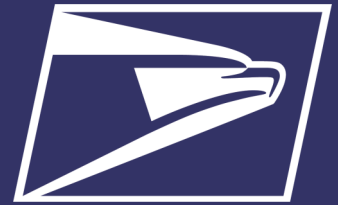


Customer Label Distribution System (CLDS)

Fact Sheet



OVERVIEW

The CLDS is an innovative application that allows mailers to create, edit, and submit for printing their own Intelligent Mail Tray Label orders online. CLDS standardizes and streamlines the order, submit, and save label process online.

Orders submitted online are filled by the Topeka Label Printing Center (TLPC) with status provided for each order online. Mailers can also store their user account information, which is populated from their Customer Registration Account and search for information about labels and other reference data.

Bulk Label Orders are one-time orders that cannot be edited or recalled once submitted. For orders submitted to the TLPC, there is a minimum quantity of 300 labels per label line.

CLDS is accessed through the Business Customer Gateway: [USPS.com](https://usps.com)® - [Sign In](#)

ACCESSING CLDS

- Sign into your BCG account, or sign up if you do not have a Business Customer Gateway account
- Click on the **Mailing Services** tab
- Click **Go to Service** on the **Customer Label Distribution CLDS** tab

This will bring you to the CLDS Welcome page

CREATING A NEW LABEL ORDER

1. Click **Create New Order**
2. Fill in all required fields (*) on the Order Information page
 - **Order Name** — Use a name that will be easily recognizable. (Ex. BMEU Buffalo – MXD Pittsburgh MACH LTRS WKG).
 - **Shipping Address** — First time users click on **Add a New Address** button.
 - ◆ Fill in all required fields (*) appropriately for your site, then click **Save and Add New Address** button. This returns you to the Order Information page. Select the appropriate Shipping Address in the dropdown box.
 - **Set Type and Product Code** – Select the appropriate type and product code from the dropdown menu. Select Bulk as the type of label order, along with the color for the class of mail being ordered (ex. Pink for Periodicals).
 - **Topeka (Y/N)** — Y: Print at Topeka; N – Print Locally (only if you can print the labels in your office). Most orders will select Y to be printed in Topeka. When all fields are completed, click **Save Order and Add Labels**.

Please fill in the following information: (*Required fields)

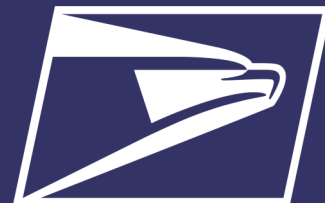
*Order Name	TESTING W-B9 LABELS
*Shipping Address	MAILER NAME - 1357 THATA WAY ST PAUL MN

3. When all fields are completed click **Save Order and Add labels**

*Set Type and Product Code	0-B9 - Bulk - Bulk Large White	Y
Topeka (Y/N)	N	Y - Print at Topeka; N - Print Locally

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ADD LABELS

On the Order Information page, click **Add a Label** link located under the Order Detail section. Fill in all the required fields (*).

There are three ways to enter data on this page:

- **Manual Entry (not recommended):**
 - ◆ Use only if you know the exact information for the labels. Type the information in the required fields.
- **Lookup Links (somewhat recommended):**
 - ◆ Select the **Lookup Link** next to each field.
 - ◆ A pop-up window will display, listing all possible selections for the field. Select the button next to the desired entry and then select **Done**.
 - ◆ This method can be used in conjunction with the Manual Entry method.
- **Label Wizard (highly recommended):**
 - ◆ Select **Label Wizard** on the Label Information page.
 - ◆ A pop-up window displays where you must first manually complete the Quantity field. (Multiples of 300). The other fields are not required. Select the button to enter **CIN** first (easier), and click on **Next**.
 - ◆ Select the button next to the **desired entry**. (ex. 546 – STD LTR BC WKG), and then click on **Next**.
 - ◆ Select the correct **MP code** (B – Barcoded, U – Nonbarcoded, N – Non-Machinable), and then click on **Next**.
 - ◆ Select the appropriate **sort for your office**. It will match the label list you would refer to for the labels desired, and then click on **Next**.
 - ◆ Select the appropriate **Mail Class**, and then click on **Next**.
 - ◆ Select **Type** (ex. Letter), and then click on **Next**.
 - ◆ Select **Destination** from the **Label To** dropdown menu (ex. 150 – MXD PITTSBURGH PA). The other fields are optional. Then click on the **Save** and close wizard button.
 - ◆ **Note** – some fields may auto-populate depending on previous selections made.

After completing all required label information, review that the data entered is correct and either click on **Save and Close** if you are done entering labels, or **Save and Add a New Label** if you wish to add more labels to your order.

After all label information is entered click on **Save and Close**. This will return you to the Order Information page.

Customer Label Distribution System (CLDS)

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SUBMIT ORDER

Once you have entered all the required information for your labels, you are ready to submit.

- Review entered information for accuracy:
 - ◆ You can still add labels, and you can still edit ones already created. If you wish to edit existing labels, click **Edit** under Actions for the desired label.
 - ◆ You can also view a sample of any label you created by clicking **View** under Actions for the desired label.
 - ◆ After reviewing the sample label for accuracy, click **Back** to return to the Order information page.
- Once you have reviewed the order, click **Save Order as Draft**.
 - ◆ The system will save the order, allowing you to come back to this order at any time.
- Click **Submit Order** if everything is accurate and you are ready to submit.

MANAGE ORDERS

Manage Orders, located on the Customer Label Distribution System (CLDS) Welcome page, directs you to the Order Manager page. This page lets you manage all orders by performing a range of functions.

[USPS - CLDS - Order Manager](#)

- | | | |
|----------|----------|------------------|
| • Search | • Edit | • Activate |
| • Filter | • Copy | • Deactivate |
| • View | • Delete | • Archive orders |

MANAGE ACCOUNT

These functions include:

Manage Account, located on the CLDS Welcome page, directs you to the Account Management page. From here you can create new shipping addresses.

[USPS - CLDS - My Account](#)

To create a new address:

- Select **Add New Shipping Address** found under the Shipping Addresses Section
- This will take you to the New Shipping Address page. Enter the necessary information in required fields (*)

ADDITIONAL RESOURCES

- | | |
|--|--|
| • USPS - CLDS - Label Catalog | • Customer Label Distribution System (CLDS) PostalPro (usps.com) |
| • USPS - CLDS - Content Identification Number List | • CLDS User Guide: https://clds.usps.com/CLDS/cldsusersguide-external/CLDSUsersGuide.html |
| • USPS - Facility Access and Shipment Tracking (FAST) - Label List | • Business Customer Gateway: USPS.com® - Sign In |
| • USPS - CLDS - Frequently Asked Questions | |