

United States Postal Service®

INDUSTRYALERT

November 23, 2021

Electronic Documentation of Mailing Information (eDoc)

Mailers using hard copy postage have the option to use *Electronic Documentation of Mailing Information (eDoc)* which may provide further savings. eDoc enables faster and more accurate pricing and acceptance of postage statements.

All mailers are encouraged to submit their postage statements electronically, but eDoc is **a requirement** for Full-Service Intelligent Mail® and Seamless Acceptance. eDoc allows mailers to electronically submit mailing information to the *PostalOne!* application that were traditionally provided by hardcopy postage statements and qualification reports.

Please refer to the attached Electronic Documentation Fact sheet, which can also be found on PostalPro at <https://postalpro.usps.com/node/10222>.

Additional questions should be directed to your local Business Mail Entry.

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Electronic Documentation of Mailing Information (eDoc)



WHAT IS ELECTRONIC DOCUMENTATION (eDOC)?

eDoc is an electronic postage statement that may also contain specific information about a mailing such as barcode information and qualification reports. All mailers are encouraged to submit their postage statements electronically, but eDoc is **a requirement** for Full-Service Intelligent Mail® and Seamless Acceptance. eDoc allows mailers to electronically submit mailing information to the *PostalOne!* application that were traditionally provided by hardcopy postage statements and qualification reports. eDoc enables faster and more accurate pricing and acceptance of postage statements.

WHAT CAN MAILERS DO WITH eDOC?

Complete and Submit Postage Statements

- Submit Postage Statement Information & Supporting Documentation like Qualification Reports electronically

Identify Different Parties Involved in the Mailing

- Identify party submitting eDoc
- Identify Mail Owner and Mail Preparer (By/For)

Identify Barcodes

- Barcode Information for mailpieces, trays/sacks and containers included in eDoc

eDOC SUBMISSION METHODS

- Intelligent Mail Small Business Tool (IMsb) (Web-based)
- Postal Wizard (Web-based)
- Mail.dat (Presort software required)
- Mail.XML (Presort software required)

WHICH IS THE BEST METHOD FOR YOU?

Mailings fewer than 10,000 pieces - *IMsb TOOL OR POSTAL WIZARD*

When would a mailer use the IMsb Tool?

The IMsb Tool is a free online tool designed specifically for small-volume mailers that mail fewer than 10,000 pieces per mailing and fewer than 250,000 pieces annually, submitted at a BMEU, who want to prepare their own Full-Service mailings. The tool can be used for mailings using PC, PI and MT for letters, postcard and flats. 100% Full-Service mailings may qualify for Annual Presort Fee Waivers.

When would a mailer use Postal Wizard?

The Postal Wizard application is a free online tool that can be used for basic or Full-Service mailings up to 9,999 pieces. Accommodates mailings of any permit type and processing category. Mailers claiming Full Service with 10,000 or more pieces need to utilize postal approved software.

See the list of [USPS Certified Mail Service Providers and Software Vendors](#) located on [PostalPro](#).



IMsb TOOL & POSTAL WIZARD COMPARISON

IMsb Tool	Postal Wizard
Web-based tool, accessed via the Business Customer Gateway (BCG), for creating Full-Service Mailings for postcards, letters and flats.	Mailer manually enters information into online forms in Postal Wizard, a USPS tool available via the Business Customer Gateway (BCG)
Creates a Full-Service electronic postage statement	Postal Wizard creates the electronic postage statement
Creates an IMb for printing on mailpieces and tray/sack labels	Separate software is needed to generate Intelligent Mail barcodes (IMb)
Limited to fewer than 10K pieces per mailing and fewer than 250K pieces annually	Limited to fewer than 10K pieces per mailing (Full-Service only)
Creates 100% Full-Service mailings with Annual Presort Fee Waivers	Limited to mailings of either 100% Full-Service pieces or 0% Full-Service pieces

Postal Approved Software

Mailer can use their own software or choose a software vendor from the list of [USPS Certified Mail Service Providers and Software Vendors](#) located on [PostalPro](#)

SOFTWARE CAN USE ONE OF THE FILE FORMATS BELOW

Mail.dat	Mail.XML
Stores complete information about a mailing as a database	Provides an alternative to exchanging the entire Mail.dat database
All Mail.dat files are submitted at one time through a Client Application to be processed	Adds a new light-weight transaction messaging mechanism between mail owner, list house, manufacturer/printer, logistics company and the USPS
Mail.dat submissions are composed of 20 different types of files	Mail.XML specification is made up of families of related messages that are/to be used by mailing industry to communicate via web services



ADDITIONAL RESOURCES

- [How to Register for the Business Customer Gateway](#)
- [How to Submit a Postal Wizard Mailing](#)
- [How to Submit Mail.dat Jobs to *PostalOne!*](#)
- [How to Submit Mail.XML Jobs to *PostalOne!*](#)
- [USPS Technical Specifications for Mail.dat and Mail.XML](#)
- [Intelligent Mail for Small Business Mailers \(IMsb\) User Guide](#)
- [A Guide to Full Service \(Including Postal Wizard\)](#)

For additional questions, please reach out to the Mailing and Shipping Solutions Center (MSSC).

- Phone: 1-877-672-0007
- Email: mssc@usps.gov