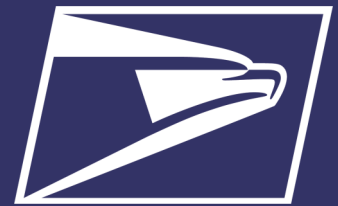


Mail Anywhere Fact Sheet

Full-Service Mailers have the opportunity to use the same permit at any location



KEY BENEFITS & FEATURES

- Maintain a single permit and centralized account to enter and pay for all mailings across the country
- Local Permit Number or Company Imprint Indicia may be used at any location
- Permit application fee not required at additional mailing locations

ELIGIBLE MAIL CLASSES

- First-Class Mail cards, letters, and flats
- USPS Marketing Mail letters and flats
- Bound Printed Matter flats
- Periodicals* letters and flats

Note: Package mailers are not eligible for participation in Mail Anywhere; package mailers may use eVS

Full-Service mailers have the opportunity to use the same permit at any location via the Mail Anywhere program. Entry into the Mail Anywhere program is limited to mailers who meet the quality thresholds for Full-Service electronic verification.

- **Authorization** is at the eDoc submitter CRID:
 - Mail Owners fall under MSP
 - Each MSP must be authorized
 - Mail Owners who submit their own eDoc must be authorized.
- **Eligible Permit Types:**
 - Permit Imprint
 - Precanceled Stamps
 - Metered Mail
 - OMAS
 - Periodicals*
- **Eligible Submission Methods:** Mail Anywhere requires electronic postage statement (eDoc) submission using:
 - Mail.dat
 - Postal Wizard (Full-Service)
 - Mail.XML
 - Intelligent Mail for Small Business (IMsb)
- Permit types are not interchangeable (e.g., you cannot use a Precanceled Stamp Permit to mail via a Permit imprint)
- Deposits must continue to be made at the Post Office where the permit is held unless payment is taken from an Enterprise Payment System (EPS) account.

**Periodicals can use a single Publication ID across multiple locations under status quo operations. Under Mail Anywhere, except for publications pending authorization, Periodicals mailers do not need to submit a PS Form 3510-M when using multiple entry locations, as long as the Publication ID is included in the eDoc.*

SIGN-UP PROCESS

1.
 - Verify you meet the eligibility criteria by accessing the Mailer Scorecard via the Business Customer Gateway (<https://gateway.usps.com>)
 - Access detailed information on using and understanding the mailer scorecard at: <https://postalpro.usps.com/StreamlinedMailAcceptLettersFlatsPub685>
2.
 - Email the Mailing & Shipping Solutions Center (MSSC) Help Desk at: MSSC@usps.gov with the following information:
 - Request for Mail Anywhere
 - Customer Registration ID (CRID) – for location where mail is prepared
 - Contact Name
 - Company Name
 - Business Address, including City, State, and ZIP code
 - Permit #'s and BMEU's where the permit is registered
 - Postal Facilities where you plan on dropping your mail
 - Provide the permit #'s that you plan on consolidating and additional customer permits you mail for - so that we can supply the account numbers for each permit.
3.
 - Follow the instructions from the Help Desk on how to populate your electronic mailing files optional – submit test job to Test Environment for Mailers (TEM) via <https://tem.uspspostalone.com/postal1/index.cfm?com=false>
4.
 - Submit your Mail Anywhere job to the Production environment



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RESOURCES

Mailing & Shipping Solutions Center (MSSC) Help Desk

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

To ensure compliance with the program criteria before applying for authorization, access the Mailer Scorecard on the Business Customer Gateway: <https://gateway.usps.com>

PostalPro Mailer Scorecard: <https://postalpro.usps.com/mailling/mailler-scorecard>

Publication for Streamlined Mail Acceptance for Letters and Flats (Pub 685): <https://postalpro.usps.com/StreamlinedMailAcceptLettersFlatsPub685>

CRITERIA FOR AUTHORIZATION

Entry into the Mail Anywhere program is open to mailers who are mailing via Full-Service standards. Once the mailer is approved for participation in the Mail Anywhere program, failing to meet the Full-Service thresholds below will not impact continued eligibility for Mail Anywhere. To be authorized for Mail Anywhere, a mailer must meet the following criteria for the month prior to their request:

Full-Service Requirement: Mailer's Full-Service percentage must be at 90% or more of Full-service eligible volume during the month prior to their request at the business location (CRID). Once approved for Mail Anywhere, individual mailings do not need to meet the 90% threshold.

- The Full-Service percentage is at the eDoc submitter CRID level
 - * Viewable on the Mailer Scorecard
 - * Calculation: Full-Service Percentage = Full-Service Volume/Full-Service Eligible Volume
- Annual Presort Fee Waiver is at the Permit level and based on both eligible Full-Service volume and Full-Service volume. For more information on fee waivers visit: <https://postalpro.usps.com/PermitFeeWaiverFactSheet>

Thresholds: The following Error Types cannot exceed the established thresholds for the month prior to the Mail Anywhere enrollment request:

Error Type	Threshold	Description
Mailer ID (MID) Container	2%	A MID error is logged for a barcode in the eDoc containing a MID that was not assigned by the USPS, is invalid, or cannot be found.
MID Handling Unit	2%	
MID Piece	2%	
Service Type ID (STID)	2%	A STID error is logged for all pieces with barcodes containing an invalid STID, missing a STID, or using a STID that is invalid for the mail class indicated in the eDoc.
By/For	5%	A By/For error is recorded when the eDoc Mail Owner and/or Mail Preparer is not provided or identifies the same entity as an owner and preparer.
Barcode Uniqueness-Container	2%	A Barcode Uniqueness is logged for all instances of the barcode when the IMb, IMtb, or IMcb is used more than once within 45 days of the postage statement mailing date provided in the eDoc.
Barcode Uniqueness-Handling Unit	2%	
Barcode Uniqueness - Piece	2%	
Entry Facility	2%	Entry Facility errors are logged when the eDoc Locale Key or Postal Code of full-service containers does NOT match the Entry Facility retrieved from the Mail Direction File (MDF) or the Facilities Database (FDB).
Unlinked Copal	5%	Unlinked Copal errors occur when a tray or sack marked for co-palletization in eDoc for origin facility is not accounted for on the consolidator's eDoc within 14 days.