Program Registration Release 19.1.0.0

Release Notes

CHANGE 1.0

SCHEDULED DEPLOYMENT DATE: FEBRUARY 11, 2018

SCHEDULED RELEASE NOTES PUBLISH DATE: FEBRUARY 15, 2018

The following trademarks are owned by the United States Postal Service:

ACS®, CASS™, CASS Certified™, Certified Mail™, DMM®, eVS®, FAST®, First-Class™, First-Class Mail®, Full-Service ACS™, IM®, IMb™, IMb Tracing™, Intelligent Mail®, OneCode ACS®, OneCode Solution®, PLANET Code®, 1®, POSTNET™, Postage Statement Wizard®, Postal Service™, Priority Mail®, Registered Mail™, RIBBS™, Standard Mail®, The Postal Service®, United States Postal Service®, USPS®, USPS.COM®, ZIP®, ZIP Code™, ZIP + 4® and ZIP+4™. This is not a complete list of all Postal trademarks.

Idealliance® Mail.XML ™and Mail.dat™ are registered trademarks of the International Digital Enterprise Alliance, Inc.

Sun™, Sun Microsystems™, and Java™ are trademarks or registered trademarks of Sun Microsystems, Inc.

Microsoft™, Microsoft Windows®, and Microsoft Internet Explorer® are registered trademarks of Microsoft Corporation.

All other trademarks used are the property of their respective owners.

TABLE OF CONTENTS

ALM Index

1.0 Introduction

On Sunday, February 11, 2018, the United States Postal Service implemented the following software change: Program Registration Release 19.1.0.0. These Release Notes provide the contents of the release.

2.0 USPS® EDDM Printer Directory

2.1 Overview

The Every Door Direct Mail (EDDM®) Program Office introduced an online directory called the USPS® Printer Directory. The directory provides contact information for service providers who provide print and mailing services at brick and mortar locations. There is no cost or fee associated for approved service providers to be listed in the Printer Directory. The directory is accessible from the Every Door Direct Mail® Online Tool and other locations on USPS.com. The EDDM® Online Tool allows EDDM® external customers to enter target ZIP Codes for which the directory returns nearby service providers.

Interested service providers can apply to be included in the USPS® Printer Directory through the Program Registration Online Enrollment via the Business Customer Gateway.

Service providers are required to complete a brief online questionnaire and provide supporting documentation regarding print and mailing service history via a file upload feature. Online applications are reviewed and validated for authenticity by designated EDDM® Program Office internal administration personnel. Upon approval, service providers are then required to agree to the Business Agreement which triggers information to be included in the USPS® Printer Directory. 607

2.2 Online Application Process

Service providers who wish to be considered for inclusion in the USPS® Printer Directory can apply through the Program Registration Online Enrollment via the Business Customer Gateway. In addition to contact information, enrollment includes a questionnaire regarding the service provider's EDDM®-relevant service history. Service providers have the ability to upload supporting documentation, save information prior to submitting their application, and later complete application submission. Upon submission, internal administrative personnel from the EDDM® Program Office review the information and approve or reject the application. For more information about eligibility and the application process, please visit the USPS Printer Directory page on PostalPro at https://postalpro.usps.com/printer-directory.

If the application is approved, notification is sent to the applicant via email, and the vendor will be required to sign a Business Agreement. If the application is rejected, a reason is provided (e.g., "history of EDDM® service could not be confirmed by the materials provided"), and the vendor is notified.

2.3 USPS® Printer Directory External Listing

After the service provider has been approved and has agreed to the terms and conditions in the Business Agreement, the vendor's listing information is included in the USPS® Printer Directory external listing. The following information is included for each approved vendor.

Vendor Information	Comments
Mail Service Provider Vendor Name	Required
Customer Registration ID (CRID)	Required
Vendor Physical Address • Address 1 • Address 2 • City • State • ZIP Code	Address 2 is optional. All other elements are required.
Vendor Web Page URL	Required

Vendor Information	Comments
Contact Information • Phone Number • Fax Number • Email Address	Phone number is required. Fax number and email address are optional.
Hours of Operation	Required
Vendor's Provided Services	Required
Primary Contact • First Name • Last Name • Phone Number • Email Address	Required
Secondary Contact • First Name • Last Name • Phone Number • Email Address	Optional
Managed Account Sales Rep Information • First Name • Last Name • Phone Number • Email Address	Optional
Business Agreement Start and End Date	Required
Parent ID	
Unique Vendor ID	*Note*: This number is assigned by Program Registration for each approved vendor.

3.0 Document History

Date	Version	Section	Description