

S-001

Date: 1/11/2018
To: PAVE/MAC Batch Software Vendors
Subject: Certification Cycle S Schedule

The USPS plans to implement the following PAVE Certification Cycle S Release Schedule given below. The certification will begin **January 16, 2018 and end no later than June 29, 2018**. Please visit the Postal Explorer® website at <http://pe.usps.com> for more details relating to the **January 21, 2018 Price Change**.

A small nucleus of tests will be administered to vendors previously certified during Cycle R.

- All orders should be submitted using the PAVE On-line Order Form, currently available at: [PAVE On-line Order Form](#). Updated product version numbers should follow the format reflected in the [PAVE Technical Guide](#).
 - **IMPORTANT!** Vendors should answer **NO** to the 3 questions on the last page of the on-line order form regarding **Additional Licenses and Additional Product Names**.
- Products supporting 2018 changes in preparations relating to CR5 and CR5S pallets within **Merged preparations** will be tested. **Other First-Class, Periodicals and Standard/USPS Marketing Mail preparations will be tested** in order to evaluate required changes to 2018 postage statements determined by each product's Cycle R or newly submitted Cycle S Order Form.
 - **IMPORTANT!** The CR5 and CR5S level pallets can now be prepared using any minimum volume desired by the mailer but **remain required levels of preparation**. Therefore, it is requested that for purposes of PAVE Certification, all returned test files use a 50 lb. minimum for all CR5S/CR5 pallets prepared using the Merged Pallet preparations reflected in DMM 705.10 thru 705.12.

Certification Cycle S Release Schedule

PAVE/MAC Batch Certification Cycle S Advisory Calendar

- **January 16, 2018** Begin accepting PAVE/MAC Batch Order Forms
- **January 17, 2018** Test Files available on EPF
- **January 22, 2018** Begin Cycle S Testing
- **March 23, 2018** Activate Late Orders and Testing Fees
- **April 30, 2018** Cycle R Certification Expires
- **June 29, 2018** Cycle S Testing Ends
- **April 30, 2019** Cycle S Certification Expire

Certification Cycle Policy

The PAVE Certification Group will accept Cycle S Order Forms starting **January 16, 2018**. Please use the [PAVE On-line Order Form](#) for your electronic submission. However, if you have problems accessing the order form, please contact us at pave.ncsc@usps.gov

The PAVE Certification Group will:

1. Ensure products will be posted to the Certified Products List (CPL) as certification is completed. .
2. Ensure new order forms for PAVE Certification testing will not be accepted between the published test end date for Cycle S and the start of the next scheduled test cycle.
 - ❖ **EXCEPTION: Certification requests for mail preparations requiring PAVE Certified documentation will be accepted at any time.**
3. Remove all other vendors and their products at the end-of-certification- cycle date (April 30, 2018) from the [PAVE Certified Products List](#)

Vendors requesting extensions regarding required 2018 documentation should direct their correspondence to:

Pricing and Classification Service Center

90 Church Street, Suite 3100

New York, NY 10007-2951

212-330-5300

For certification processing questions or concerns, please contact the PAVE Certification Group by e-mail at pave.ncsc@usps.gov or call 800-238-3150, option 0 and ask for the PAVE Certification Group.

Regards,

BMA Certification – PAVE Group

800-238-3150