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Bulk File Upload User Guide

1. Overview of USPS Package Intercept Commercial Service

You can use the United States Postal Service's (USPS's) Package Intercept Commercial Service application to intercept a package through the Business Customer Gateway at USPS.com. Using this application will give you the option to return to sender, redirect to a new domestic address, or Hold for Pickup at a domestic Post Office. You can also add certain extra services to the package.

This publication is a user's guide for the USPS Package Intercept Commercial Service application's **Bulk File Upload** feature.

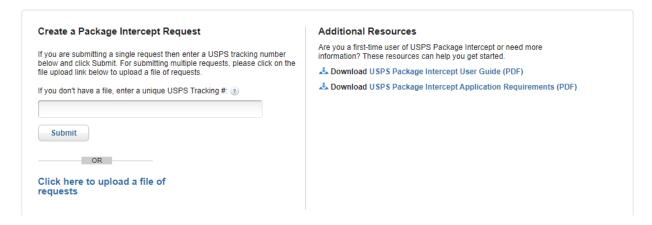
2. Purpose of the User Guide

The purpose of the **Bulk File Upload User Guide** is to aid customers in submitting more than one package intercept at a time. This feature can be accessed on the Package Intercept Commercial Service application through the Business Customer Gateway (BCG).

3. Uploading a USPS Package Intercept Commercial Service File

The bulk upload "file of requests" feature allows commercial customers to upload a CSV document containing multiple records for intercept. The USPS Package Intercept Application will process the uploaded file and provide error validation on the content of the file. Customers are provided with information on system-accepted USPS Package Intercept requests and additional feedback on requests that were not accepted. *Note: All records in a file will be charged to the same permit number.*

To upload your file, first you must ensure that it is in the proper format. The template can be downloaded from the Commercial Package Intercept application by first clicking on "Click here to upload a file of requests".



POSTAL SERVICE Sully Tan (34913038) USPS Package Intercept® How It Works > FAQs > Payments > Create your package intercept request To start, first select your desired Customer Registration ID (CRID).

Once the CRID is chosen you can select your desired Permit Number and Master Mailer ID (MID) All fields are required. *CRID: 94867731 🕶 If you don't see the CRID you expect, make sure it's associated with <u>eVS</u>. *Permit: Select Permit • *Master MID: 901097268 V Upload a Package Intercept file ② Download the template by clicking the "Download Template" button. Fill out the excel sheet and save it as a CSV. To upload a file of requests, click the Choose File button, select the file and click *Upload* Choose File No file chosen Upload OTHER USPS SITES
 LEGAL
 ON USPS.COM

 Privacy Policy ;
 Government Services ;

 Terms of Use ;
 Buy Stamps & Shop ;

 FOLA ;
 Print at Label with Postage ;

 No FEAR Act EEO Data ;
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On the next page you will click on the "Download Template" button.

4. File Format for Commercial USPS Package Intercept

4.1 File Naming

The name of the file should be unique. The naming convention for the file should be 'MAILERID YYYYMMDDHHMM.csv'

MailerID is the 9 or 6 digit Mailer ID of the customer

YYYY = year

MM = numeric representation of the month

DD = day of the month

HHMM = the hour and minute of the file generated

Eg: '959375937 202108041642.csv'

4.2 File Format

The intercept is a comma-separated values file (CSV), containing one column header row and multiple intercept request rows. There is one intercept request per row.

4.3 File Layout

The file will be laid out with a column header row noting the contents of each column and can have multiple intercept request rows. At present, the file can have 2000 detail records.

4.4 Record Details

4.4.1 Field Name List

The name of the field.

4.4.2 Required (Req) List

Whether or not the field(s) is required.

Y – Yes

N - No

C – Conditional (see notes for details)

4.4.3 Format (size)

The expected format of the record and its expected maximum length.

Formats are noted as follows:

N – numeric

A/N – alphanumeric

Unless otherwise noted, spaces are implicitly valid whitespace.

The expected maximum length of the field is noted parenthetically after the format. Thus a field labeled A/N (20) is alphanumeric, and expected to be up to 20 characters. Content may be shorter if content rules allow fewer characters. Where specified by content rules, the field must be the exact length. Fields longer than the maximum will be treated as malformed data and rejected.

4.4.4 Description

Description of the field.

4.4.5 Example

An example of a valid record.

4.4.6 Content Rules and Limitations

Any notes regarding the field, including additional format or content limitations.

4.5 File Details

Field Name	Required (Req) Field	Format (Size)	Description	Example	Content Rules and Limitations
Tracking Number	Υ	A/N (34)	Tracking Number of the package or mailpiece to be intercepted.	92123912345678 12345670	Tracking number of the original mailpiece.
Intercept Type (A01, A02, A03)	Υ	A/N (3)	Action to be taken with the package or mailpiece.	A01	A01 – Return to sender A02 – Redirect to New Address A03 – Redirect to Hold for Pickup

Field Name	Required (Req) Field	Format (Size)	Description	Example	Content Rules and Limitations
Extra Service Code: Confirmation	С	N (3)	Request for signature confirmation for intercept	921	921 – Signature Confirmation 922 – Adult Signature 923 – Adult Signature Restricted Delivery Only include if confirmation is requested. Otherwise, leave
Extra Service Code: Insurance	С	N (3)	Request for insurance for an intercept	931	blank 930 – Insurance <=\$500 931 – Insurance >\$500 Only include if intercept is to be insured. Otherwise, leave blank.
Value of Article	С	N (12)	Amount of money original mailpiece was insured for	500.00	Explicit decimal. Required for insured mail
Insurance Amount	С	N (12)	Amount of insurance on redirections	500.00	Explicit decimal. Required for insured mail Note – A redirect may not be insured for a greater value than the original delivery
Redirect Recipient Name	С	A/N (48)	Ship to name of Addressee	John Doe	This field must be used for the new destination address for Redirect and Hold for Pickup. (Post Office name for Hold for Pickup)

Field Name	Required (Req) Field	Format (Size)	Description	Example	Content Rules and Limitations
Redirect Address Line 1	С	A/N (48)	Delivery Address in the destination address	123 Main St.	This field must be used for the new destination address for Redirect and Hold for Pickup. (Post Office address for Hold for Pickup)
Redirect Address Line 2	N	A/N (48)	Delivery Address in the destination address	Apartment 3b	Field used for the second line of address information
Redirect City Name	С	A/N (28)	City name of the destination address	Herndon	This field must be used for the new destination address for Redirect and Hold for Pickup. (Post Office for Hold for Pickup)
Redirect State	С	A/N (2)	Two- character state code of destination address	VA	This field must be used for the new destination address for Redirect and Hold for Pickup. (Post Office for Hold for Pickup)
Redirect ZIP	С	N (5)	Destination 5-digit ZIP code	20170	This field must be used for the new destination address for Redirect and Hold for Pickup. (Post Office for Hold for Pickup)
Redirect ZIP+4	N	A/N (4)	Destination ZIP+4 add on of Domestic ZIP Code	2563	This field must be used for the new destination address for Redirect and Hold for Pickup. Optional (Post Office for Hold for Pickup)

Field Name	Required (Req) Field	Format (Size)	Description	Example	Content Rules and Limitations
Original Delivery Recipient	Y	A/N (48)	Ship to name of Addressee	John Doe	Original destination Recipient Name
Original Delivery Address Line 1	Υ	A/N (48)	Delivery Address in the destination address	123 ABC St.	Original destination address
Original Delivery Address Line 2	N	A/N (48)	Delivery Address in the destination address	Suite 2A	Field used for the second line of address information
Original Delivery City	Y	A/N (28)	City name of the destination address	Herndon	Original destination city
Original Delivery State	Υ	A/N (2)	Two-character state code of the destination address	VA	Original destination state
Original ZIP Code	N	A/N (5)	Destination 5-digit ZIP code	20170	Original destination ZIP code
Original ZIP+4	N	A/N (4)	Destination ZIP+4 add on of Domestic ZIP code	2563	Original destination ZIP+4 code
Sender Email	Y	A/N (64)	Email contact for original sender	Joe@email.com	
Sender Name	Υ	A/N (48)	Ship to name of Original sender	John Doe	
Sender Address Line 1	Υ	A/N (48)	Delivery Address in the destination address	123 XYZ St.	

Field Name	Required (Req) Field	Format (Size)	Description	Example	Content Rules and Limitations
Sender Address Line 2	N	A/N (48)	Delivery Address in the destination address	Unit 10	
Sender City	Y	A/N (28)	City name of the destination address	Silver Spring	
Sender State	Υ	A/N (2)	Two- character state code of destination address	MD	
Sender ZIP	Y	N (5)	Destination 5-digit ZIP code	20910	
Sender ZIP+4	N	A/N (4)	Destination ZIP+4 add on of Domestic ZIP Code	8889	
HFPU Recipient Email	С	A/N (64)	Email of recipient	joe@joe.net	For use with Hold For Pickup

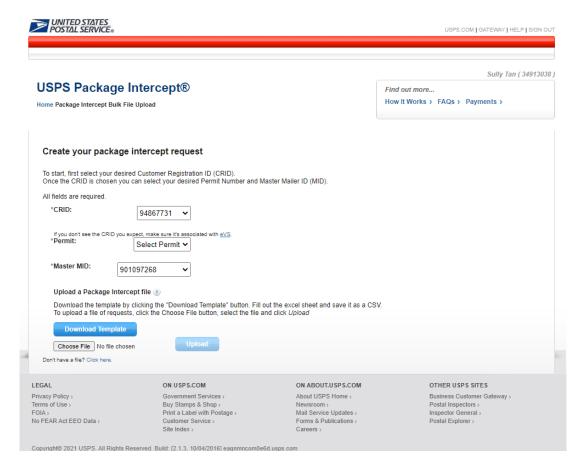
Note: Redirect Fields and Hold for Pickup

In the case of a redirect as a Hold for Pickup, the redirect address fields should be for information on the Post Office where the mailpiece is being redirected.

5. Submitting A File of Requests

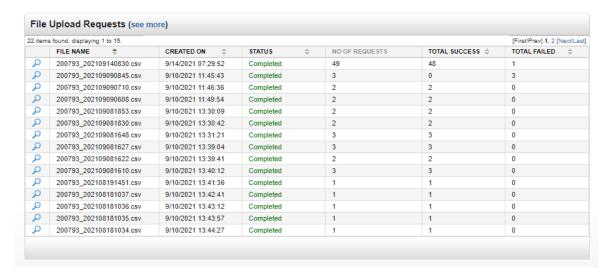
Once you have formatted your CSV file of requests and saved it to your desktop using the 'MAILERID_YYYYMMDDHHMM.csv' format, return to the Commercial Package Intercept application.

Select the associated CRID, Permit, and MID for the Package Intercept file. Click "Choose File" and select the Package Intercept File (example: '959375937_202108041642.csv') and upload the CSV document using the "Upload" button.

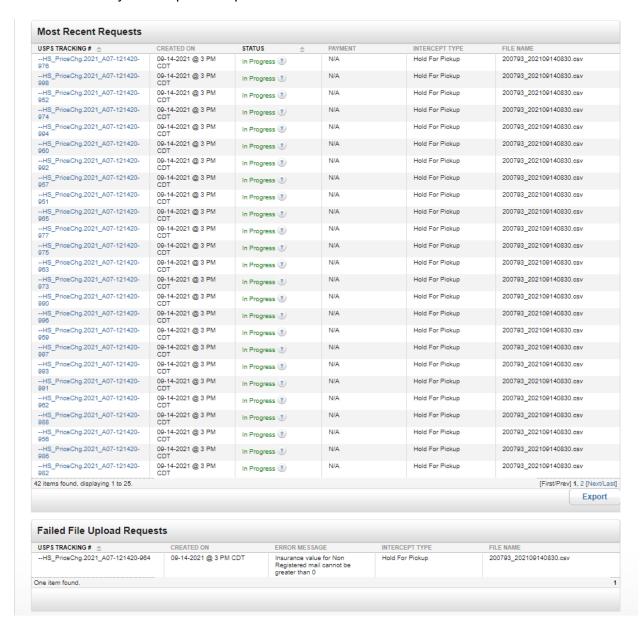


6. Track & Confirm Requests

Once the file of requests has been successfully uploaded, you will receive an email notification indicating the file has been processed. You can also check the status of the intercepts on the Commercial Package Intercept application homepage under "File Upload Requests". Click on the magnifying glass for more details.



You will be redirected to a new page containing the status of each individual intercept, as well as details for any failed upload requests.



7. Questions or Comments

Please submit questions or comments to: shippingservices@usps.gov