

# Premium Forwarding Service - Commercial Webinar

**Start Time: 10:00 AM ET**

United States Postal Service

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## **Premium Forwarding Service Commercial®**

- Premium Forwarding Service Commercial (PFS) provides business customers the option to have USPS gather their mail addressed to business PO Boxes (including Caller Service) or business street addresses within the same servicing postal facility, and dispatch the mail as Priority Mail Express or Priority Mail shipments to a new domestic business address.
- Customers must establish a service agreement online with the USPS, retain Postage Due (Accountable Mail) and Business Reply Mail accounts, pay an annual enrollment fee and Commercial Base postage for each PFS container.

Accountable Mail items will be shipped to the Postmaster separately for proper handling:

<b>Accountable Mail Type</b>
1. Priority Mail Express
2. Mailpieces with USPS Tracking
3. Certified Mail
4. COD
5. Insured Mail
6. Signature Confirmation
7. Adult Signature

\*Registered Mail is not eligible for PFS Commercial service.

Benefit	Action by Customer	Description
<b>Schedule Online</b>	Schedule, edit, or cancel through the Premium Forwarding Service Commercial Application	<ul style="list-style-type: none"> <li>▪ Increase customer ease-of-use</li> <li>▪ Application will generate notifications to each origin office via MyPO and create trackable shipping labels using the Webtools API</li> </ul>
<b>Pay Online</b>	Payment will be processed online	<ul style="list-style-type: none"> <li>▪ Eliminating need for customers to provide their own shipping labels</li> <li>▪ Increase customer ease-of-use</li> </ul>
<b>Notifications</b>	Customers will receive notifications via email and/or text messages with USPS Tracking numbers	<ul style="list-style-type: none"> <li>▪ Provides visibility to the customer</li> <li>▪ Increases customer convenience</li> </ul>

## Who is using the Service?

Industry
▪ Advertising
▪ Banking
▪ Communications
▪ Direct Mail
▪ Political Organizations
▪ Religious, Non-Profits
▪ Service Related

- Online application - Business Customer Gateway
- Saves time - online customer enrollment & management
- Saves money - one time annual enrollment fee
- Priority Mail Express or Priority Mail options
- Shipment arrives in 1, 2, or 3 expected business days
- Weigh 1 to 70 pounds
- USPS Tracking® barcode

## Annual Fee

### **\$16.00 annually per servicing post office**

- Once yearly annual fee is regardless of the number of the number of individual PO Boxes, Caller Service numbers or street delivery addresses included for each servicing post office.

## Postage is charged per shipment

### **By Weight and Zone**

- Commercial Base prices are calculated by the weight of the Priority Mail Express or Priority Mail container and the Zone, based on the ZIP Code of the servicing / origin Post Office and the delivery address of the shipment.

### **Flat Rate**

- A Priority Mail Express or Priority Mail Flat Rate envelope and its contents are considered one piece for the applicable Flat Rate price.

### **No mail available = No Charge**

- If no mail is collected for shipment on a designated frequency day, no postage is charged.



## Shipping Supplies available :

- Half Tray
- Full Tray
- USPS Sacks
- Flat Rate Envelopes

## How to Order:

- eBuy2 – Mailing Supplies

Product Name	Description	Dimensions	
PEMPFS-FTBOX	<b>PFS Commercial Priority Mail Express Full Tray</b> Min = 20, Max = 720 Mailing Supplies	<b>Inner:</b> 11 5/8 x 4 3/4 x 11 5/8 <b>Outer:</b> 11 3/4 x 4 7/8 x 15 1/8	<b>ID Cube:</b> 0.371 <b>OD Cube:</b> 0.501
PMPFS-FTBOX	<b>PFS Commercial Priority Mail Full Tray</b> Min = 20, Max = 720 Mailing Supplies	<b>Inner:</b> 11 5/8 x 4 3/4 x 11 5/8 <b>Outer:</b> 11 3/4 x 4 7/8 x 15 1/8	<b>ID Cube:</b> 0.371 <b>OD Cube:</b> 0.501
PEMFS-HTBOX	<b>PFS Commercial Priority Mail Express Half Tray</b> Min = 20, Max = 1200 Mailing Supplies	<b>Inner:</b> 11 5/8 x 4 3/4 x 22 3/8 <b>Outer:</b> 11 3/4 x 4 7/8 x 25 15/16	<b>ID Cube:</b> 0.723 <b>OD Cube:</b> 0.860
PMPFS-HTBOX	<b>PFS Commercial Priority Mail Half Tray</b> Min = 20, Max = 1200 Mailing Supplies	<b>Inner:</b> 11 5/8 x 4 3/4 x 22 3/8 <b>Outer:</b> 11 3/4 x 4 7/8 x 25 15/16	<b>ID Cube:</b> 0.723 <b>OD Cube:</b> 0.860



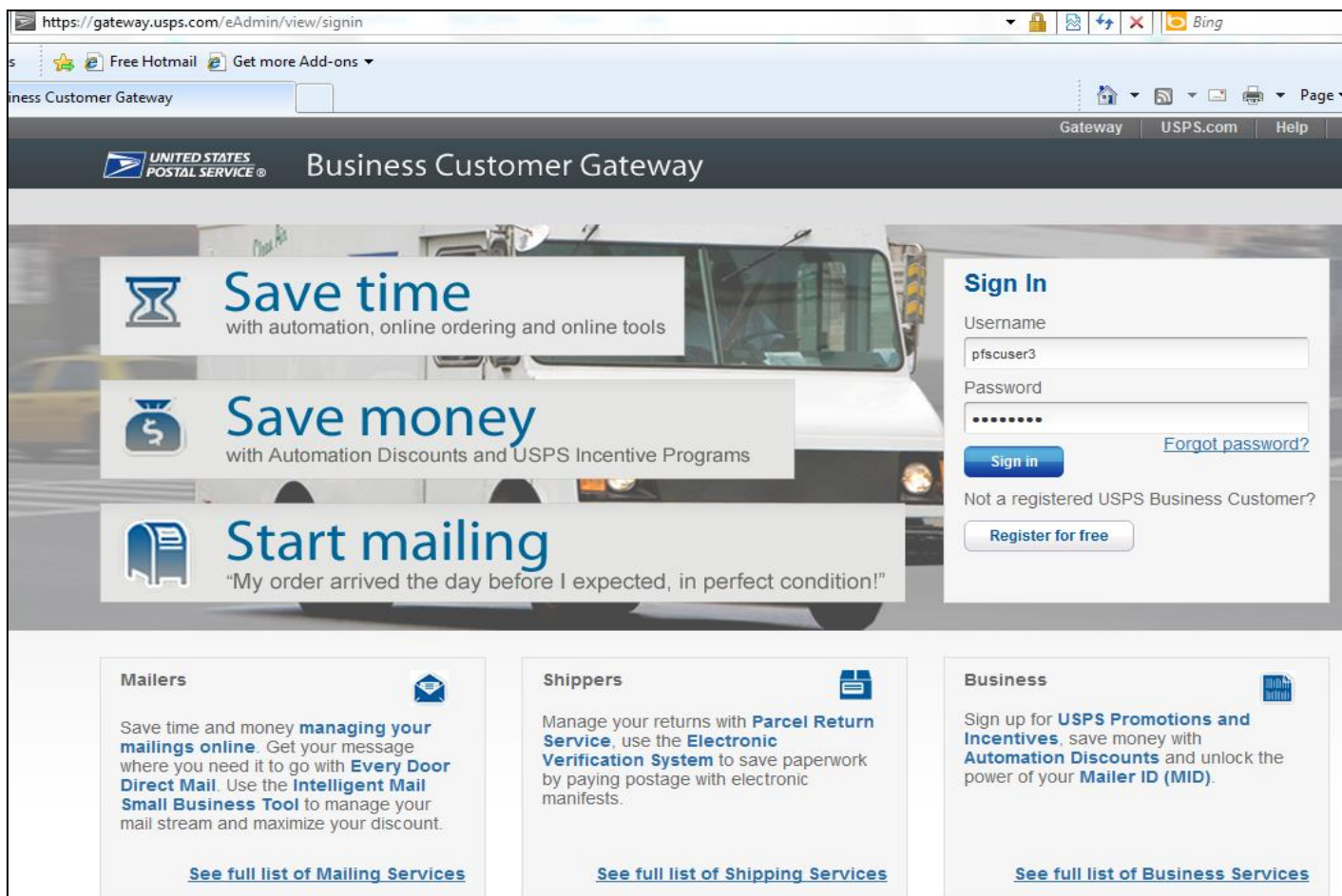
## Eligibility for Premium Forwarding Service Commercial™ (PFSC)

- In order to use the PFSC application, you must first meet the following requirements:

	Requirement	Information and Resources
<input type="checkbox"/>	Register as a Business Customer Gateway (BCG) User	Register as a BCG user by going to <a href="https://gateway.usps.com/eAdmin/view/signin">https://gateway.usps.com/eAdmin/view/signin</a> and click the “Register for free” button.
<input type="checkbox"/>	Establish a Centralized Automated Payment System (CAPS) account	Go to <a href="https://caps.usps.gov/">https://caps.usps.gov/</a> for more information.
<input type="checkbox"/>	Establish a permit imprint account and link it to a CAPS account	Go to: <a href="http://pe.usps.com/businessmail101/postage/applyPermit.htm">http://pe.usps.com/businessmail101/postage/applyPermit.htm</a> . For information on linking your permit imprint account to your CAPS account, go to: <a href="http://caps.usps.gov/capshome.asp">http://caps.usps.gov/capshome.asp</a>
<input type="checkbox"/>	Establish Customer Registration IDs (CRIDs) for each location and link each CRID to a CAPS account	Go to: <a href="https://ribbs.usps.gov/intelligentmail_mail_id_app/documents/tech_guides/MIDCRIDAcquisitionQuickStep.pdf">https://ribbs.usps.gov/intelligentmail_mail_id_app/documents/tech_guides/MIDCRIDAcquisitionQuickStep.pdf</a> for More information
<input type="checkbox"/>	Obtain access to the Mailer ID (MID) and Manage Mailing Activity business services in BCG	For more information on Mailer IDs, go to: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailmailidapp">https://ribbs.usps.gov/index.cfm?page=intellmailmailidapp</a>
<input type="checkbox"/>	Sign up for the Electronic Verification System (eVS)	For more information on eVS go to: <a href="https://gateway.usps.com/eAdmin/view/knowledge?id=P1MANAGEEVA">https://gateway.usps.com/eAdmin/view/knowledge?id=P1MANAGEEVA</a>
<input type="checkbox"/>	Postage-Due Merchandise Return Service (MRS) & Business Reply Mail (BRM) account	Accounts established at the Servicing Post Office.

## **Business Customer Gateway Sign-up Steps**

## 1. Sign In – Business Customer Gateway



The screenshot shows the USPS Business Customer Gateway sign-in page. The browser address bar displays `https://gateway.usps.com/eAdmin/view/signin`. The page features a dark header with the USPS logo and the text "Business Customer Gateway". Below the header, there are three promotional banners: "Save time with automation, online ordering and online tools", "Save money with Automation Discounts and USPS Incentive Programs", and "Start mailing 'My order arrived the day before I expected, in perfect condition!'". On the right side, there is a "Sign In" section with a "Username" field containing "pfcuser3", a "Password" field with masked characters, a "Sign in" button, and a "Forgot password?" link. Below the sign-in section, there is a "Register for free" button and the text "Not a registered USPS Business Customer?". At the bottom, there are three columns: "Mailers" with a "See full list of Mailing Services" link, "Shippers" with a "See full list of Shipping Services" link, and "Business" with a "See full list of Business Services" link.

https://gateway.usps.com/eAdmin/view/signin

Business Customer Gateway

UNITED STATES POSTAL SERVICE® Business Customer Gateway

**Save time**  
with automation, online ordering and online tools

**Save money**  
with Automation Discounts and USPS Incentive Programs

**Start mailing**  
"My order arrived the day before I expected, in perfect condition!"

**Sign In**

Username  
pfcuser3

Password  
.....

[Forgot password?](#)

**Sign in**

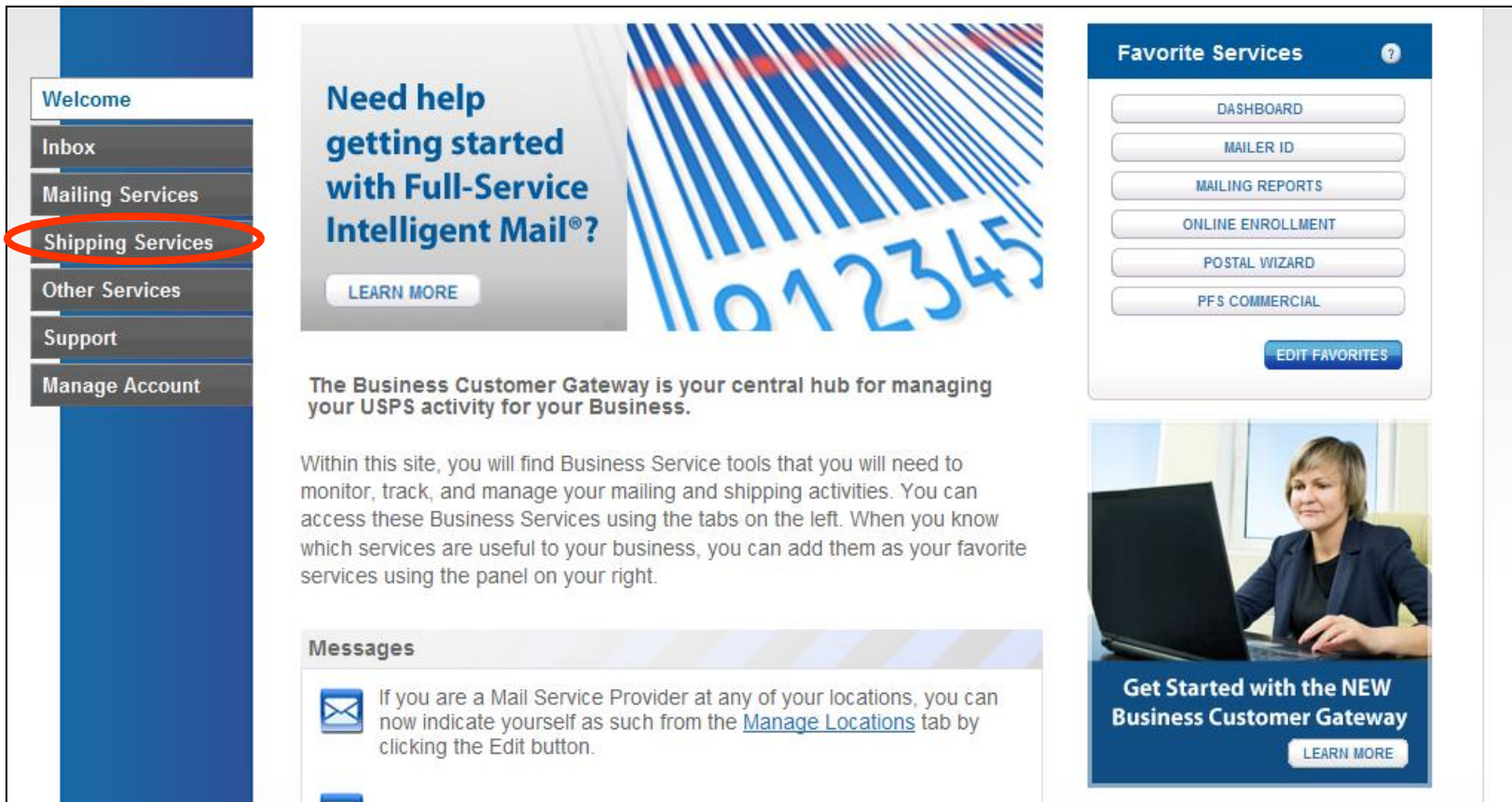
Not a registered USPS Business Customer?  
[Register for free](#)

**Mailers**  
Save time and money **managing your mailings online**. Get your message where you need it to go with **Every Door Direct Mail**. Use the **Intelligent Mail Small Business Tool** to manage your mail stream and maximize your discount.  
[See full list of Mailing Services](#)

**Shippers**  
Manage your returns with **Parcel Return Service**, use the **Electronic Verification System** to save paperwork by paying postage with electronic manifests.  
[See full list of Shipping Services](#)

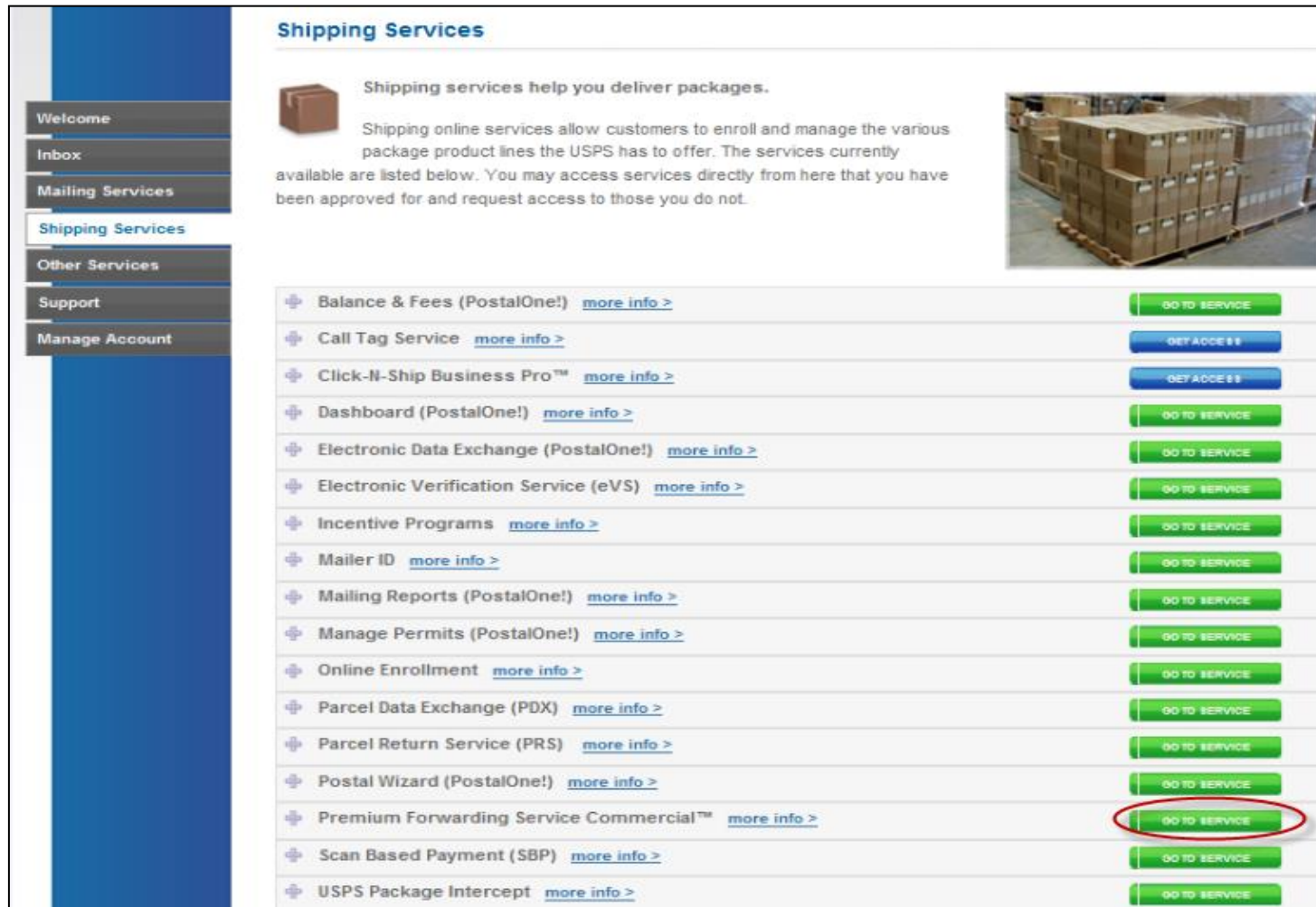
**Business**  
Sign up for **USPS Promotions and Incentives**, save money with **Automation Discounts** and unlock the power of your **Maier ID (MID)**.  
[See full list of Business Services](#)

## 2. Select Shipping Services



The screenshot displays the Business Customer Gateway interface. On the left is a vertical navigation menu with the following items: Welcome, Inbox, Mailing Services, **Shipping Services** (circled in red), Other Services, Support, and Manage Account. The main content area features a large banner with the text "Need help getting started with Full-Service Intelligent Mail®?" and a "LEARN MORE" button. Below the banner, a paragraph states: "The Business Customer Gateway is your central hub for managing your USPS activity for your Business." Another paragraph explains: "Within this site, you will find Business Service tools that you will need to monitor, track, and manage your mailing and shipping activities. You can access these Business Services using the tabs on the left. When you know which services are useful to your business, you can add them as your favorite services using the panel on your right." Below this is a "Messages" section with a message icon and text: "If you are a Mail Service Provider at any of your locations, you can now indicate yourself as such from the [Manage Locations](#) tab by clicking the Edit button." On the right side, there is a "Favorite Services" panel with a question mark icon and buttons for DASHBOARD, MAILER ID, MAILING REPORTS, ONLINE ENROLLMENT, POSTAL WIZARD, and PFS COMMERCIAL, along with an "EDIT FAVORITES" button. At the bottom right, there is a promotional banner for the "NEW Business Customer Gateway" with a "LEARN MORE" button and an image of a woman working at a laptop.

## 3. Then locate “Premium Forwarding Service Commercial®” and click “GO TO SERVICE”.




**Shipping Services**

Shipping services help you deliver packages.

Shipping online services allow customers to enroll and manage the various package product lines the USPS has to offer. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

<a href="#">Balance &amp; Fees (PostalOne!) <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Call Tag Service <u>more info &gt;</u></a>	GET ACCESS
<a href="#">Click-N-Ship Business Pro™ <u>more info &gt;</u></a>	GET ACCESS
<a href="#">Dashboard (PostalOne!) <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Electronic Data Exchange (PostalOne!) <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Electronic Verification Service (eVS) <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Incentive Programs <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Mailer ID <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Mailing Reports (PostalOne!) <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Manage Permits (PostalOne!) <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Online Enrollment <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Parcel Data Exchange (PDX) <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Parcel Return Service (PRS) <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Postal Wizard (PostalOne!) <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Premium Forwarding Service Commercial™ <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">Scan Based Payment (SBP) <u>more info &gt;</u></a>	GO TO SERVICE
<a href="#">USPS Package Intercept <u>more info &gt;</u></a>	GO TO SERVICE

## 4. PFSC Home


Business Customer Gateway

# Premium Forwarding Service Commercial™

Your account is up for renewal on 8/30/2015.

PFSC Home
My Requests
My Events
My Account

**Welcome, abdul** Create a New Request

**Recent Events:**

	DATE	ORIGINAL ADDRESS	STATUS
	3/19/2015	1735 N LYNN ST STE 5034 ROSSLYN, VA 22209-6640	Forwarded
	3/18/2015	1735 N LYNN ST STE 5034 ROSSLYN, VA 22209-6640	Forwarded
	3/7/2015	2461 S CLARK ST STE 123 ARLINGTON, VA 22202-3883	Forwarded
	9/26/2014	6 DUG RD TRUCKSVILLE, PA 18708-7701	Forwarded
	9/25/2014	6 DUG RD TRUCKSVILLE, PA 18708-7701	In Progress
	9/24/2014	6 DUG RD TRUCKSVILLE, PA 18708-7701	In Progress
	9/23/2014	6 DUG RD TRUCKSVILLE, PA 18708-7701	In Progress

**Upcoming Events:**

	DATE	ORIGINAL ADDRESS
	4/2/2015	18 WASHINGTON PL NEW YORK, NY 10003-6638
	4/9/2015	18 WASHINGTON PL NEW YORK, NY 10003-6638
	4/16/2015	18 WASHINGTON PL NEW YORK, NY 10003-6638
	4/23/2015	18 WASHINGTON PL NEW YORK, NY 10003-6638

## 5. My Events Tab

## Premium Forwarding Service Commercial™

PFSC Home
My Requests
My Events
My Account

Your account is up for renewal on 8/7/2015.

### Current & Completed Events

300 items found, displaying 1 to 8. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

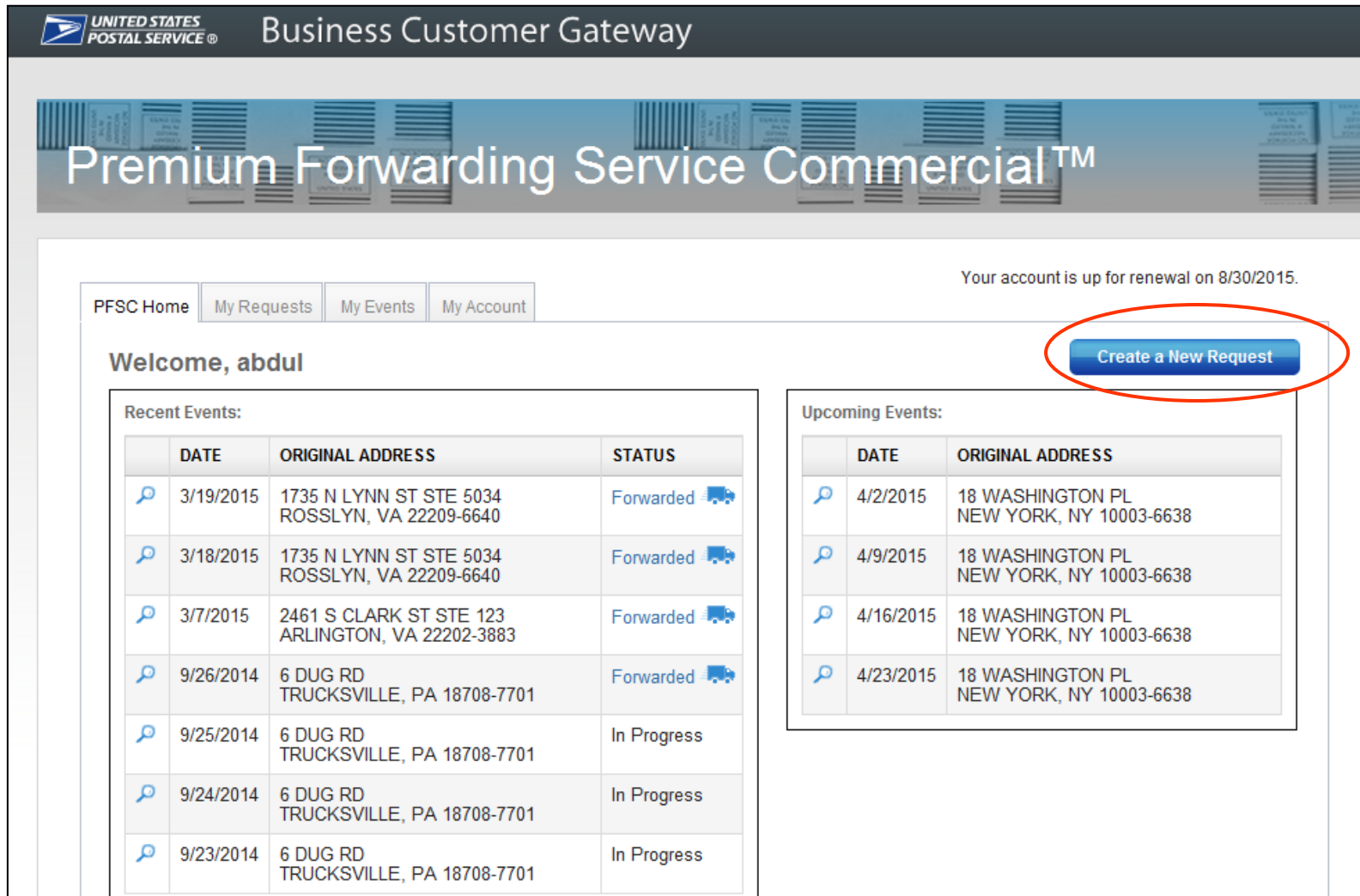
	DATE	ORIGINAL ADDRESS	FORWARDING ADDRESS	STATUS
	3/24/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452	Forwarded
	3/23/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452	In Progress
	3/21/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452	In Progress
	3/20/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452	In Progress
	3/19/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452	In Progress
	3/18/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452	Forwarded
	3/17/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452	Forwarded
	3/16/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452	Forwarded

### Upcoming Events

101 items found, displaying 1 to 8. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

	DATE	ORIGINAL ADDRESS	FORWARDING ADDRESS
	3/25/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452
	3/26/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452
	3/27/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452
	3/28/2015	1259 WYOMING AVE EXETER, PA 18643-1434	1925 WYOMING AVE EXETER, PA 18643-1452

## 6. Create a New Request



The screenshot shows the Business Customer Gateway interface for Premium Forwarding Service Commercial. At the top, the United States Postal Service logo and the text "Business Customer Gateway" are visible. Below this is a banner for "Premium Forwarding Service Commercial™". A navigation bar includes "PFSC Home", "My Requests", "My Events", and "My Account". A notification states "Your account is up for renewal on 8/30/2015." A blue button labeled "Create a New Request" is circled in red. The main content area is divided into "Recent Events" and "Upcoming Events" sections, each containing a table of request details.

**Welcome, abdul**

Your account is up for renewal on 8/30/2015.

[PFSC Home](#) [My Requests](#) [My Events](#) [My Account](#)

[Create a New Request](#)

**Recent Events:**

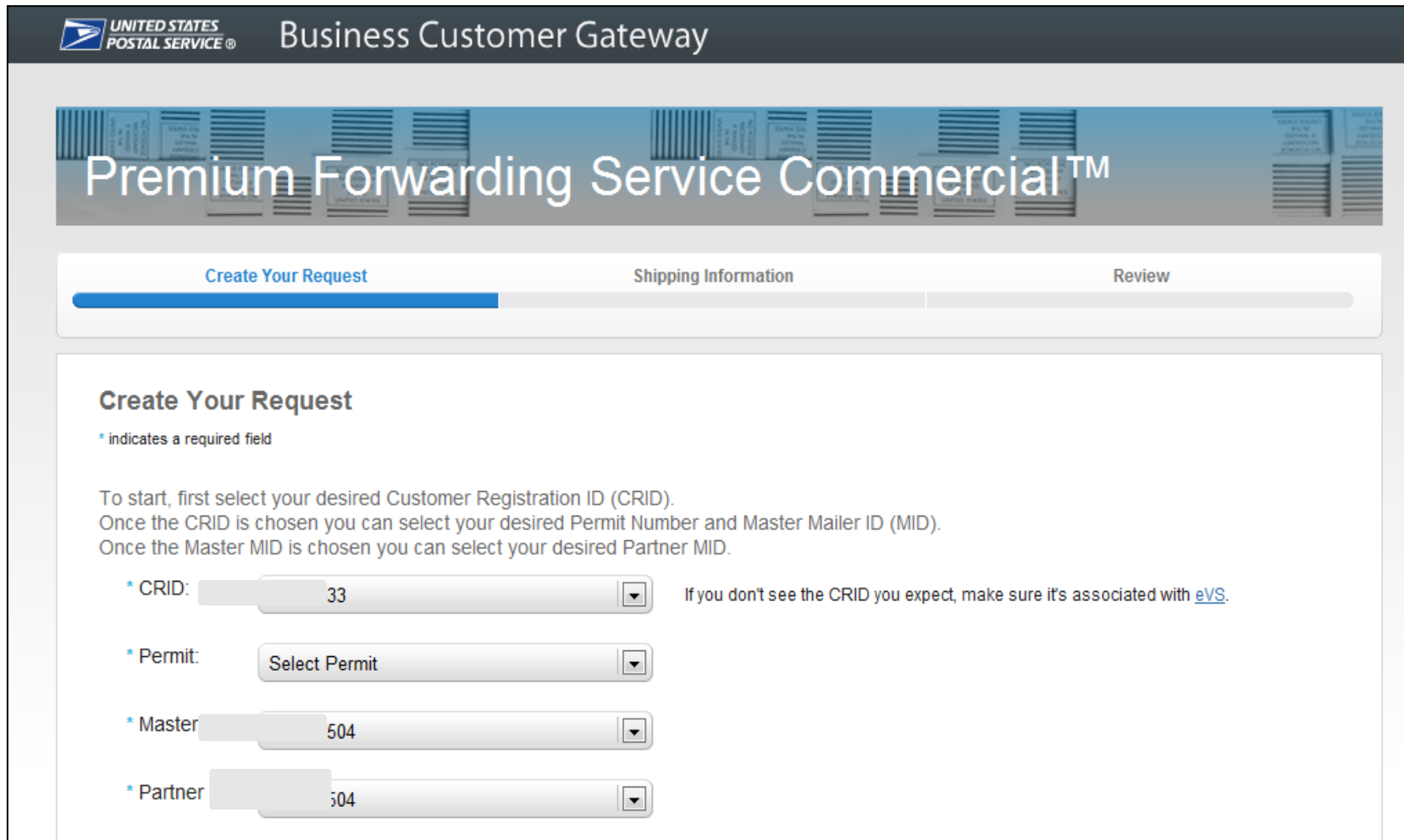
	DATE	ORIGINAL ADDRESS	STATUS
	3/19/2015	1735 N LYNN ST STE 5034 ROSSLYN, VA 22209-6640	Forwarded
	3/18/2015	1735 N LYNN ST STE 5034 ROSSLYN, VA 22209-6640	Forwarded
	3/7/2015	2461 S CLARK ST STE 123 ARLINGTON, VA 22202-3883	Forwarded
	9/26/2014	6 DUG RD TRUCKSVILLE, PA 18708-7701	Forwarded
	9/25/2014	6 DUG RD TRUCKSVILLE, PA 18708-7701	In Progress
	9/24/2014	6 DUG RD TRUCKSVILLE, PA 18708-7701	In Progress
	9/23/2014	6 DUG RD TRUCKSVILLE, PA 18708-7701	In Progress

**Upcoming Events:**

	DATE	ORIGINAL ADDRESS
	4/2/2015	18 WASHINGTON PL NEW YORK, NY 10003-6638
	4/9/2015	18 WASHINGTON PL NEW YORK, NY 10003-6638
	4/16/2015	18 WASHINGTON PL NEW YORK, NY 10003-6638
	4/23/2015	18 WASHINGTON PL NEW YORK, NY 10003-6638



## 7. Create Your Request



UNITED STATES  
POSTAL SERVICE® Business Customer Gateway

# Premium Forwarding Service Commercial™

Create Your Request Shipping Information Review

### Create Your Request

\* indicates a required field

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).  
Once the Master MID is chosen you can select your desired Partner MID.

\* CRID:   If you don't see the CRID you expect, make sure it's associated with [eVS](#).

\* Permit:

\* Master

\* Partner

## 8a. Dates of Service and Frequency of Delivery

Select the time period to forward your mail and how often you wish to have it forwarded.

\* Start Date:

\* End Date:

\* Frequency:

- Daily  
 Weekly  
 Monthly

Forward mail  on the following dates:

Click on a date to select or de-select it

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

[Clear all dates](#)

## 8b. Non Delivery Day Rules and Shipping Method

In case a forwarding event falls on a non-delivery day, such as a Sunday or a federal holiday, when would you like to forward?

\* Non-Delivery Day Option:

- Previous Delivery Day
- Next Delivery Day
- Next Scheduled Day

**Confirm your shipping method for *this* request.**

Note: Your selection here will not impact your default shipping method.

\* Shipping method options:

Priority Mail Express

Priority Mail Express is the default shipping method for my account.

Priority Mail

I would like to use Priority Mail for *this request only*.

## 9. Address must be a valid Business Address in our Address Management System (AMS).

### Shipping Information

\* indicates a required field

**i** If you are forwarding from a PO box, please use the PO box number, even if you normally use a street address for your PO box.

#### Please enter the original address:

[Use Address Book](#)

\* Company name OR first and last name required

\* Company Name

PAPRIKA GARDENIA

\* First Name      M.I.      \* Last Name

TASTY

TURKEY

\* Street Address / PO Box

18 WASHINGTON PL BSMT

Apt/Suite/Other

\* City

NEW YORK

\* State

New York

\* ZIP Code™

10003-6638

[VALIDATE ADDRESS](#)

[Cancel](#)

#### Please enter the forwarding address:

[Use Address Book](#)

\* Company name OR first and last name required

\* Company Name

Orange Begonia

\* First Name      M.I.      \* Last Name

Jolla

MAINE

\* Street Address / PO Box

5155 Parkstone Drive

Apt/Suite/Other

\* City

chantilly

\* State

Virginia

\* ZIP Code™

20151

[VALIDATE ADDRESS](#)

[Continue](#)

## 10. Address Validation

### Shipping Information

\* indicates a required field

**i** If you are forwarding from a PO box, please use the PO box number, even if you normally use a street address for your PO box.

#### Original address:

TOOTH FAIRY DENTAL SERVICE  
TOOTH FAIRY  
18 WASHINGTON PL  
NEW YORK, NY 10003-6638

**✔ Validated**

[Edit address](#)

Cancel

#### Forwarding address:

SALLY MAINE  
5155 PARKSTONE DR  
CHANTILLY, VA 20151-3812

**✔ Validated**

[Edit address](#)

Continue

## 11. Confirmation – cancel to edit or Submit Request

### Review Request

CRID: 94553033

Permit: 920

Master MID: 901018504

Partner MID: 901018504

Start Date: 3/30/2015

End Date: 4/30/2015

Frequency: Every week on Thursday

Non-Delivery Day Option: Next Delivery Day

Shipping Method: Priority Mail

[Edit request details](#)

Original Address:

TOOTH FAIRY DENTAL SERVICE

TOOTH FAIRY

18 WASHINGTON PL

NEW YORK, NY 10003-6638

Forwarding Address:

SALLY MAINE

5155 PARKSTONE DR

CHANTILLY, VA 20151-3812

[Edit shipping information](#)

Based on your selections, there will be 4 event dates.

They will be:

1. Thursday, April 2, 2015
2. Thursday, April 9, 2015
3. Thursday, April 16, 2015
4. Thursday, April 23, 2015

Cancel

Submit Request

## 12. Request Created

### Review Request

CRID: 94553033

Permit: 920

Master MID: 901018504

Partner MID: 901018504

Start Date: 3/30/2015

End Date: 4/30/2015

Frequency: Every week on Thursday

Non-Delivery Day Option: Next Delivery Day

Shipping Method: Priority Mail

#### Original Address:

TOOTH FAIRY DENTAL SERVICE

TOOTH FAIRY

18 WASHINGTON PL

NEW YORK, NY 10003-6638

#### Forwarding Address:

SALLY MAINE

5155 PARKSTONE DR

CHANTILLY, VA 20151-3812

Based on your selections, there will be 4 event dates.

They will be:

1. Thursday, April 2, 2015
2. Thursday, April 9, 2015
3. Thursday, April 16, 2015
4. Thursday, April 23, 2015

 **Your request has been created. You should receive an email notification.**

[Go to PFSC Home](#)

## MyPO Information



- **Successful Shipment**

USPS RESTRICTED INFORMATION
<b>Confirmation Number: WEF421</b>
<b>Premium Forward Commercial Record Information</b>
<b>Current Status:</b> Open <b>Ship Date:</b> Sat 03/21/2015
<b>Original Destination Information</b>
<b>Name:</b> USPS <b>Street Address:</b> 1259 WYOMING AVE <b>City, State ZIP:</b> EXETER, PA 18643-1434
<b>Destination Information</b>
<b>Street Address:</b> 1925 WYOMING AVE <b>City, State ZIP:</b> EXETER, PA 18643-1452
<b>Shipment Records</b>
<input checked="" type="radio"/> Successful Shipment <input type="radio"/> Failed Shipment

- How many packages?

**USPS RESTRICTED INFORMATION**

Confirmation Number: WEF421

**Premium Forward Commercial Record Information**

Current Status: Open  
Sat 03/21/2015

**Address Information**  
USPS  
1259 WYOMING AVE  
EXETER, PA 18643-1434

**Address Information**  
1925 WYOMING AVE  
EXETER, PA 18643-1452

**Records**

Successful Shipment Failed Shipment

Please enter the appropriate information below

How many packages?

2

Press Submit to enter information for first package

Submit Cancel

- Container Type - Weight

USPS RESTRICTED INFORMATION

Confirmation Number: WEF420

Premium Forward Commercial Record Information

Current Status: Open  
Ship Date: Fri 03/20/2015

Please enter the appropriate information below

Container Type:  
Half Tray

Weight: 2 lbs Oz

Submit Cancel

Shipment Information

USPS  
1259 WYOMING AVE  
EXETER, PA 18643-1434

Shipment Information


1925 WYOMING AVE  
EXETER, PA 18643-1452

Shipment Records

Successful Shipment Failed Shipment

## Labels Generated by MyPO = Revenue capture, CAPS account charged.

<b>E</b>	PRIORITY MAIL EXPRESS US POSTAGE PAID WASHINGTON , DC PERMIT NO. 914
	<b>PRIORITY MAIL EXPRESS 1-DAY™</b>
USPS 1259 WYOMING AVE PITTSTON PA 18643-1434	Ship Date: 03/24/15 Scheduled Delivery: 03/25/15 Half Tray
WAIVER OF SIGNATURE SCHEDULED DELIVERY 12 NOON	0007 <div style="border: 1px solid black; padding: 2px; display: inline-block;">C037</div>
ROBERT CALTON 1925 WYOMING AVE PITTSTON PA 18643-1452	
<b>USPS TRACKING #</b>	
	
<b>9272 2901 0183 5800 0029 37</b>	
1 of 1	

<b>P</b>	USPS PRIORITY MAIL US POSTAGE PAID WASHINGTON , DC PERMIT NO. 611
	<b>PRIORITY MAIL 1-DAY™</b>
THANKSGIVING 2461 S CLARK ST STE 123 ARLINGTON VA 22202-3883	Ship Date: 03/09/15 Expected Delivery: 03/10/15 Flat Rate Env
CATHERS MARKET 2765 NORTHWESTERN PIKE WINCHESTER VA 22603-3822	0024 <div style="border: 1px solid black; padding: 2px; display: inline-block;">R009</div>
<b>USPS TRACKING #</b>	
	
<b>9212 8901 0185 0400 0000 91</b>	
1 of 2	

- USPS Tracking Barcode with unique service type code
- No Extra Service can be added to PFS-C

## Failed Shipment

USPS RESTRICTED INFORMATION	
Confirmation Number: WEF421	
<b>Premium Forward Commercial Record Information</b>	
<b>Current Status:</b>	Open
<b>Ship Date:</b>	Sat 03/21/2015
<b>Original Destination Information</b>	
<b>Name:</b>	USPS
<b>Street Address:</b>	1259 WYOMING AVE
<b>City, State ZIP:</b>	EXETER, PA 18643-1434
<b>Destination Information</b>	
<b>Street Address:</b>	1925 WYOMING AVE
<b>City, State ZIP:</b>	EXETER, PA 18643-1452
<b>Shipment Records</b>	
<input type="button" value="Successful Shipment"/>	<input checked="" type="button" value="Failed Shipment"/>

- No mail available

**USPS RESTRICTED INFORMATION**

Confirmation Number: WEF421

**Premium Forward Commercial Record Information**

Current Status: Open  
Sat 03/21/2015

**Location Information**

USPS  
1259 WYOMING AVE  
EXETER, PA 18643-1434

**Information**

1925 WYOMING AVE  
EXETER, PA 18643-1452

**Records**

Successful Shipment **Failed Shipment**

Please enter the appropriate information below

Failure Reason:  
No Mail In PO Box ▼

Enter reason why package cannot be intercepted:

Submit Cancel

## Customer Notifications

## ■ Email Notification (First)

**Hello TOOTH FAIRY,  
Thank you for using USPS.com.**

You have successfully scheduled Premium Forwarding Service Commercial™ from 03/30/2015 through 04/30/2015. Details of your shipment are below.

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### **Premium Forwarding Service Commercial™ Details**

We are shipping the mail for TOOTH FAIRY DENTAL SERVICE business

**Confirmation Number: 100000001101**

#### **Shipping Mail From:**

TOOTH FAIRY DENTAL SERVICE  
TOOTH FAIRY  
18 WASHINGTON PL  
NEW YORK, NY 10003-6638

**Email:** [evonne\\_e.thomas@usps.gov](mailto:evonne_e.thomas@usps.gov)

**Start Date:** 03/30/2015

**End Date:** 04/30/2015

**Frequency:** Weekly

**Holiday Preference:** Next Delivery Day

#### **Delivering To:**

SALLY MAINE  
5155 PARKSTONE DR  
CHANTILLY, VA 20151-3812

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When signing up for Premium Forwarding Service Commercial™ online you are agreeing to pay the postage on the dates specified for the service. Postage will be calculated based on weight and zone of the shipment.

Making changes to your Premium Forwarding Service Commercial™ Online Service

Premium Forwarding Service Commercial™ Online orders ship on the dates specified. If you need to change your Premium Forwarding Service Commercial™ Online order please note these important deadlines:

- ◆ Cancel or change the start date no later than 11:59 pm (CST) 48 hours before the start date.
- ◆ Extend or stop Premium Forwarding Service Commercial™ by 11:59 pm (CST) 48 hours before the start date.
- ◆ Edit Premium Forwarding Service Commercial™ by 11:59 pm (CST) 48 hours before the ship date.

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This is an automated email. Please do not reply to this message. This message is for designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please delete it. Any other use of this email by you is prohibited.



- **Customer Email (Second)**



[Sign In](#) | [Order History](#) | [Track Your Shipment](#) | [Customer Service](#)

Hello ADDD,

**Thank you for using USPS.com**

Request ID: 100000001080

Confirmation Number: WEF419

Here are your Premium Forwarding Service Commercial USPS Tracking Number(s):

**Label #(s):**

[420100039272290101850400002996](#)

USPS has not verified the validity of any email addresses submitted via its online Tracking tool.

Text the Label to 2USPS (28777) to get status updates about your shipment.

For more details, please review your request at [Premium Forwarding Service Commercial](#).

- **No shipments, no mail to forward**



[Sign In](#) | [Order History](#) | [Track Your Shipment](#) | [Customer Service](#)

Hello **COMPANYNAMEOVER20CHA**,

**Thank you for using USPS.com**

Request ID: 100000001100

Confirmation Number: WEF426

Here are your Premium Forwarding Service Commercial USPS Tracking Number(s):





**Label #(s): No shipments, no mail to forward.**

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This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If email by you is prohibited.

# Reports

## Premium Service Forwarding Commercial Reports (Internal)

 Inventory and Fulfillment	Administrator	3/15/11 10:39:14 AM	Inventory Management, Inventory
 Postal Store	Administrator	7/31/13 3:25:27 PM	Postal Store Reports Folder
 Revenue Assurance	Administrator	7/31/13 3:26:11 PM	This folder will contain the Revenue Assurance Reports.
 Operational Reports	Administrator	10/1/14 11:01:13 AM	Department.

There are three (3) standard reports



### Premium Forwarding Service Commercial Annual Fee Summary

**Owner:** Administrator

**Modified:** 10/1/14 10:01:13 AM

This report provides a summary of the Annual Fee Amounts paid by the customer for the service provided.



### Premium Forwarding Service Commercial MyPO Summary

**Owner:** Administrator

**Modified:** 10/1/14 10:01:13 AM

This report provides counts of Requests that were sent to MyPO for processing by the local Post Offices.



### Premium Forwarding Service Commercial Volume and Revenue Summary

**Owner:** Administrator

**Modified:** 10/1/14 10:01:13 AM

This report provides volume counts and postage amounts for PFSC requests based on search criteria entered by the user.

#	Resource	Information
1	Domestic Mail Manual (DMM) 507 Mailer Services, Section 3.3	<a href="http://pe.usps.gov/text/dmm300/507.htm#1113100">http://pe.usps.gov/text/dmm300/507.htm#1113100</a>
2	User's Guide Premium Forwarding Service Commercial®	<a href="https://ribbs.usps.gov/index.cfm?page=shipproducts_services">https://ribbs.usps.gov/index.cfm?page=shipproducts_services</a>
3	Business Customer Gateway (BCG)	<a href="https://gateway.usps.com/eAdmin/view/signin">https://gateway.usps.com/eAdmin/view/signin</a>
4	Centralized Automated Payment System (CAPS)	<a href="https://caps.usps.gov/">https://caps.usps.gov/</a>
5	Permit Imprint Account	<a href="http://pe.usps.com/businessmail101/postage/applyPermit.htm">http://pe.usps.com/businessmail101/postage/applyPermit.htm</a>
6	Customer Registration IDs (CRIDs)	<a href="https://ribbs.usps.gov/intelligentmail_mail_id_app/documents/tech_guides/MIDCRIDAcquisitionQuickStep.pdf">https://ribbs.usps.gov/intelligentmail_mail_id_app/documents/tech_guides/MIDCRIDAcquisitionQuickStep.pdf</a>
7	Mailer ID (MID)	<a href="https://ribbs.usps.gov/index.cfm?page=intellmailmailidapp">https://ribbs.usps.gov/index.cfm?page=intellmailmailidapp</a>
8	Electronic Verification Service (eVS)	<a href="https://gateway.usps.com/eAdmin/view/knowledge?id=P1MANAGEEVA">https://gateway.usps.com/eAdmin/view/knowledge?id=P1MANAGEEVA</a>

**Need information:**

**[ShippingServices@usps.gov](mailto:ShippingServices@usps.gov)**

**Technical assistance:**

**[HQTIS@usps.gov](mailto:HQTIS@usps.gov)**

# Premium Forwarding Service - Commercial Webinar

## Question and Answer Session

United States Postal Service

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Evonne Thomas  
Product Development Specialist  
Shipping Products and Services

# Premium Forwarding Service - Commercial Webinar

**The webinar is now concluded**

RIBBS Website: <https://ribbs.usps.gov>