

Postal Wizard

Postage Statement Entry



Mailing Services tab – Select Postal Wizard



BUSINESS CUSTOMER GATEWAY

[Mailing Services](#) [Shipping Services](#) [HCR Services](#) [Additional Services](#)

You can find Postal Wizard by clicking on the Mailing Services tab. You can also save it as a favorite under Favorite Services.

Account Overview

By EPS#

By Permit#

Couldn't find any EPS Accounts for this CRID.

Mailer Scorecard

eDoc Submitter

Mail Preparer

Mail Owner

June 2021

You either do not participate in this program, or we have yet to receive data for this CRID.

[Mailing Report](#)

Favorite Services [Edit](#)

Balance & Fees >

Dashboard >

EPS >

IMsb >

Mailing Reports >

Manage Permits >

Postal Wizard >

Permit Information – Select Your Permit



Manage Mailing Activity

- » Home
- » Summary
- » Balance and Fees
- » Postal Wizard
- » Electronic Data Exchange
- » Mailing Reports
- » Dashboard
- » Manage Permits
- » IMsb Tool
- e-VS Customer**
- » e-VS Monthly Account and Sampling Summary
- » eVS/PRS Dashboard
- » Manifest Search

[Home](#) > [Postal Wizard](#)

Postal Wizard

From the Postal Wizard page choose the form number you wish to complete.

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](#)

Permit Information – Select Your Permit



When do you plan to submit your mailing?

6/10/2021



Are you submitting this mailing for yourself or on behalf of another company?

Myself

Another Company

Please select your Account Information

Display 10 records

Search:

Select	CRID	Account #	Finance #	Permit #	Permit Type	Company Name	City	State
<input checked="" type="radio"/>	19776567	2720603	351025	409	PC	MR MAILMAN	AMHERST	NY

Showing 1 to 1 of 1 entries



1



Select

Account Information – Make Selections (Profit/Nonprofit)



Enter Account Information



When do you plan to submit your mailing?

6/10/2021



Are you submitting this mailing for yourself or on behalf of another company?

Myself

Another Company

Are you submitting this mailing as Regular or Nonprofit?

Regular

Nonprofit

Are you bringing your mailing to **BUFFALO NY 14240-9998** ?

Yes

Change

Mailing Characteristics – Enter Job Details



Mailing Characteristics	Mailing Characteristics	Container Information
General Information		
Incentives		
	Mailing Date: 07/14/2017	1' MM Trays: <input type="text"/>
	Total Pieces: 200	2' MM Trays: 2
	Move Update Method: ACS	2' EMM Trays: <input type="text"/>
	Special Postage Payment System: -- None --	Flat Trays: <input type="text"/>
	Destination Entry: <input checked="" type="radio"/> Yes <input type="radio"/> No	Sacks: <input type="text"/>
	PS Form 8125: <input type="radio"/> Yes <input checked="" type="radio"/> No	Pallets: <input type="text"/>
	DSMS: <input type="radio"/> Yes <input checked="" type="radio"/> No	Other: <input type="text"/>
	<input checked="" type="checkbox"/> Full Service	
	Full Service Information	
	Mailer ID (MID): 901764699	
	<input type="checkbox"/> Mailing ID <input checked="" type="checkbox"/> Lowest Piece ID	
	Lowest Piece ID: 000000	
	Highest Piece ID: 000199	
	Mail Piece Information	
	Processing Category: Letters	
	Piece Weight: 0.01	
	<input checked="" type="radio"/> Pounds <input type="radio"/> Ounces	
	<input type="checkbox"/> Non-Identical	
	Total Weight (lbs): 2.0	
	Barcode Type: Intelligent Mail Barcode (IMb)	
	Windowed Letters or Flats: No	
	* <input type="radio"/> Political Mailing <input type="radio"/> Official Election Mail <input checked="" type="radio"/> None	

No mixed mailings.
Either 100% Full-Service or 0% Full-Service mailings.

Rates – Enter # of Pieces



Enter Piece counts on proper price lines. Verify info on the left side.

USPS Marketing Mail > Rates

Rates Filter

Show Entry Discounts

None
 DNDC
 DSCF

Mailing Summary

Mailing Information

Mail Class: USPS Marketing Mail
Processing Category: Letters
Price Eligibility: Regular
Rate Effective: 01/22/2017
Mailing Date: 07/14/2017

Piece/Weight Information

Total Pieces: 200
Piece Weight: 0.0100 lbs
Total Weight: 2.0000 lbs

Container Information

2 MM Trays: 2

Account Information

Account Holder

Account Number: 2720603
Permit: PC 409
CRID: 19776567
USPS Marketing Mail Fee Status: Waived
USPS Marketing Mail Fee Expiration: N/A
Company Address:
MR MAILMAN
123 MAIN ST
BUFFALO NY 14226

Mailing Agent

CRID: 19776567
Company Address:
MR MAILMAN
123 MAIN ST
BUFFALO NY 14226

Mail Owner

Enter Rates

Account Information Mailing Details Rates Summary

Part A Automation Letters
Part C Carrier Route Letter
Part S Extra Services

Part A Automation Letters
Letters 3.5 oz (0.2188 lbs) or less

#	Entry	Presort/Automation	No. of Pieces	Piece Price
A1	None	5-Digit	<input type="text"/>	\$0.259
A2	None	AADC	2	\$0.285
A3	None	Mixed AADC	<input type="text"/>	\$0.304
A4	DNDC	5-Digit	<input type="text"/>	\$0.239
A5	DNDC	AADC	<input type="text"/>	\$0.265
A6	DNDC	Mixed AADC	<input type="text"/>	\$0.284
A7	DSCF	5-Digit	<input type="text"/>	\$0.235
A8	DSCF	AADC	198 X	\$0.261

← Previous Next →

Summary Screen – Verify Information



Postage Summary

Total of All Parts: \$47.2680
 Discounts: -\$0.0000
 Affixed Postage (Neither): \$20.000
 Net Postage Due: \$27.27

Mailing Summary

Mailing Information

Mail Class: USPS Marketing Mail
 Processing Category: Letters
 Price Eligibility: Regular
 Rate Effective: 01/22/2017
 Mailing Date: 07/14/2017

Piece/Weight Information

Total Pieces: 200
 Piece Weight: 0.0100 lbs
 Total Weight: 2.0000 lbs

Container Information

2 MM Trays: 2

Account Information

Account Holder

Account Number: 2720603
 Permit: PC 409
 CRID: 19776567
 USPS Marketing Mail Fee Status: Waived
 USPS Marketing Mail Fee Expiration: N/A
 Opening Balance: N/A
 Closing Balance: N/A
 Company Address:
 MR MAILMAN
 123 MAIN ST
 BUFFALO NY 14226

Mailing Agent

CRID: 19776567
 Company Address:
 MR MAILMAN
 123 MAIN ST
 BUFFALO NY 14226

Summary

Account Information
Mailing Details
Rates
Summary

Part A Automation Letters

Letters 3.5 oz (0.2188 lbs) or less

#	Entry	Presort/Automation	No. of Pieces	Piece Price	Sub Total	Discount	Postage
A2	None	AADC	2	\$0.285	\$0.5700	-\$0.0060	\$0.5640
A8	DSCF	AADC	198	\$0.261	\$51.6780	-\$0.5940	\$51.0840

Part A Total Pieces: 200
Part A Total Postage: \$51.6480
Total of All Parts: \$51.6480
Discounts: -\$0.0000
Affixed Postage (Neither): \$20.000
Net Postage Due: \$31.65

Full Service Summary

Full Service Discount Total:	-\$0.6000
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Net Postage Adjustment Amount

Account for Insufficient Affixed Postage

Type:

Number:

Finance Number:

Customer Reference ID: Only applicable for USPS accounts.

Statement Verification

Additional Mailing Information

Post Office of Mailing: BUFFALO NY 14240-9998
 Post Office of Permit: BUFFALO NY 14240-9998
 Move Update Method: ACS
 Political Mail: No
 Official Election Mail: No

Statement Submission – Read Certification Statement and Submit



AMHERST, NY 14220

Mail Owner

CRID: 19776567

Company Address:

MR MAILMAN
123 MAIN ST
BUFFALO NY 14226

Post Office of Mailing

BUFFALO NY 14240-9998

Certification Statement - Scroll down to review the remaining content

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

Signature

Name of the agent or account holder who will be signing this postage statement: **JOHN T MAILMAN**

Agent or account holder's telephone number:

(716) 555-1234

Extension:

WARNING

The condition(s) below may need to be corrected before your mailing is accepted.

- The following Letter Line item(s) require a minimum of 150 pieces (A2).

Email a copy of my eCan to my email address

← Previous

Submit →