillary services along with conditions governing their use and the standards for price eligibility and mail preparation.

Price List (Notice 123) [HTML](#) | [PDF](#)

The Price List is a booklet that contains all domestic and international prices and fees in a concise and accessible manner.

Domestic Price Calculator <https://postcalc.usps.com/>

Allows users to calculate postage for retail and business mail.

Quick Service Guides [HTML](#) | [PDF](#)

Quick Service Guides (QSGs) provide a 2-page overview of the standards for a particular class of mail, service, or preparation method. The QSGs typically summarize eligibility, mail preparation standards and/or overviews of mailpiece design and other information.

Postal Addressing Standards (PUB 28) [HTML](#) | [PDF](#)

Postal Addressing Standards describes standardized address formats for mail. This publication includes standard abbreviations for streets, counties, highways, and business terms.

Nonprofit USPS Marketing Mail Eligibility (PUB 417) [HTML](#) | [PDF](#)

Nonprofit USPS Marketing Mail Eligibility discusses eligibility, authorization, and mailing standards for the Nonprofit USPS Marketing Mail prices.

Additional Support

In addition to the guides and specifications listed above, you may also get help from USPS Intelligent Mail experts.

To find your local **Business Mail Entry Unit (BMEU)** go to the PostalPro BMEU Locator page: <https://postalpro.usps.com/ppro-tools/business-mail-entry>

For Mailing Requirements, MDA or *PostalOne!* assistance contact the USPS Mailing and Shipping Solutions Center (MSSC): call (877) 672-0007; email MSSC@usps.gov or visit <https://postalpro.usps.com/solutions>

Informed Visibility Mail Tracking & Reporting (IV-MTR) is a near real-time, single source for all domestic-bound mail and mail aggregate tracking information. For information about Informed Visibility go to PostalPro at:

<https://postalpro.usps.com/visibility-and-tracking/informed-visibility-iv>

Certified Software Vendor and MSPs

Other options to take advantage of Full-Service and Intelligent Mail barcode benefits are to contact a Software Vendor or Mail Service Provider (MSP).

Several Software Vendors and MSPs have developed solutions for your mailing needs.

List of certified software vendors is available on PostalPro at: [Certified Full-Service Vendor Detailed List | PostalPro \(usps.gov\)](#)

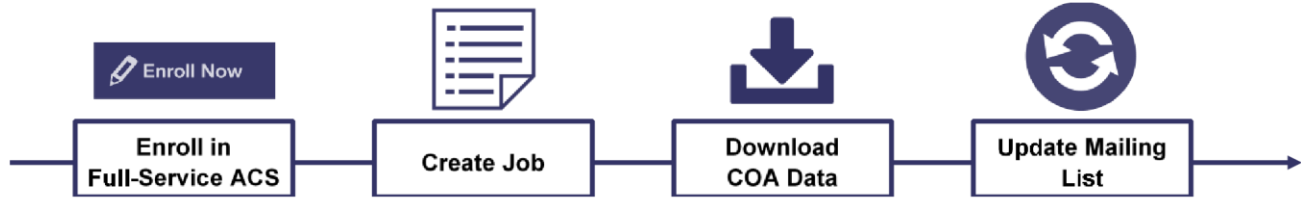
List of certified MSPs is available on PostalPro at: [Mail Service Provider \(MSP\) - Full-Service Certified Mailers | PostalPro \(usps.com\)](#)

Full-Service Address Change Service (ACS) Enrollment For Intelligent Mail for Small Business (IMsb) Tool Users and How to Retrieve the Address Correction Data

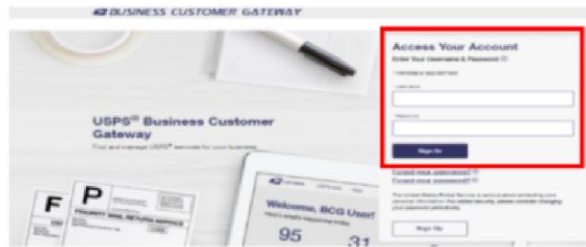


Address Correction Services (ACS)

Receive address correction updates, and mail forwarding, when possible, reducing the volume of undeliverable-as-addressed (UAA) mail by using Full-Service ACS with your IMsb Tool mailings. Address correction updates are available for free through the Business Customer Gateway. When using the Intelligent Mail barcodes (IMb) on First-Class Mail, the printed endorsement is optional. On Marketing Mail with an IMb, the printed endorsement is still required, and can be listed as “Electronic Service Requested.” Follow the steps below enroll in Full-Service ACS, ensure you select Full-Service ACS when creating a job, and find out how to retrieve your Change of Address (COA) data through the Business Customer Gateway (BCG).



1. Login to the BCG here: [Business Customer Gateway](#)



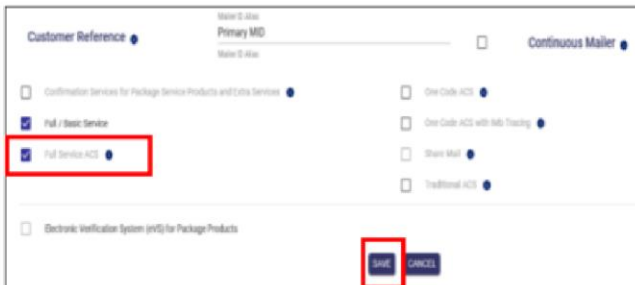
2. From the Welcome Screen, click the **Mailing Services** link in the upper left corner



3. Select your Business Location (CRID) and click on **Options** next to the Mailer ID to be enrolled and select **Program Options**



4. Check the box next to 'Full-Service ACS' and click the **Save** button

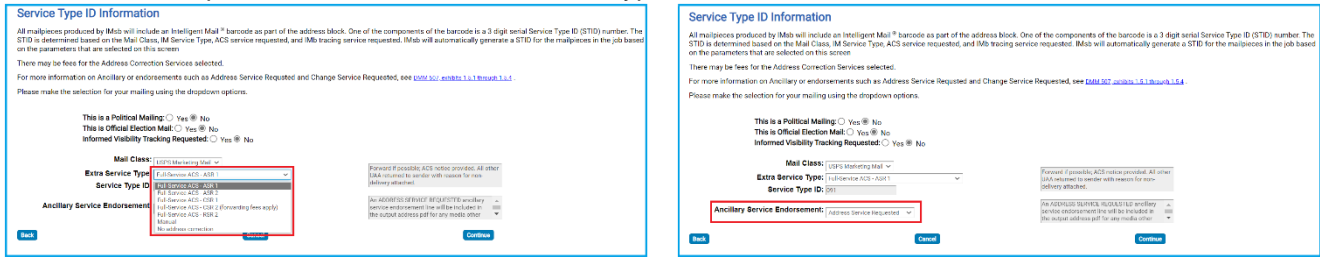


Note:

- Follow steps 3-4 for each Mailer ID that must be enrolled in Full-Service ACS
- Change of Address (COA) data is available once the Mailer ID is enrolled in Full-Service ACS.

Requirements for Identifying Full-Service ACS in the IMsb Tool

When creating a job in the IMsb Tool an ACS “Extra Service Type” is required and the Ancillary Service Endorsement chosen must be “Electronic Service Requested” on the Service Type ID Information screen: Below is a description of each of the Extra Service Types:



Address Correction Options	ACS Option 1 Description	ACS Option 2 Description
Address Service Requested (ASR)	<p>ASR1:</p> <ul style="list-style-type: none"> Forward if possible, return if not possible. ACS notice on forward only. Weighted fee charged for return of Standard Mail. 	<p>ASR2:</p> <ul style="list-style-type: none"> Forward if possible, return if not possible. ACS notice provided for both forward and returns. Weighted fee charged for return of Standard Mail. PS Form 3547 on forward only. Returned to sender if not forwardable. Weighted fee charged for return of Standard Mail.
Change Service Requested (CSR)	<p>CSR1*:</p> <ul style="list-style-type: none"> All UAA mail is discarded. ACS notice provided. First-Class™ requires ACS if CSR1 is desired. 	<p>CSR2:</p> <ul style="list-style-type: none"> Forward if possible, all other UAA mail is discarded. ACS notice provided. Forwarding fee charged for forwarded Marketing Mail
Return Service Requested (RSR)	<p>RSR1:</p> <ul style="list-style-type: none"> Not an ACS option 	<p>RSR2:</p> <ul style="list-style-type: none"> All UAA mail is returned to sender with new address or reason for non-delivery, and separate ACS notice provided. First-Class Mail returned at no charge. Standard Mail returned at First-Class single-piece price.

*CSR1 is free because no mailpiece is returned to sender. Any Marketing Mail mailpiece that is returned to sender is still charged a fee to return the mailpiece.

Retrieving Full-Service ACS Change of Address (COA) Data

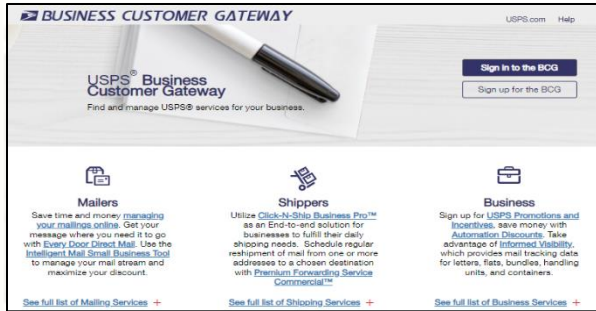
Full-Service ACS COA data is made available to IMsb Tool mailers when a COA exists for an intended addressee. This data is available via downloadable reports in two formats, comma delimited (CSV) or Excel (XLS). Data corrections must be viewed/ downloaded within 45 days of your mailing being posted; all COA/UAA-Nixie information is purged after 45 days.

This ACS Guide for IMsb Tool users is available as a stand-alone document at:

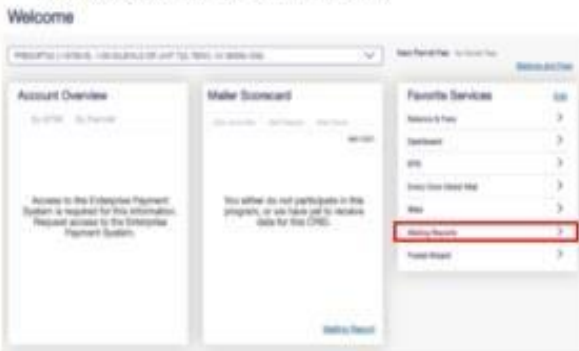
<https://postalpro.usps.com/Full-ServiceACSEnrollmentforIMsb>

Download Full-Service ACS Change of Address (COA) Data Process

1. Log into the [Business Customer Gateway](#)



2. From the Welcome Screen, click the **Mailing Reports** link under Favorite Services (OR go to Mailing Services → Mailing Reports → Go to Service)



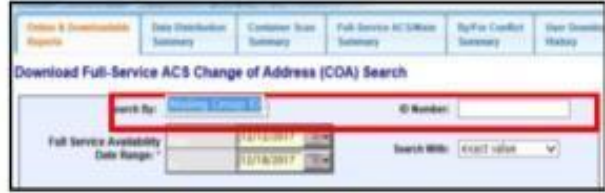
3. Click 'Data Distribution/Informed Visibility Dashboard' under Full-Service



4. Click the [Download] action next to:
 - Option 3. Full-Service ACS Change of Address Report for mail records with a new address
 - Option 4. Full-Service ACS Nixie Report for mail records that were undeliverable-as-addressed (UAA)



5. Search for the mailing by Mailing Group ID or leave blank to only search by date range.
Note: If Mailing Group ID is not known, you can find it on the dashboard accessed from the Mailing Services tab.



6. Once the date range has been selected, click the Search button



7. Select the format for the data to be downloaded. Data can be downloaded in comma delimited (CSV) or Excel



8. Click the Download Data button



Steps to Take After ACS Data Retrieval

The Full-Service ACS COA report provides information including the original IMb on the piece, the move effective date, and the old and new addresses. The Full-Service ACS Nixie Report provides information including the original IMb on the piece, the nixie reason, and the original address on the mailpiece. Below is an example of Full-Service ACS Change of Address (COA) Sample Data Report in Excel Format, which can also be found on PostalPro:

	R	S	T	U	V	W	X	Y
1	OldUrbanizationName	OldPrimaryNumber	OldPreDirectional	OldStreetName	OldStreetSuffix	OldPostDirectional	OldUnitDesignator	OldSecondary
883	NA	69	NA	HC	NA	NA	NA	6
884	NA	1118	N	PARSONS	AVE	NA	NA	NA
885	NA	248	NA	PO BOX	NA	NA	NA	NA
886	NA	101	NA	ORGAIN	DR	NA	APT	A
887	NA	1310	N	SHANNON	AVE	NA	NA	NA
888	NA	452	NA	MULKEY	RD	NA	NA	NA
889	NA	8651	NA	COUNTY ROAD 39	NA	NA	NA	NA
890	NA	1126	W	ACADEMY	ST	NA	NA	NA
891	NA	1223	NA	VZ COUNTY ROAD 4110	NA	NA	NA	NA
892	NA	6116	NA	BAXTER	DR	NA	NA	NA
893	NA	233	S	BLAKE	RD	NA	NA	NA

- Full-Service ACS Change of Address (COA) Sample Data – Excel Format:
[https:// postalpro.usps.gov/Full-ServiceACS/ COASampleData](https://postalpro.usps.gov/Full-ServiceACS/COASampleData)
- Electronic Mailing Information & Reports Guide:
<https://postalpro.usps.com/ElectronicMailingInfoReportsGuide>

Once the files have been downloaded you are ready to utilize the data. If mailing lists are not updated with address corrections, future mailings may result in COA Errors. To update your mailing list, print the data and manually update your existing list with the new address.

ACS Codes:

OneCode ACS Legacy File Format - Deliverability Code Values – COA Notices

Value	Description
Space or blank	New address information is present
G	Post Office Box™ has been closed – created from a USPS-Filed COA – no new address present
K	Customer has moved and left no forwarding address - created from a USPS-Filed COA – no new address present
W	Temporary COA – no new address present – Temporarily Away is provided in the Parsed New Address field

Move Type: Contains the type of move. Possible values are:

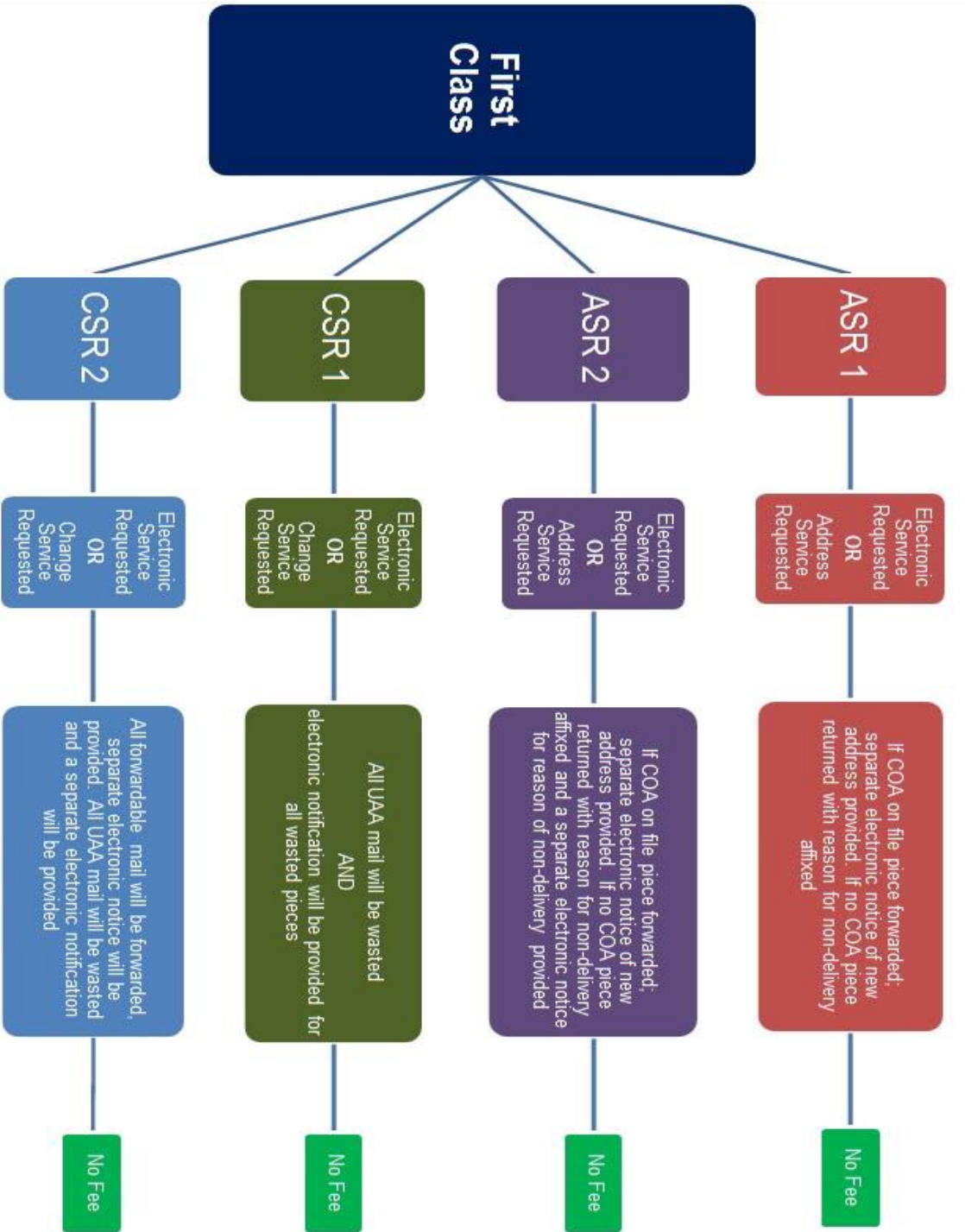
Traditional ACS Legacy File Format - Move Type Values

Value	Description
F	Family move (includes everyone with the same last name)
I	Individual move (includes only the individual)
B	Business move

Deliverability Code Values – Nixie Notices

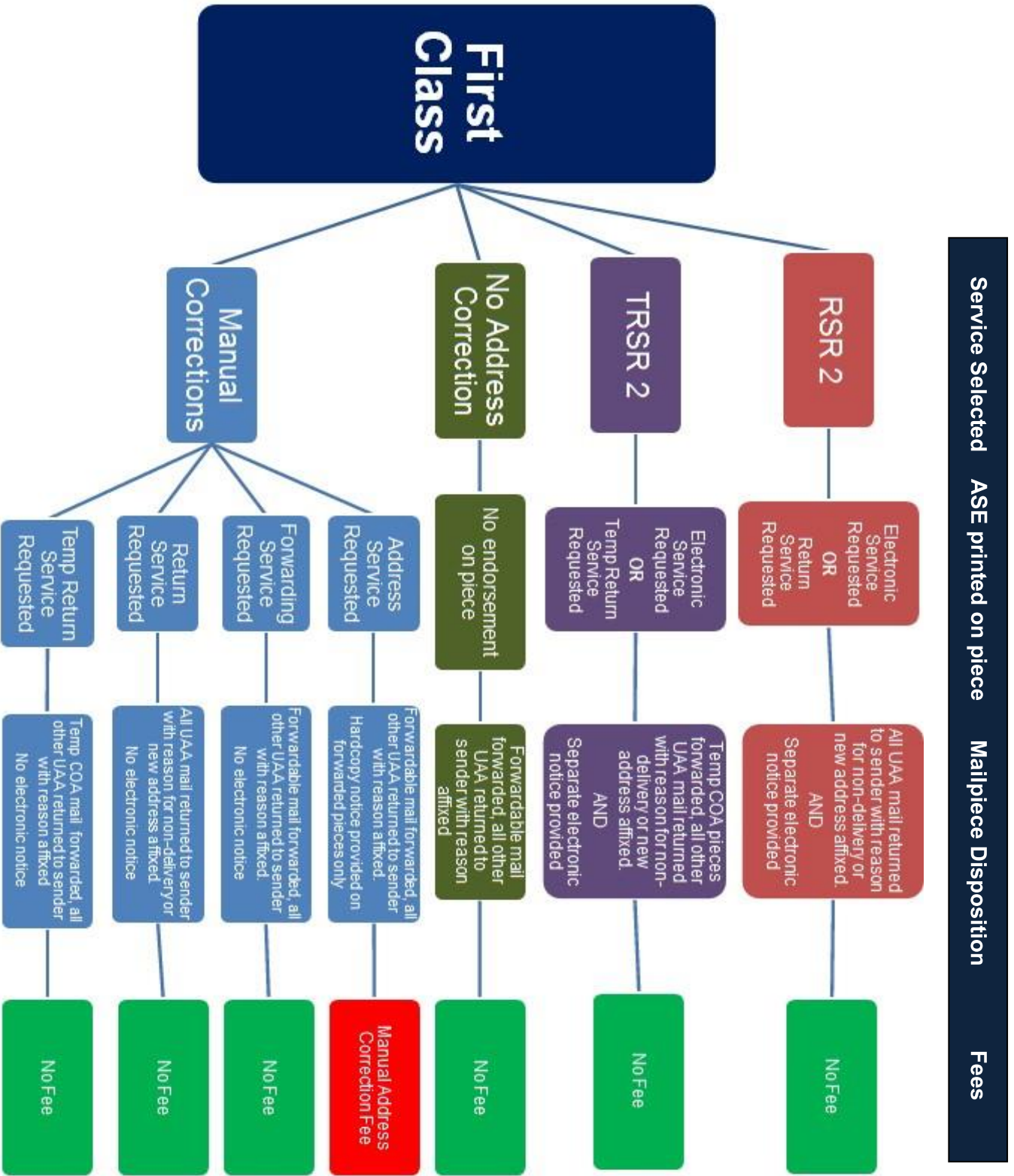
Value	Description
Nixie Codes	NOTE: Nixie notices do not contain customer name or address information.
A	Attempted, not known
E	In dispute
I	Insufficient address
L	Illegible
M	No mail receptacle
N	No such number
P	Deceased
Q	Not deliverable as addressed/unable to forward/forwarding order expired
R	Refused
S	No such street
U	Unclaimed
V	Vacant

ACS Trees Of Services and Pricing

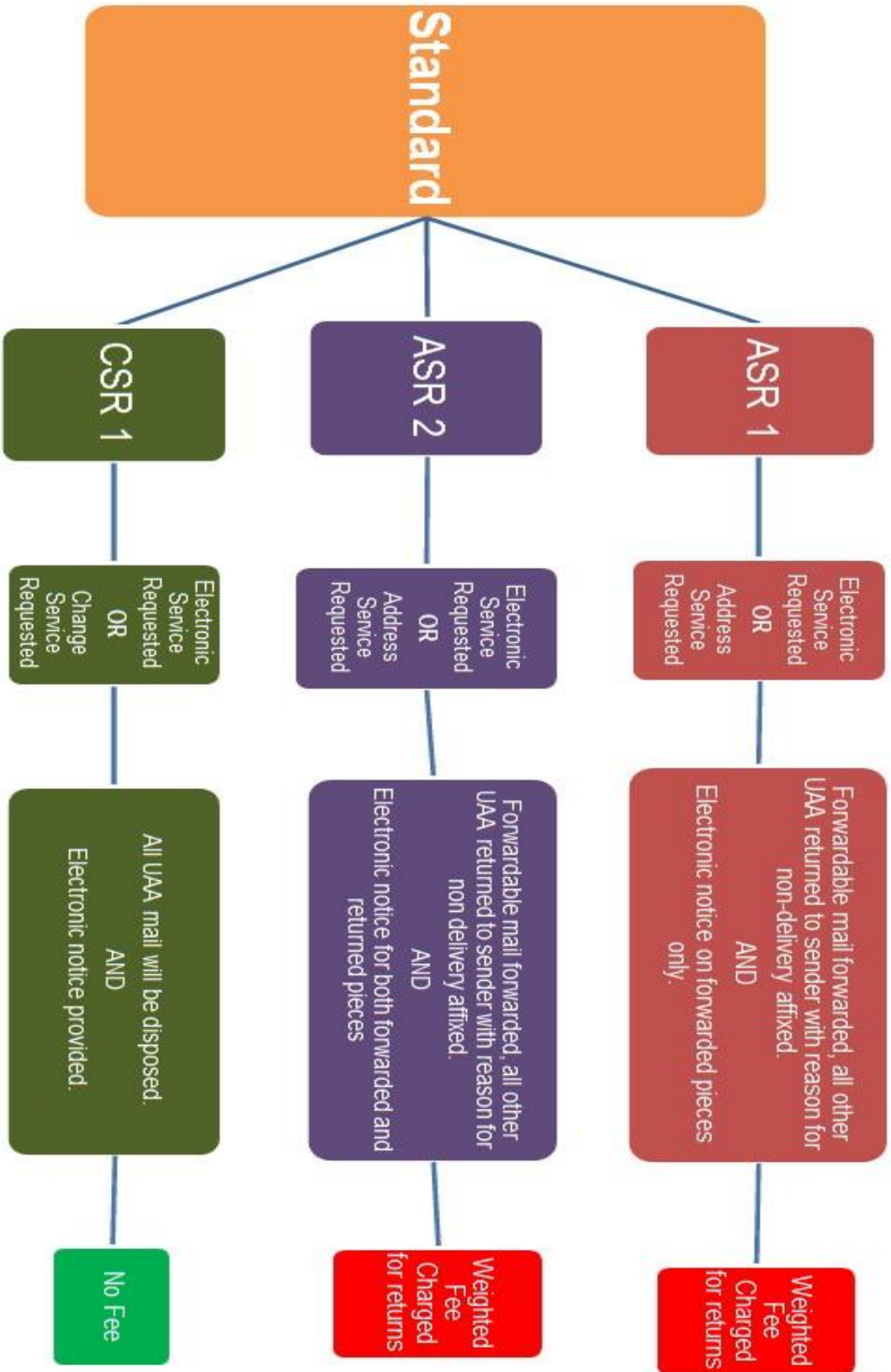


Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees due.

Service Selected ASE printed on piece Mailpiece Disposition Fees



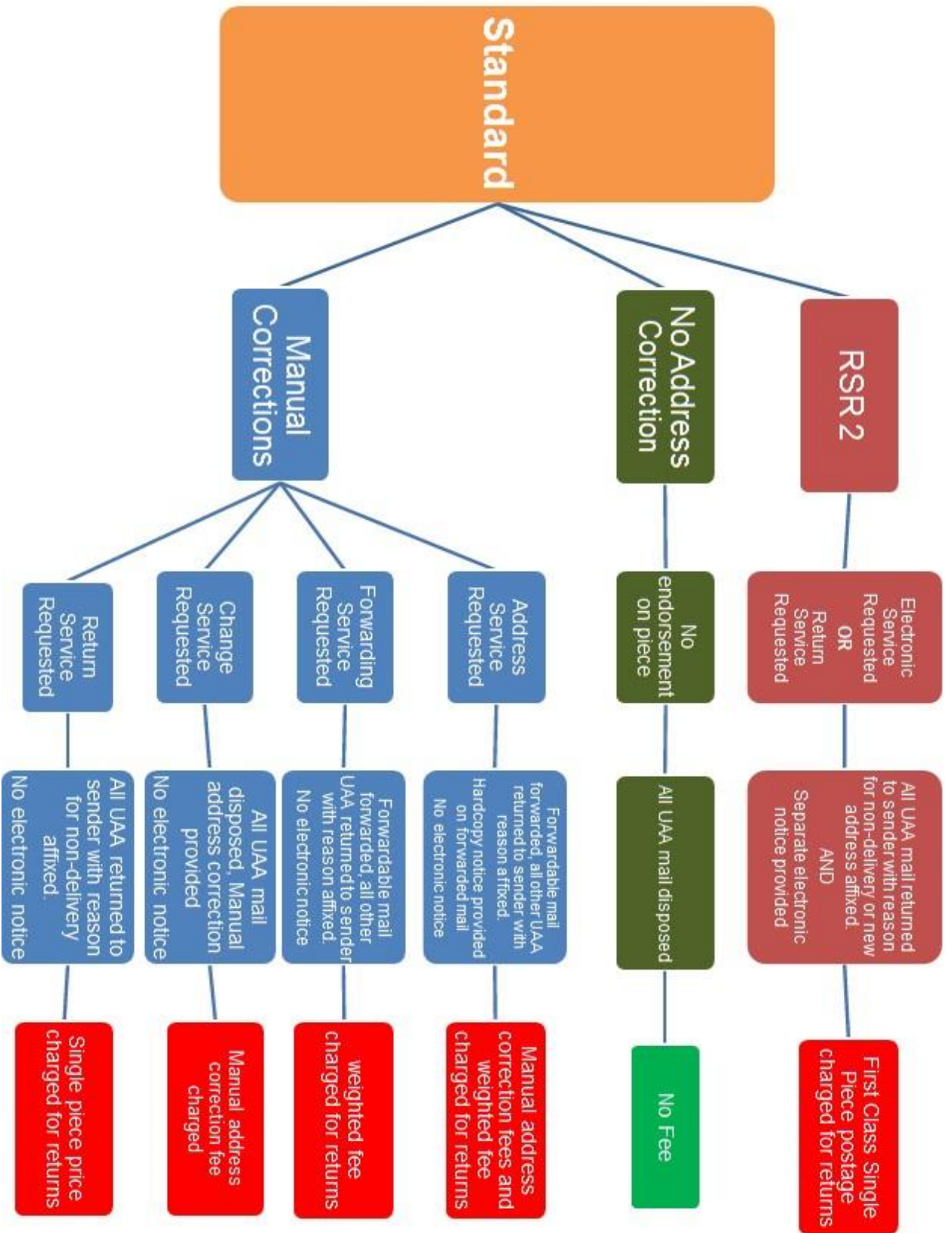
Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees due.



Service Selected ASE printed on piece Mailpiece Disposition Fees

Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees due.

Service Selected ASE printed on piece Mailpiece Disposition Fees



Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees

Input File Fields

Mailing addresses are entered into IMsb by uploading a spreadsheet using a MS Excel (XLS) or Comma Separated Value (CSV) format. The first line of the Excel spreadsheet or the first record of the CSV file must identify the position of the different components of the address data within the input stream. This is done by specifying uniquely identifiable column/field names. The recommended column/field names are detailed in the following table.

Column / Field Name		Description	Max Length
name		Recipient name, title, etc.; not used for AMS verification of the address.	50
Alternative name format	fname or first name	<p>The first name of the recipient. This is not used for AMS verification of the address.</p> <p>Either "fname" or "first name" can be used as the field name. The first name field is combined with the middle and last name fields to create the name that is used in the address block.</p> <p>* The maximum length of the combined fields is limited to 50 characters.</p>	50 *
	mname or middle name	<p>The middle name of the recipient. This is not used for AMS verification of the address.</p> <p>Either "mname" or "middle name" can be used as the field name. The middle name field is combined with the first and last name fields to create the name that is used in the address block.</p> <p>* The maximum length of the combined fields is limited to 50 characters.</p>	50 *
	lname or last name	<p>The last name of the recipient. This is not used for AMS verification of the address.</p> <p>Either "lname" or "last name" can be used as the field name. The last name field is combined with the first and middle name fields to create the name that is used in the address block.</p> <p>*The maximum length of the combined fields is limited to 50 characters.</p>	50 *

company	Company name if applicable. If AMS returns a "default" address due to insufficient secondary information (e.g. missing suite #) the address including the company name will be processed via Suitelink to attempt to resolve the addresses to an exact match.	50	
urbanization	Urbanization name used with some Puerto Rico addresses	28	
address	The primary delivery point address.	50	
Column / Field Name	Description	Max Length	
sec-address	Secondary address information (e.g., suite number, private mailbox number, etc.)	50	
city-state-zip	<p>Combined last line field containing the city name, state name, and ZIP Code. The preferred format is the city name followed by a two-digit state name abbreviation and the ZIP Code (5-digit ZIP Code or the 5digit ZIP Code plus ZIP+4 extension). The city state and ZIP Code must be separated by at least one blank. If the ZIP+4 is provided it should be separated from the 5-digit ZIP Code by a dash, e.g., 12345-6789.</p> <p>The city-state-zip field may be omitted if the last line components are provided in separate city, state and zip fields.</p> <p>If both the city-state-zip and separate city, state and zip fields are provided the data in the city-state-zip field will take precedence, unless the city-state-zip field is blank.</p>	50	
Alternative city-state-zip format	city	<p>City name</p> <p>* The combined length of city, state and zip fields must be less than 51 characters</p>	50 *
	state	<p>State name or two-digit state name abbreviation (preferred)</p> <p>* The combined length of city, state and zip fields must be less than 51 characters</p>	25 *
	zip	<p>A 5-digit ZIP Code or 5-digit ZIP Code +4 extension.</p> <p>If the ZIP+4 is provided it should be separated from the 5-digit ZIP Code by a dash; example: 12345-6789.</p>	10 *

	* The combined length of city, state and zip fields must be less than 51 characters	
contactid	<p>This information is not printed on the output labels/envelopes/etc. It is a user specifiable identification that can be used to relate the address record provided in the input file that is uploaded to the corresponding address record contained in the downloaded results file(s) produced by IMsb.</p> <p>* There is no enforced length currently. The length is determined by maximum length of the user’s input data. It is recommended that the field not exceed 10 characters.</p>	10 *

Note:

- Field names are not case sensitive (e.g., name, NAME, Name, nAmE is all equivalent).
- There is no required order in which the field must be defined within the file, i.e., the fields can be in any order within the records if they are in the same position (within all records) as denoted by the header record.
- The information will be included in the output address block in the following order:

<i>name data:</i>	BILL JONES
<i>urbanization name:</i>	DIXIES DAISYS FLOWER SERVICE
<i>secondary address information:</i>	BO CACAO
<i>primary delivery Point address:</i>	41577 SECT EL FOSFORO
<i>last line data (city state zip):</i>	QUEBRADILLAS PR 00678-9311

- Input address information will be standardized by the AMS processing and some data may be corrected and/or combined.
- For example: suite numbers provided in the “sec-address” field will likely be appended to the “address” field data to provide a complete primary delivery point address.

Example of IMsb Input Address File:

```

Header record  name,company,urbanization,address,sec-address,city-state-zip
Mr. Smith,BAILEY GARDEN APTS,,813 NW 19TH,,GAINESVILLE FL
,CHESTERFIELD APTS,,5098 NEW FALLS RD,,MIDDLETOWN TWP PA
,CLARE CLEANERS,,62A N STAPLEY DR,,MESA AZ 85203
,COFFEE AND PIZZA CAFE,,9 BROADWAY PMB 66349,,SOMERVILLE MA 02145
BILL JONES,DIXIES DAISYS FLOWER SERVICE,BO CACAO,9293 SECT EL FOSFORO,,QUEBRADILLAS PR 00678
,DONALD SMALL FUEL OILS,,139 COUNTY ROUTE 64,PMB 3589,CAMBRIDGE NY 12816
,FIELD ASSOCIATES,,307 STATE ROUTE 17B,PMB 26382,MONTICELLO NY 12701
,GAILS GALLEY,,600 CITRUS AVE STE 100J,,FORT PIERCE FL 34950
,GAILS NANOSECONDS INC,ALT VEGA BAJA,CALLE II JJ 1,,VEGA BAJA PR 00693
,HOMEMADE ICE CREAM AND SHADE TREES,,61 DELANCEY ST FRNT 3,,NEW YORK NY 10002
,HORSE HAIRS AND TEAR DUCKS,CAMPO PRIMAVERA,2505 CALLE AMAZONA,PMB 12183,CIDRA PR 00739
,JAMES WILSON,,R ROUTE 1 BOX 278,,STEELE MO
Data records  Manager,KILEY WILSON,,1202 HUDSON STREET APARTMENT 202,,CASTLE POINT NEW JERSY 07030
,MILLENNIUM VACATIONS LIMITED,JARD DE MONACO 1,J 1 CALLE TRINA PADILLA DE SANZ,,MANATI PR 00674
,RONS FARKLEBERRY DINER,,1389 NYS ROUTE 74,PMB 15798,PARADOX NY 12858
,SALAMANDER CAFE,,5501 TINSLEY RD,,TINSLEY MS 39173
,SANDY BOTTOMS AND RUSTY SHORES INC,,20786 VENDEL,,CONNEAUTVILLE PA 16406
,SAULS ORINOCO RIVER RIDES,VILLAS DEL CAPITAN,HC 1 BOX 1074-6,,ARECIBO PR 03759-3759
,SENDER AND LEAVER LAW OFFICES,TORRECILLAS,1 CALLE JUAN LAUREANO,,MOROVIS PR 00687
,SNAKE SKIN EYEGLASSES INC,URB JUAN MENDOZA,789 BO DAGUAO,PMB 37062,NAGUABO PR 00718
,SORGHUM AND SOUP DU JOUR CAFE,,599 BOUND BROOK,ISLAND RD,WELLFLEET MA 02667
,TERRYS ATOMIC SYMBOLS INC,,1604 ROOF DR,APT D104,MANHATTAN KS 66502
,VIDEO MAIL BOX,VILLA SANTA,239 CALLE JERUSALEM,PMB 17764,DORADO PR 00646
,WALKA DOG MAIL SERVICE INC,,542 KENNODY,,MCGIRR IL
,WET WATERBED REPAIRS,RIO CRISTAL,601 CALLE FRANK SOUFFRONT,,MAYAGUEZ PR 00680
,WOODS INTERESTS,,23501 CINCO RNCH STE D100,,KATY TX 77494
,WRINKLE REPAIR COSMETICS,,3544 N 176TH PLZ,APT 101,OMAHA NE 68116
    
```

Convert MS Word to MS Excel

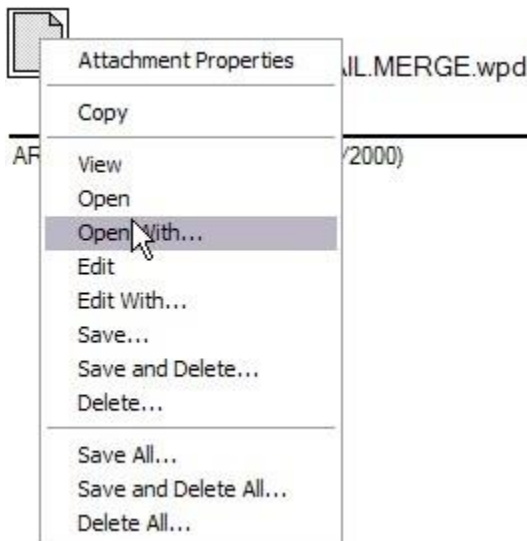
High Level - The purpose of this document is to describe the steps necessary to convert address data from Microsoft Word to Microsoft Excel.



A screenshot of a Microsoft Excel spreadsheet. The spreadsheet has a single row of data. The columns are labeled A, B, C, and D. The data in row 1 is: A & K Earthmovers, Office Manager, P.O. Box 1059, and Fallon, NV 89407.

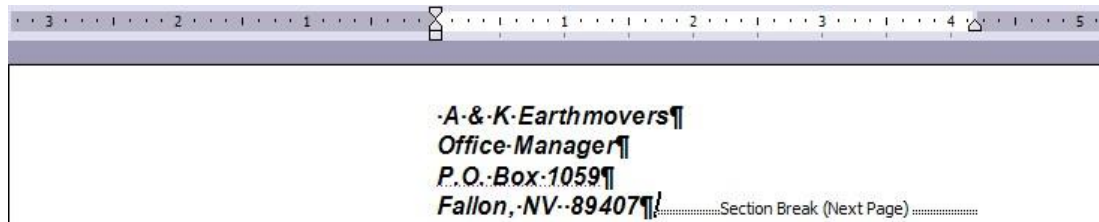
	A	B	C	D
1	A & K Earthmovers	Office Manager	P.O. Box 1059	Fallon, NV 89407

Please note if you would like to use this methodology with a Word-Perfect file you can right click on your attachment and select "open with", and select Microsoft Word

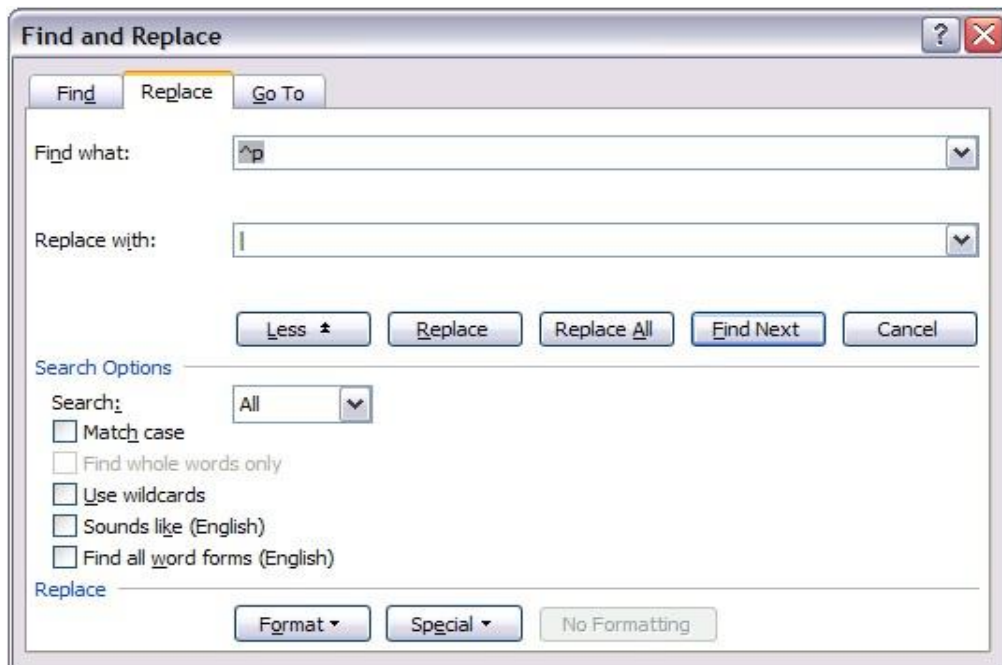


Detailed Steps:

- In the Word document press **Ctrl + Shift + *** at the same time. You will see a ¶ symbol after each row in the word document.



- Press **Ctrl + F**
- Go to the Replace tab
- In the find what: enter **^p**
- In the Replace with: enter the pipe symbol | (shift + \ on most keyboards) • Select Replace All

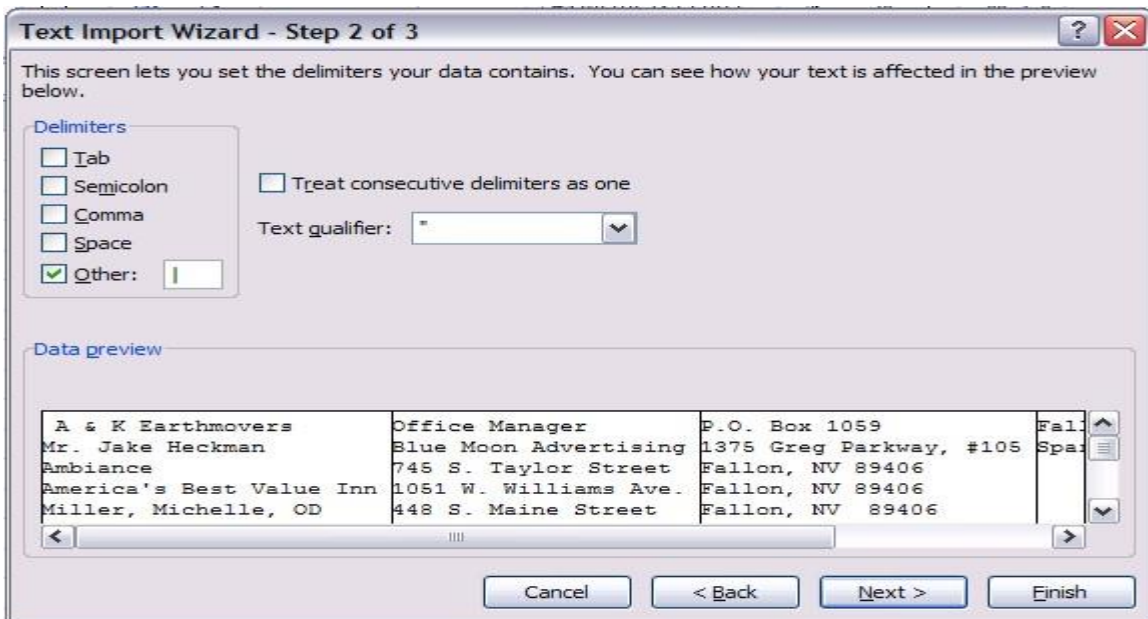


Microsoft Word will give you a count of how many replacements it made. Don't worry that your formatting looks off and various lines look combined.

- Go to File, then select save as
- In the save as type select **plain text .txt**
- Select ok

Word may display a File Conversion dialog with a warning that all formatting will be lost. Don't worry and click **OK** to accept the default values.

- Open Microsoft Excel
- From the **File** menu, select **Open**
- In the Open dialog, change the Files of Type: entry to **Text Files**
- Select the .txt file you saved
- Click **Open**
- The Text Import Wizard should start. Select Delimited and select **next**
- In Step 2, change your **Delimiter** from Tab to **Other** and enter the | symbol, and select **next**



- Select **finish**

Your file should now be in one row in excel for each address. The file may need some manual corrections if there isn't a standard format for the address (i.e., if you have some files in your word document with three rows and some with four rows you will need to delete out the extra columns in the excel output).

	A	B	C	D
1	A & K Earthmovers	Office Manager	P.O. Box 1059	Fallon, NV 89407

Correct "HEADER" field names must be created for each column. Refer to the [Address Component Identifier](#) page for specifics.

Excel Import Tip: Combine Multiple Cells (Concatenate) and Remove Formula Formatting

The purpose of this document is to describe the steps necessary to combine multiple cells, in separate columns, into one "concatenated" (combined) cell. Once you have combined all cells you must make a copy-paste special of these cells to remove the formulas (the IMsb system cannot read excel files with formulas).

- **Combining Cells** - there are two methods in excel to accomplish this task: using the "CONCATENATE" function or the "&" function.

- CONCATENATE

- Insert a new column to the right of the fields you would like to combine, naming the top row your new heading (in our example we will use "Name") *, and enter the following equation
"=Concatenate(A2,B2,C2)"

D2		fx			=CONCATENATE(A2,B2,C2)
	A	B	C	D	
1	Title	First Name	Last Name	Name	
2	Mr.	John	Doe	Mr. John Doe	

- & Function

- Insert a new column to the right of the fields you would like to combine, naming the top row your new heading (in our example we will use "Name")*, and enter the following equation "=A2&B2&C2"

D2		fx			=A2&B2&C2
	A	B	C	D	
1	Title	First Name	Last Name	Name	
2	Mr.	John	Doe	Mr. John Doe	

Please note if there is no space added after each attribute in the raw data you will need to add a space in between each cell (e.g., =A2&" "&B2&" "&C2)

- **Remove formatting** – to remove the formulas format (e.g., all cells in column D in our example would have formulas) we will: ->Select all cells containing formulas -> Right click on the selected cells -> Select Copy -> Right click again (with cells highlighted) -> Select Paste Special -> Select Values

Detailed Explanation

- If your address data has two (or more) cells that must be combined into one cell (e.g., Mr., John, Doe as Mr. John Doe) you can utilize the "&" formula built into Microsoft® Excel 2003, Microsoft® Excel 2007, and Microsoft® Excel 2010
 - Example: If your customer's title is in cell A2, your customer's first name is in cell B2, and your customer's last name is in cell C2

	A	B	C
1	Title	First Name	Last Name
2	Mr.	John	Doe

- You would insert a new column (right click on the column heading and click insert), naming the top row your new heading (in our example we will use "Name") *
- Next you would type a formula to combine all three attributes in cell D2, in this example it would be =A2&B2&C2

D2 fx =A2&B2&C2				
	A	B	C	D
1	Title	First Name	Last Name	Name
2	Mr.	John	Doe	Mr. John Doe

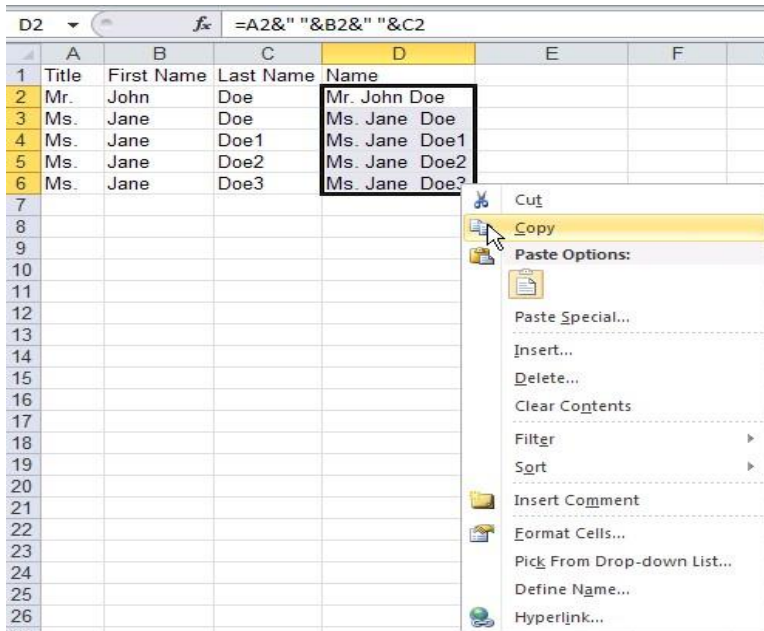
- Please note if there is no space added after each attribute in the raw data (e.g., "John" instead of "John") you will need to add a space in between each cell. To do this your formula will have a " " between each attribute (e.g., =A2&" "&B2&" "&C2)

D2 fx =A2&" "&B2&" "&C2				
	A	B	C	D
1	Title	First Name	Last Name	Name
2	Mr.	John	Doe	Mr. John Doe

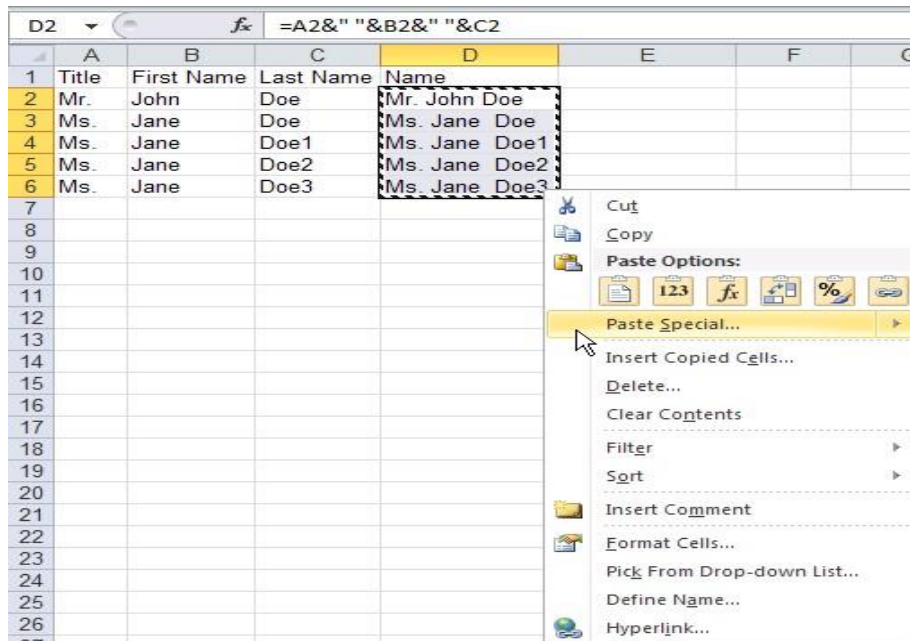
- If you would like to extend this formula to all cells in the same column, put your cursor on the bottom right corner of the cell with your formula (In this example D2) and double click on the black cross that appears

	A	B	C	D
1	Title	First Name	Last Name	Name
2	Mr.	John	Doe	Mr. John Doe
3	Ms.	Jane	Doe	
4	Ms.	Jane	Doe1	
5	Ms.	Jane	Doe2	
6	Ms.	Jane	Doe3	

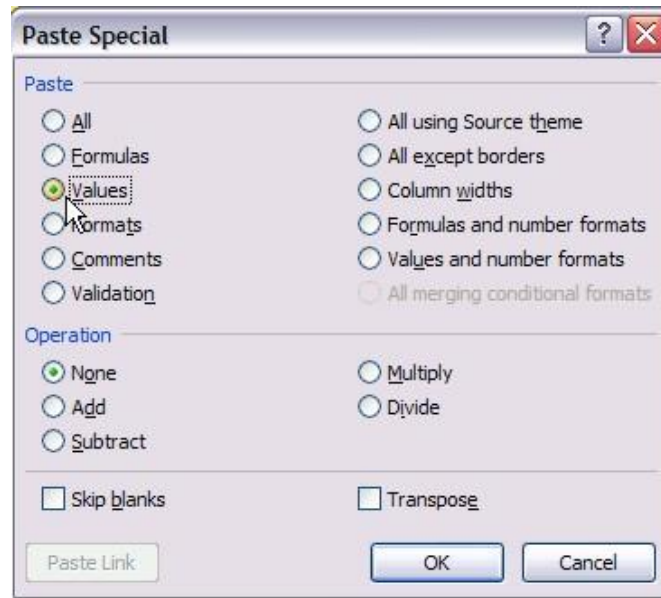
- Once you have combined all cells (using the "&" formula), you have one more step, you must make a copy of these cells to remove the formula (the IMsb system cannot read excel files with formulas instead of text/numbers). To create a copy of these cells you must:
 - Select all cells containing formulas (in our example highlight cells D2:D6)
 - Right click on the selected cells
 - Select Copy



- Right click again (with cells highlighted)
- Select Paste Special



- Select Values



- Select ok (this removes the formula characteristics from the cell)

	A	B	C	D
1	Title	First Name	Last Name	Name
2	Mr.	John	Doe	Mr. John Doe
3	Ms.	Jane	Doe	Ms. Jane Doe
4	Ms.	Jane	Doe1	Ms. Jane Doe1
5	Ms.	Jane	Doe2	Ms. Jane Doe2
6	Ms.	Jane	Doe3	Ms. Jane Doe3

*Please ensure the title (top line) matches with guideline field names (in this case "Name" would be the only column that the IMsb Tool would read during the import)

Troubleshooting Guide

CATEGORY	PROBLEM	SOLUTIONS
ADDRESS LIST	ERR: Uploaded file exceeds the maximum number of '0' address limit.	Check for and remove/rename hidden columns in your Excel file. Go to format cells, unhide columns.
		Check tabs at the bottom of the Excel Spreadsheet. The address file must be the first tab for IMsb to process the addresses.
ADDRESS LIST	Error processing the file. The file is not a valid CSV, XLS or XLSX file.	You may either have one column with "Name" or two separate columns, each one identified "fname" and then another "lname" . City state zip can be in three separate columns or combined into one. But if combined into one, then the column heading should say City-statezip . If separate, then city must be at the top of one column, state in another and zip in another.
		Ensure your mandatory fields do not contain any formulas. Remove any cell formatting - see Excel Import Tip in IMsb User Guide.
		Check tabs at the bottom of the Excel Spreadsheet. The address file must be the first tab for IMsb to process the addresses.
		Check to make sure you don't have addresses located on the far-right side of the database.
		Make sure you have zeros instead of "o" in your ZIP Codes.
		Check for and remove/rename hidden columns in the excel file. Go to format cells, unhide columns.
		ADDRESS LIST
Check with customer to ensure the address you have for them is accurate. Are they on Maple St or West Maple St?		

ADDRESS LIST	Uploaded file exceeds the maximum number of addresses limit.	Click 'CTRL-End' to see if your database ends after last address - if not, you may have formatting issues. Copy and paste only the cells with data in them to a new sheet and delete the old sheet.
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ADDRESS LIST	My list is in MS Word and not Excel.	Use 'Convert from Word to Excel' instructions in IMsb User Guide.
ADDRESS LIST	My formulas show up in the 'Address File Viewer' instead of the correct information.	Mandatory fields can not contain any formulas. Remove all formatting in the cells – see Excel Import Tip in IMsb User Guide .
ADDRESS LIST	The selected file extension '.xxx' is not supported.	The Tool only accepts Excel (.xls, .xlsx) and CSV formats.
ADDRESS LABEL PRINTING	Printed labels are not centered; printing runs off the label.	Scale on printer should be set to 100% and 'actual size'. Do not choose 'scale to fit'
ADDRESS LABEL PRINTING	Printed labels are not centered; printing runs off the label. The Ancillary Service Endorsement (ASE) did not print on my label.	Use correct label size or equivalent: Avery 5161 or equivalent to 1" x 4" label (Postcards/Letters only) Avery 5162 or equivalent to 1.33" x 4" label (Postcards/Letters only) Avery 5163 or equivalent to 2" x 4" label (Postcards/Letters & Flats)
		ASE will only print when choosing Flats, 2" label, other, envelope, letter insert or mail merge.
ADDRESS LABEL PRINTING	Mail Merge will not print tray number and date.	Be sure to include the 'presorttrayid' and 'presortdate' when entering fields within Mail Merge process
ADDRESS LABEL PRINTING	Mail Merge will not print IMb.	Download IMb font from PostalPro website, https://postalpro.usps.com/

<p>ADDRESS LABEL PRINTING COMMON ISSUES</p>	<p>Mail Merge will not print IMb. The program timed out before I got to 'submit job'</p>	<p>Be sure to include the IMsb Font when matching fields within Mail Merge. Go to OPTIONAL INFORMATION, Unique Identifier then choose 'encodedimbno'. IMsb Tool only stays active for 15 min. of inactivity. Save tray labels and address labels PDFs to your computer to print after you have gone through the entire process and have submitted the job.</p>
<p>COMMON ISSUES COMMON ISSUES</p>	<p>The program timed out before I got to 'submit job' Firewall prohibits Tool.</p>	<p>IMsb Tool only stays active for 15 min. of inactivity. Save Non DPV address list to computer and work on correcting them. Then come back to the IMsb Tool and begin again with your newly corrected address list. Reboot your Modem.</p>
<p>COMMON ISSUES COMMON ISSUES</p>	<p>Firewall prohibits Tool. Cannot view downloaded files.</p>	<p>Add an exception to allow usps.com and uspspostalone.com; both inbound and outbound rules. Change documents extension from .xlsx to .xls and resave.</p>
<p>COMMON ISSUES</p>	<p>Cannot link (validate) my permit.</p>	<p>Ensure you are using the correct ZIP Code for the Post Office where you present your mailings.</p>
<p>COMMON ISSUES</p>	<p>Cannot link (validate) my permit.</p>	<p>Call the MSSC at (877) 672-0007, they can link the permit for you.</p>
<p>COMMON ISSUES</p>	<p>I saved my job but now I can't find it.</p>	<p>Go to Postal Wizard in the BCG, in middle of page under "Saved Forms" locate "View incomplete jobs I have started" click there. Click on Postage Statement ID number hyperlink in blue to retrieve. Scroll to bottom right and click submit.</p>

COMMON ISSUES	I am not being charged the correct rate.	Have you chosen the correct type of mail? First Class, Standard or Nonprofit. Did you leave 'Presort On'?
MAIL PIECE	The mail piece length to height ratio is invalid for automation letter prices. The allowable length to height ratio is from 1.3 to 2.5	Aspect ratio (length divided by height) of the mail piece must be between 1.3 and 2.5 inclusive.

Frequently Asked Questions

1. **Why am I not getting my Nonprofit rate?**

When you are in the Additional Mailing Options section of Job Creation, you need to change the price category from Regular to Nonprofit.

2. **Why are my mail piece dimensions not being accepted in the Mail Piece Information part of Job Creation?**

Your piece does not meet the physical standards as an automation-compatible (machinable) piece. The problem is either the dimensions of the piece, or more commonly the problem will be the aspect ratio for letters. Aspect ratio is defined as the length (dimension parallel to the address) of the piece divided by the height. The resulting number must be 1.3 - 2.5. If your piece fails to meet the requirements for a machinable mail piece, including aspect ratio, it is considered non-machinable and cannot be presented using the IMsb Tool.

3. **Why are my tray label numbers not appearing on my tray labels?**

If you are in the middle of entering your job and go 'Back' to update or change previously entered information the IMsb Tool may malfunction and fail to produce the tray number on your tray labels. Once this has occurred you will need to start over with a new job.

4. **How do I cancel a job that has been submitted?**

To cancel a previously submitted job, go to Mailing Services on your BCG homepage, then to Postal Wizard. Scroll down to the 'Complete A Mailing Form' section and select 'View Pending Postage Statements Report'. You will then be able to select a specific postage statement and have the option to cancel it. [Page 50.](#)

A 2nd option would be to go to the Welcome page of the BCG and search for the specific postage statement you wish to cancel.

Further assistance is available at your local BMEU.

5. **Why isn't my job showing up on the Dashboard?**

The job hasn't been submitted. A job isn't submitted until you click on the 'Submit' button at the end of the submission process and see 'CONGRATULATIONS' on the following page.

6. **I didn't submit my postage statement. How do I get back to the point where I can submit it?**

To submit a postage statement that has not been completed, go to Mailing Services in the BCG. From there go to Postal Wizard. Scroll down and click 'View Incomplete Forms I've Started'. Select the specific postage statement to be finalized. Once the job has opened, click 'Submit'. If the job is not there you will need to start over with a new job.

7. **I'm not prepared to present my mail on the mailing date I selected. Do I need to resubmit my job?**

No. You have **fourteen days** to present the mailing to the BMEU after submitting the job to *PostalOne!* However, we encourage mailers to enter the date they expect to present the mailing as the Mailing Date when creating the job.

8. **Why is my address label PDF not fitting on my adhesive labels?**

The problem is likely in your printer settings. Make sure you have the correct paper size selected and your 'Actual Size' option has been enabled. Also make sure you are using the correct size labels.

9. **I'm not sure how many total pieces I'll be mailing after my address list is processed by AMS. What amount should I put in the initial request for total pieces in the Mail Piece Information part of the Job Creation?**

A rough estimate will be sufficient to start the job. There is a minimum of 200 pieces for Marketing Mail and 500 pieces for First Class Mail.

After the address correction takes place the IMsb Tool will determine how many addresses in your list were matched and will be included in the job.

10. **Do I need to enter my return address in the Return Address section of Job**

Creation? No. The return address is only necessary if you want to create a PDF of your barcoded addresses to print directly onto envelopes AND want to have your return address included on the PDF. If you already have a return address on your envelopes, or you are using Avery labels, you can leave that part blank.

11. Why are two-inch labels the only option for adhesive labels when mailing

flats? There is more information required on flat labels than letter labels. The top piece of every flat bundle must include the Optional Endorsement Line (OEL) indicating the contents of each bundle. This information requires additional space.

12. Why do I end up with more letters assigned to my individual letter trays than my letter trays can handle?

You have incorrectly entered the 'Thickness of 50 Pieces' in the Mail Piece Information part of Job Creation. This entry must be as accurate as possible.

13. Why do I keep getting logged out of the IMsb Tool before I finish my job? What do I do now?

The IMsb Tool will log you out after 15 minutes of inactivity. This often occurs when users are trying to print out their address and tray labels in the Label Creation part of Output Processing. Therefore, users are strongly encouraged to save the PDFs of address labels and tray labels and print them out later after the job has been submitted. If you get logged out, you may be able to retrieve your job provided that a Postage Statement ID has been assigned to the job. Go to Postal Wizard from Mailing Services in the BCG. In Postal Wizard under Saved Forms, you should be able to resume your job by clicking on View Incomplete Forms I Have Started and then clicking on the Job ID. If the job is not there you will need to start over with a new job.

14. Why do my tray label numbers not match my address label numbers?

Either you are using old tray labels/old address labels, or you have mixed up your labels from two different jobs. You need to create new barcodes for each mailing. Using old tray/address or tray/ address labels that don't match will create processing and Mailer Scorecard errors.

15. I'm using affixed postage (precanceled stamps or a meter). How do I pay for the additional amount due?

When you get to the Confirmation page, you will see a section towards the bottom of the page to enter the Net Postage Adjustment Amount. Click the Search button. In the *Additional Postage Due* pop-up, click Search and enter the BMEU City, BMEU State, Permit Number, and Permit Type.

Click Search again, and the tool will automatically enter the Account Number and Finance Number for the permit

16. My job was submitted to *PostalOne!* but I forgot to print out my Confirmation page. What should I do?

If your job has been submitted to *PostalOne!* login to the BCG and go to Mailing Services, then to the Dashboard and click Search. Click the Postage Statement ID # for the job, and then click on the Confirmation Page link in the upper right corner. If you cannot print the Confirmation Page, just make sure your BMEU clerk is aware of the situation. They will be able to locate your job on our Dashboard by searching for the permit or the Postage Statement ID.

17. What is Seamless Acceptance?

Seamless Acceptance automates the verification of commercial mailings by leveraging electronic documentation (eDoc), Intelligent Mail container barcodes (IMcb), Intelligent Mail tray barcodes (IMtb), Intelligent Mail piece barcodes (IMb), and information collected from both handheld sampling devices and mail processing equipment scans.

Mail is verified through the comparison of eDoc to MPE scans (census verification) and the comparison of eDoc to scans from sampling (sampling verification). The results of these Seamless Acceptance verifications are aggregated over a one-month period, measured against established error thresholds, and displayed in the Mailer Scorecard under the Seamless Tab. Seamless Acceptance eliminates the need for manual verifications during mailing acceptance. IMsb Tool users are eligible for enrollment in the Seamless Acceptance program. For additional information visit [Seamless Acceptance](#) at PostalPro.

18. I was contacted by the BMEU regarding my Mailer Scorecard. What is the Mailer Scorecard?

The Mailer Scorecard provides a dashboard view of the verification results of the letter and flat mailing activity with the Postal Service over a calendar month. This view is available to both the mailer who submitted the electronic documentation for the mailing (eDoc submitter) and the Mail Owner/Mail Preparer. Verifications continue to be performed and errors are calculated on the mailings submitted during that month up until the 10th day of the following month. This aggregated data is updated daily and measured against established thresholds. Reports on the

Mailer Scorecard provide a summary of mail preparation quality and a drill down view that allows mailers to view detailed error and warning information.

19. How do I access my Mailer Scorecard?

The Mailer Scorecard is accessible through the Business Customer Gateway (BCG) and provides views for both Mail Owners and Mail Service Providers. To access your Mailer Scorecard:

- a) Login to the BCG →Go to Mailing Services →Go to Mailing Reports →Click on Mailer Scorecard

For more information visit the [Mailer Scorecard](#) on PostalPro.

20. What are the Full-Service (Electronic) and Seamless Acceptance verification metrics evaluated on the Mailer Scorecard? What are the error thresholds for each metric? See tables below.

Detailed information on each metric is available in [Publication 685 – Streamlined Mail Acceptance for Letters and Flats](#) at PostalPro.

Electronic Verification		
Metric Name	Threshold	
Full-Service Verifications		
% MID Container Errors	Less than or Equal to	2.00%
% MID HU Errors	Less than or Equal to	2.00%
% MID Piece Errors	Less than or Equal to	2.00%
% STID Errors	Less than or Equal to	2.00%
% By/For Errors	Less than or Equal to	5.00%
% Barcode Uniqueness Container Errors	Less than or Equal to	2.00%
% Barcode Uniqueness HU Errors	Less than or Equal to	2.00%
% Barcode Uniqueness Piece Errors	Less than or Equal to	2.00%
% Entry Facility Container Errors	Less than or Equal to	2.00%
% Entry Facility HU Errors	Less than or Equal to	2.00%
% Unlinked Copal Tray Errors	Less than or Equal to	5.00%
Total Additional Postage Due (Full-Service Electronic) - Info Only	Less than or Equal to	\$0.00
% Unlinked Copal Tray Warnings	Less than or Equal to	5.00%
Move/Update Validations - Info Only		
% COA Errors	Less than or Equal to	0.50%
Total Additional Postage Due (Move/Update) - Info Only	Less than or Equal to	\$0.00
Seamless		
Metric Name	Threshold	
Total Additional Postage Due (Seamless) - Info Only	Less than or Equal to	\$0.00
Additional Postage Due (Undocumented Pieces) - Info Only	Less than or Equal to	\$0.00
% Undocumented Pieces	Less than or Equal to	0.30%
% Nesting/Sortation Piece Errors (MPE)	Less than or Equal to	1.00%
% Delivery Point Piece Errors	Less than or Equal to	2.00%
General PAF	Less than or Equal to	1.05
Mail Characteristic PAF	Less than or Equal to	1.05

21. How do I avoid generating Mailer Scorecard errors when I use the IMsb Tool?

Mailers using the IMsb Tool correctly should avoid generating Mailer Scorecard errors. The IMsb Tool's functionality should prevent users from generating MID, STID and BY/FOR Errors.

Here are some general tips to prevent other common Mailer Scorecard errors:

- **Do not reuse saved labels.** The barcoded piece & tray labels are unique to the job for which they were created and may only be used once. Using barcoded labels a second time with a different job will cause Barcoded Uniqueness Errors and/or Undocumented Pieces
- **Enter the mailing at the correct facility.** The mailing must be presented at the facility selected on the Method of Entry screen during job creation. Presenting the mail at the wrong facility will cause Entry Facility Errors
- **Sort the mail correctly.** For letters, use the tray numbers printed on every piece and tray label to sort the mail properly into trays. For flats, use the stray and bundle numbers printed on each piece and tray label to bundle and sort the mail properly into trays. Mail not sorted correctly will cause Nesting/Sortation Errors.
- **Ensure the printed labels match the job submitted to *PostalOne!*** Failure to use printed barcodes generated from the job that was submitted will cause Undocumented Pieces.
- **Update the address list.** The Move Update standard requires the periodic matching of a mailer's address records with customer-filed Change-of-Address (COA) orders maintained by the Postal Service. The address list used must be updated within 95 days prior to mailing using one of the USPS-approved Move Update methods. Failure to update the address list will cause COA Errors.

22. What is a postage/automated assessment?

Mailers are given the Full-Service discount at the time of mailing. After a postage statement is finalized in *PostalOne!* verifications are performed on the eDoc to ensure Full-Service requirements are met. Verification errors are logged against pieces that do not meet the Full-Service requirements. These errors are identified as being postage assessment eligible when the total pieces in error for a specific metric have exceeded an established error threshold.

Using eDoc and operational scan data, the Postal Service also performs Streamlined Mail Entry verifications to verify both payment at time of entry and compliance with

requirements for discounted postage rates. The Postal Service logs verification errors on pieces, handling units and containers (pallets), and errors are eligible for postage assessment when an eDoc submitter's pieces/containers with verification errors exceed the error threshold for that specific verification. The Postal Service aggregates the total postage due by eDoc Submitter CRID and issues a postage assessment to the eDoc submitter.

For additional information on postage assessments visit the [Publication for Streamlined Mail Acceptance for Letters and Flats Pub685](#)

Note: The minimum assessment values for adjusted postage due across Full Service, eInduction and Seamless/Automated Verifications are less than \$500.00 and/or adjusted postage due for Move Update is less than \$50.00.

23. I was notified by my BMEU that all Full-Service mailings entered at a BMEU are verified using the Automated Verification process. How will this impact IMsb Tool users?

All Full-Service mailings entered at a Business Mail Entry Unit (BMEU) are verified using automated sampling and verification processes. All assessable metrics including Full-Service, Move Update, eInduction, and Seamless Acceptance (except undocumented) are in place. Sampling and census verifications will be performed using the mailer's eDoc and barcode scan data received from both sampling and mail processing (census). Mailers may be responsible for any monthly assessments if they exceed the verification thresholds.

For additional information on Automated Verification process, visit the [Publication for Streamlined Mail Acceptance for Letters and Flats Pub685](#)

24. What are Undocumented Piece Errors? What causes them, and how do I prevent them from occurring?

It is a requirement for Seamless Acceptance for all pieces with an IMb to be linked to any eDoc with a mailing date within the previous 45 days. An Undocumented Error is logged when barcode data gathered during manual sampling (with FS-IMD scanners) or across mail processing equipment (MPE) scanning could not be linked to any eDoc with a mailing date within the last 45 days.

The MID, STID, and Serial Number contained in the IMb are compared to the eDoc to determine if a piece is undocumented. If no match is found, the system continues to attempt to re-associate both sampling scans and MPE scans for 3 days after the scan was received.

Undocumented pieces are reported on the Mailer Scorecard after this 3-day reassociation has expired.

For IMsb Tool users, Undocumented Piece Errors will occur if the barcodes printed on the mailpieces do not match the barcodes in the job's eDoc submitted to *PostalOne!*

IMsb Tool users must ensure that the IMb barcodes printed on the mailpieces are from the same IMsb job that is submitted to PostalOne!

25. How do I access my supporting documentation for an IMsb Tool mailing?

The IMsb Tool creates an electronic USPS Qualification Report for every mailing submitted to *PostalOne!* This Qualification Report serves as supporting documentation for the mailing. It provides detailed information on the mailing's sortation, tray/sack/bundle information and postage rates claimed. To access your mailing's Qualification Report:

- a. Login to the BCG → Go to Mailing Services → Go to Dashboard → Perform Job Search
- b. Identify Job → Click on the Job ID → Under eDocumentation Summary, Click on Qualification Report(s).

26. What is eInduction?

Electronic induction streamlines the preparation and induction of drop shipments and expedited plant load mailings. eInduction correlates scans from Intelligent Mail Container Barcodes to eDoc information, allowing the Postal Service to verify that postage was paid prior to accepting a mailer shipped container.

The eInduction process eliminates the need for paper PS Forms 8125, 8017, and 8125-CD, and the need for manual reconciliation at the entry facility. Correct postage payment is verified both at the entry facility and during post-induction processing in *PostalOne!* For additional information visit [eInduction](#) on PostalPro.

Summary of Changes

June 2023	Elimination of Sacks	Changed sacks to trays