**Informed Visibility® Mail Tracking & Reporting (IV®-MTR)
Piece-Level One-Time Query Request**

All IV-MTR users may now perform piece-level one-time queries in the application without submitting a request to the IV Solutions Center. You may request assistance as needed. This form can help you prepare to submit a query on your own or through the IV Solutions Center.

For IV Solutions Center assistance, send this form to InformedVisibility@usps.gov.

***Note:***

* ***Piece-level queries are limited to a 14-day scan date range within the past 120 days.***
* ***Piece-level one-time queries are limited to 250 million records.***

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company’s CRID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CRIDs, MIDs, or routing codes for which you want data. *Note: Add rows as needed. You may attach a spreadsheet or other file instead.*

| *CRID(s)* | *MID(s)* | *Routing Code(s)* |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Delivery method (choose ONE):

[ ]  Download

[ ]  Send to address: *Specify server name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

File format (choose ONE):

*Note: All files will be zipped.*

[ ]  Delimited: *Specify delimiter character below.*

[ ]  Tab [ ]  Comma [ ]  Other: S*pecify:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  IMb Tracing legacy PKG

Handling event type(s) (choose one or more):

[ ]  Actual [ ]  Logical

[ ]  Assumed Actual [ ]  Assumed Logical

Enter up to a 14-day scan date range, within the last 120 days, for the query. The range is inclusive. ***This filter is required.***

| *Field to filter on* | *Operator (e.g., greater than)* | *Field value* |
| --- | --- | --- |
| Scan DateTime | Between | XX/XX/XXXX and XX/XX/XXXX |

Describe any additional filter(s) to be applied. *Note: Add rows as needed.*

| *Field to filter on* | *Operator (e.g., greater than)* | *Field value* |
| --- | --- | --- |
| Example: Scan Event Code | Equal to | 517 |
|  |  |  |
|  |  |  |

Include (choose one or both):

[ ]  Tracing STIDs [ ]  Non-Tracing STIDs

***(Delimited file format only)*** Include (choose one or both):

[ ]  Raw [ ]  Enriched

***(Delimited file format only)*** Indicate the fields to be provided and their order by numbering them in the table on the next page. For example, if you want *eDoc Job ID* as the first field, enter a “1” to the left of that field. If you do not wish to receive a particular field, do not enter a number next to that field.

You may also select to receive ALL fields in alphabetical order by checking the box below.

*Note: The fields in the PKG file format cannot be customized.*

[ ]  **ALL fields in alphabetical order**

| *Order* | *Field* | *Order* | *Field* |
| --- | --- | --- | --- |
|  | Anticipated Delivery Date |  | Parent Tray eDoc IMtb |
|  | eDoc Job ID |  | Piece ID |
|  | eDoc Mailing Group ID |  | Predicted Delivery Date |
|  | eDoc Submitter CRID |  | Recipient CRID of MID on Piece\* |
|  | Expected Delivery Date |  | Recipient CRID of MID on Piece Delegator\* |
|  | Handling Event Type |  | Recipient Mail Owner CRID\* |
|  | Handling Event Type Description |  | Recipient Mail Owner Delegator CRID\* |
|  | ID Tag *(field not populated)* |  | Recipient Routing Code Authorized CRID\* |
|  | IMb |  | Routing Code (IMb Matching Portion) |
|  | IMb MID |  | Scan DateTime |
|  | IMb Routing Code |  | Scan Event Code |
|  | IMb Serial Number |  | Scan Facility City |
|  | IMb STID |  | Scan Facility Name |
|  | IMb Tracking Code |  | Scan Facility State |
|  | LDE Delivery Mode |  | Scan Facility ZIP |
|  | LDE Inventory Method |  | Scan Locale Key |
|  | LDE Trigger Method |  | Scanner Type |
|  | Machine ID |  | Start the Clock Date |
|  | Machine Name |  | Start the Clock Facility Address |
|  | Mail Class Description |  | Start the Clock Facility City |
|  | Mail Phase |  | Start the Clock Facility Locale Key |
|  | Mail Shape Description |  | Start the Clock Facility Name |
|  | Parent Container eDoc Container ID |  | Start the Clock Facility State |
|  | Parent Container eDoc IMcb | *\* At this time, the highlighted “Recipient” fields are only available for pieces through a data feed—not through One-Time Query.* | Start the Clock Facility ZIP |
|  | Parent Tray eDoc Container ID |  |  |