JACKPOT CRID/MID Process

Program Description

eDoc submitters of Full Service mailings are required to accurately identify the Mail Owner and Mail Preparer in the eDoc. An error is generated when the Mail Owner is not identified (in mailings of 5,000 or more pieces), when the Mail Owner and Mail Preparer are the same, or when the Mail Owner has been identified as a Mail Service Provider (MSP).

Exception: Mail owner information does not have to be provided when a mail owner is presenting fewer than 5,000 pieces in a Full Service IMb mailing. This exception is not applicable to nonprofit mailings where the mail owner must be identified for every mailpiece claiming the nonprofit rate.

By/For Errors	eDoc Mail Owner and Mail Preparer identification is provided and accurate. An error is generated when the Mail Owner is not identified, when the Mail Owner and MSP are the same, or when the Mail Owner is an MSP	$\dfrac{FS\ Pieces\ with\ By/For\ Errors}{Total\ FS\ Pieces\ Submitted\ in\ eDoc}$	5%

Background

Currently, Mail Service Providers often profile volumes that meet the less than 5,000 piece By/For Exception as themselves being the Mail Owner. This causes By/For error code 7140 (Mail Owner and Mail Preparer are the same entity) to be logged.

MSP's who prepare mailings that include mail owners with less than 5,000 pieces per owner and are meeting 90% Full-Service of eligible volume, may request authorization to use a JACKPOT CRID/MID for identification of this volume. Correct use of this authorized JACKPOT CRID/MID will eliminate error code 7140 reporting for mailers that are preparing mail under the By/For Exception rule *when a mail owner is presenting fewer than 5,000 pieces to the USPS in a mailing.*

Additionally, MSP's (presenting MSP) include volumes that have been received from other MSP partners (supplier MSP). This may be residual volume in which the original MSP has already consolidated multiple Mail Owners. This creates a challenge for the eDoc submitter (presenting MSP) of the residual volume to assign accurate Mail Owner identification for this volume. When the supplier MSP partner has been identified as the Mail Owner for this volume, the eDoc Submitter (presenting MSP) receives By/For error code 7142 (Mail Owner was identified as a Mail Preparer within the past 90 days) for these pieces.

The supplier MSP may also request authorization to use a JACKPOT CRID/MID so that volumes presented by the eDoc submitting presenter MSP can be identified using the JACKPOT CRID/MID of the supplier MSP as the Mail Owner. Correct use of the authorized JACKPOT CRID/MID in this scenario will eliminate error code 7142 from being logged against the eDoc Submitter for these mailings.

Correct use of the authorized JACKPOT CRID/MID will allow for accurate mail quality reporting on the Mailer Scorecard as Postal Service implements Full Service Assessments in November 2016, based on the October 2016 scorecard. This will also positively affect authorization requests for Mail Anywhere and Full-Service Certification. **All mailers authorized to use a JACKPOT CRID/MID are subject to random or as-needed By/For audits by the USPS to ensure compliance.**

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Requirements for using a JACKPOT CRID/MID for the eDoc Submitter:

In order to be authorized to use a JACKPOT CRID/MID mailers are required to meet the following requirements:

- Correctly profile volumes of 5,000 or more to identify the actual mail owner.
- Only profile mail owner volumes that are less than 5,000 pieces to the authorized JACKPOT CRID/MID.
    - NOTE: This may also include pieces from the eDoc submitter MSP that were rejected during the mailers production.
- eDoc submitter may identify volume from the other (supplier) MSP using either
    - (a) the eDoc submitter authorized JACKPOT CRID/MID; OR
    - (b) the eDoc submitter may use the other (supplier) MSP authorized JACKPOT CRID/MID.
    - In both cases, all pieces from a single mail owner of 5,000 or more pieces must have the actual mail owner identified in the eDoc
- **The JACKPOT CRID/MID is <u>never</u> to be used to identify an eDoc Submitter or a Mail Preparer and can only be used to identify mail owners.**
- **A JACKPOT MID can never be used/printed within the IMb on a mailpiece, handling unit, or container placard.**
- Maintain daily documentation which supports the Mail Owner/Mail Service Provider that was identified utilizing the JACKPOT CRID/MID. This documentation must reconcile to the total volume of mail presented under the JACKPOT CRID/MID and may be requested by USPS as needed to conduct desk or on-site audits. This documentation should be retained for the current and previous (assessment) month.
- Agrees to allow and cooperate with as-needed onsite audits by the USPS. Audits may occur without advance notification.
- **NOTE: It is the responsibility of the eDoc submitter to properly identify all mail owners with volumes of 5,000 or more pieces. If it is determined that a MSP is not properly utilizing the JACKPOT CRID/MID process, the MSP may have the JACKPOT CRID/MID authorization revoked.**

Requesting a JACKPOT CRID/MID authorization

The MSP will contact the *PostalOne!* Helpdesk via email at <u>Postalone@usps.gov</u> and attach the completed customer application, using the subject line: Jackpot CRID <Company Name, Zip-Code, and Current CRID>. Calling the helpdesk is the second choice at 1-800-522-9085 to provide all of the customer template information. Once the template is completed, the Helpdesk will forward to the appropriate Business Mailer Support (BMS)/Major Mailer Support (MMS) analyst to review for authorization to use of JACKPOT CRID/MID. The JACKPOT CRID/MID authorization is limited to MSP's who prepare mailings that include mail owners with less than 5,000 pieces per owner and/or include volumes received from other MSP partners.

The BMS/MMS analyst will work with the MSP to determine if the need for the authorization is valid. The MSP should make every effort to provide accurate Mail Owner information. The Postal Service will validate that use of a JACKPOT CRID/MID is necessary to resolve By/For errors resulting from Mail Owner volumes that are less than 5,000 pieces, the processing of reject mail piece volumes, and volumes received from other MSPs (supplier MSP of residue mail volumes).

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The MSP will be required to provide supporting documentation that would support the validation of the volumes to be identified using the JACKPOT CRID/MID meet the requirements outline above. Once authorized, this documentation would be maintained by the MSP daily and available upon request to support a By/For audit. MSP's have various processes to account for client volume; therefore there is not a standardized list of supporting documentation. It is the responsibility of the mailer to provide documents that will allow the USPS to evaluate the daily volume that was identified using the JACKPOT CRID/MID. Some examples of documentation include, but are not limited to:

- Mail Exchange report
- Pick up tickets
- Intake logs
- Customer invoices
- Tray count registers
- Customer reports
- Machine Counts
- Production Log
- Client Volume List

The BMS/MMS analyst may perform an initial on-site visit. The purpose of this visit is to observe the mail arrival/induction process and to validate the mailer is properly identifying their clients By/For relationship in eDoc.

Once the mailer has been authorized to use a JACKPOT CRID/MID they will be instructed by the approving BMS/MM analyst on how to acquire this JACKPOT CRID/MID through the Business Customer Gateway. The authorization requires that the MSP adhere to a naming convention for the new CRID/MID. When requesting the new CRID/MID the MSP will use their existing CRID name preceded by JACKPOT. The MSP will use the same address that is associated to their existing CRID. Instructions to create the new CRID/MID (including screenshots) will be provided by the BMSA/MMSA to the customer once their JACKPOT authorization is validated and approved.

Custom BY FOR Threshold

The establishment of the Jackpot CRID/MID process eliminates the option of a MSP having a Custom Threshold. Those existing mailers who were reviewed and assigned a higher Custom Threshold will be required to participate in the Jackpot CRID/MID process to obtain and use this option. Those mailers Custom Threshold will be removed after their first full month of use of the Jackpot CRID/MID.

Mailers who choose to participate in the Jackpot CRID/MID process will have their By/For errors (error codes 7140 and 7142) greatly reduced. A reduced By/For threshold will be established for these mailers once an analysis is performed on the Jackpot CRID/MID results.