

Appendix C: Shipping Services File Version 2.0 (as of 10/19/2016)

NOTE:

- Each field within the Shipping Services File will be delimited with a pipe character ("|")
- There is no pipe at the beginning of a record
- Each data field requires a delimiter regardless of whether there is content.
- All fields are variable length unless otherwise defined.
- There are no pipes between or after the return and line feed characters that end the records

HEADER RECORD 1 - Shipping Services File Record Version 2.0 Layout						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1	All File Types (see rules)	Header Record ID	Alphanumeric(2)	A 2-character system constant that identifies a header record	H1	<ul style="list-style-type: none"> ▪ 'H1' is required.
2	All File Types (see rules)	Electronic File Number	Alphanumeric(34)	<p>Unique number assigned to identify the electronic file.</p> <p>Commercial Mailer</p> <p>2-digits - AI (92 or 93)</p> <p>3-digits - '750'</p> <p>6- or 9-digits - MID</p> <p>If six-digit MID, 10- or 14-digit serial #</p> <p>If nine-digit MID, 7- or 11-digit serial #</p> <p>1-digit - check digit</p> <p>Online Mailer</p> <p>2-digits - AI 94</p> <p>3-digits - '750', '757', or '759'</p> <p>2-digits - source identifier for your system</p> <p>6- or 9-digits - MID</p> <p>5 or 8-digits, serial number depending on construct used</p> <p>1-digit - check digit</p>	9275012345678 912345678	<ul style="list-style-type: none"> ▪ Mailer ID must be that of the company transmitting the file. (all file types) ▪ Must be unique for 120 days from first use. ▪ Left justified trailing spaces. ▪ Commercial Mailers must use the following valid barcode constructs: C04, C08, C09 or C10. ▪ Online Mailers must use the following valid barcode constructs: N01 – N10. ▪ AI 91 and STC 50 are not acceptable in this field. ▪ This number should be inserted on PS Form 3152, PS Form 3650 or PS Form 8125. ▪ Use Service Type Code "750" when either an PS Form 315, PS Form 3650 or PS Form 8125 will be printed. ▪ Use Service Type Code

HEADER RECORD 1 - Shipping Services File Record Version 2.0 Layout

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
3	All File Types (see rules)	Electronic File Type	Numeric(1)	'1' - Postage & Tracking File '2' - Tracking File '3' - Returns Service '4' - Corrections	1	<ul style="list-style-type: none"> '1' - used for electronic Verification System (eVS). '2' - used for Delivery / Signature Confirmation and other Extra Services or Scan Base Payment File. '3' - used for Parcel Returns Services
4	All File Types (see rules)	Date of Mailing	Numeric(8)	Date mail is tendered to USPS.	2008-01-27 Entered as: 20080127	<ul style="list-style-type: none"> YYYYMMDD, date shall be valid. Numeric values (0-9) only.
5	All File Types (see rules)	Time of Mailing	Numeric(6)	Time mail is tendered to USPS (estimated).	13:15:00 Entered as: 131500	<ul style="list-style-type: none"> HHMMSS, military format and time shall be valid. Numeric values (0-9) only.
6	All File Types (see rules)	Entry Facility Type	Alphanumeric(1)	Type of USPS facility where mail is tendered. 'A' – ADC 'B' – NDC 'S' – SCF 'D' – DU 'F' – ASF 'I' – ISC	A	<ul style="list-style-type: none"> For origin or destination entry facilities. Required for Drop Ship Mailers. Required for Parcel Return Service mailers to note pick-up facility type. Required only for Destination Entry
7	All File Types (see rules)	Entry Facility ZIP Code	Numeric(5)	5-digit ZIP Code of postal facility where the mail is tendered.	22201	<ul style="list-style-type: none"> Numeric only (0-9).
8	None (see rules)	Entry Facility ZIP +4	Numeric(4)	ZIP +4 Code of postal facility where mail is tendered.	4313	<ul style="list-style-type: none"> Numeric only (0-9).
9	File types 1 and 2 (see rules)	Direct Entry Origin Country Code	Alphanumeric(2)	Two character standardized IMM International country code where Direct Entry Mail originated.	CN	<ul style="list-style-type: none"> Required for Direct Entry Mailings.
10	File Types 1 and 2 (see rules)	Shipment Fee Code	Alphanumeric(3)	Code for a fee that applies to the entire shipment such as Pickup on Demand fee.	PKF	<ul style="list-style-type: none"> Currently used for Pickup on Demand fee.

HEADER RECORD 1 - Shipping Services File Record Version 2.0 Layout						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
11	File Types 1 and 2 (see rules)	Extra Fee for Shipment	Numeric(6) Define as : 9999V99	Fee for entire shipment, such as Pickup on Demand fee	\$13.40 Entered as: 001340	<ul style="list-style-type: none"> Leading zeroes required, when populated. Default to zeroes, when not applicable. Currently used for Pickup on Demand fee.
12	None	Containerization Indicator	Alphanumeric(2)			Containerization Values: <ul style="list-style-type: none"> '01' = a 5 Digit Containerization (No DE Captured) '02', '03' both represent a 3 Digit Containerization - to be used for either NDC('03') entry or SCF('02') entry – but these mail pieces are expected to be worked at the Destination Processing facility and
13	All File Types (see rules)	USPS Electronic File Version Number	Numeric(3) Defined as: 99V9	USPS Electronic File Version Number.	2.0 Entered as: 020	<ul style="list-style-type: none"> Shall be 020.
14	All File Types (see rules)	Transaction ID	Alphanumeric(12)	Unique 12-digit number assigned to associate manifests to file transmissions within a 24-hour period.	200806010001	<ul style="list-style-type: none"> Required as of January 2014 for commercial mailers (AI 92 or 93). Not required for online mailers (AI 94). Transaction ID is a field that is used to group files together that are submitted with the Transaction ID in reports. This allows mailers with multiple mailing sites or multiple daily files to group files together that may be submitted independently (by site or file) for easier reconciliation. This field shall follow the format of year, date, month and a numeric sequence number to be valid. Valid format:

HEADER RECORD 1 - Shipping Services File Record Version 2.0 Layout						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
15	All File Types (see rules)	Software Vendor Code	Alphanumeric(4)	Code from vendor software to identify the developer of the shipping/manifesting system.	1234	<ul style="list-style-type: none"> Required for manifests generated by vendor-provided software Code provided by vendor software. Default is spaces for non vendor's solutions
16	All File Types (see rules)	Software Vendor Product Version Number	Alphanumeric(8)	Shipping/manifesting software's product version number.	5.02.3A	<ul style="list-style-type: none"> Required for manifests generated by vendor-provided software Provided by vendor software. Default is spaces for non vendor's solutions
17	All File Types (see rules)	File Record Count	Numeric(9)	Total number of all records in electronic file to include Header Record, Container Record(s) and all Detail Records.	000001517	<ul style="list-style-type: none"> Leading zeroes required. Sum of H1 record, C1 record(s), D1 record(s), D2 record(s), D3 record(s) and D4 record(s).
18	All File Types (see rules)	Mailer ID	Numeric(9)	<p>Mailer ID shall be that of the MID certified for tile transmission.</p> <p>(All file</p>	969001726	<ul style="list-style-type: none"> Mailer ID contained in the Electronic File Number.
19	All File Types (see rules)	CRLF	Alphanumeric(2)	Carriage Return Line Feed		

CONTAINER RECORD 1 - Shipping Services File Record Version 2.0 Layout						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1	All File Types (see rules)	Container Record ID	Alphanumeric(2)	A 2-character system constant that identifies a header record.	C1	<ul style="list-style-type: none"> 'C1' is required if a Container Record is being included.
2	All File Types (see rules)	Container ID	Alphanumeric(34)	Barcode on container.	222010127123456789912345	<ul style="list-style-type: none"> This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.
3	All File Types (see rules)	Container Type	Alphanumeric(2)	Describes type of container for Container ID 1.	SK	<ul style="list-style-type: none"> Refer to Appendix J, Table 3 for the complete list of Container Type IDs.
4	All File Types (see rules)	Electronic File Number	Alphanumeric(34)	Unique number assigned to identify the electronic file.	9275012345678912345678	<ul style="list-style-type: none"> The same EFN from the H1 record associated with the packages in this container
5	All File Types (see rules)	Destination ZIP Code	Numeric(5)	Destination 5-digit ZIP Code.	22201	<ul style="list-style-type: none"> Should identify the USPS facility where the container will be dropped / presented for shipping. Shall be 5 digits. Numeric values (0-9) only.
6	All File Types (see rules)	CRLF	Alphanumeric(2)	Carriage Return Line Feed		

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout						
TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1	All File Types (see rules)	Detail Record ID	Alphanumeric(2)	A 2-character system constant that identifies a detail record.	D1	<ul style="list-style-type: none"> 'D1' is required.
2	All File Types (see rules)	Tracking Number	Alphanumeric(34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>Commercial Mailer</p> <p>3-digits - '420'</p> <p>5-digits - Routing ZIP Code</p> <p>4-digits - Routing +4</p> <p>2-digits - AI (92 or 93)</p> <p>3-digits - STC</p> <p>6- or 9-digits - MID</p> <p>If six-digit MID, 10- or 14-digit serial #</p> <p>If nine-digit MID, 7- or 11-digit serial #</p> <p>1-digit - check digit</p> <p>Online Mailer</p> <p>3-digits - '420'</p> <p>5-digits - Routing ZIP Code</p> <p>4-digits - Routing +4</p> <p>2-digits - AI 94</p> <p>3-digits - STC</p> <p>2-digits - source identifier for your system</p> <p>6- or 9-digits - MID</p> <p>5 or 8-digits, serial number depending on construct used</p> <p>1-digit - check digit</p> <p>Legacy Tracking number use on package.</p> <p>2-digits - "91" AI</p> <p>2-digits - STC</p> <p>9-digits - MID</p> <p>8-digits - Variable-length serial number from 2 to 8-digits.</p> <p>1-digit - check digit</p>	Refer to Appendix J, Table 1 for the complete list of label examples.	<ul style="list-style-type: none"> Over Labeling Rules: This Tracking Number represents the Tracking Number of the label that was placed over the Original Tracking Number. The Original Tracking Number should be included in positions 515-548. Tracking number must be unique for 120 days from first use. 3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code. 5-digits Routing ZIP Code and 4-digits Routing +4 are optional. Left justified trailing spaces. Must use non-concatenated barcode for Critical Mail. Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup. MRS piece (any piece with extra service 980) must use a Barcode Construct of C01, C05, N02 or N05 – a 9-digit ZIP code.
3	All File Types (see rules)	Class of Mail	Alphanumeric(2)	A 2-character code for Class of Mail.	PM	<ul style="list-style-type: none"> Refer to Appendix J, Table 8 for the complete list of Mail Class codes.

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout						
TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
4	All File Types (see rules) / International Rule Not for File Type 3	Service Type Code	Alphanumeric(4)	Refer to Appendix I for the complete list of 3-digit Service Type Codes.	IMPB: 055 Legacy: 01	<ul style="list-style-type: none"> For International labels, the STC field will be spaces. IMpb: three-digit service type code, left justified, trailing spaces, Legacy: Two-digit service type code.
5	All File Types (see rules)	Barcode Construct Code	Alphanumeric(4)	<p>A 3-character code to identify the construct of the Tracking Number.</p> <p>Refer to Appendix J, Table 1 for the complete list of Barcode Construct codes.</p>	C06	<ul style="list-style-type: none"> Constructs available to be used by commercial customers begin with "C". C01 - C10 Constructs available to be used by online customers begin with "N". N01- N10 Left justified, trailing spaces. Must use barcode construct that contains no routing information for Critical Mail. For International labels, the barcode construct field will be spaces or I01. File Type 1 and 3 – Legacy Barcode Code Construct – L01 only. File Type2 – Legacy

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout**TRACKING INFORMATION**

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
6	All File Types (see rules)	Destination ZIP Code	Numeric(5)	Destination 5-digit ZIP Code.	22201	<ul style="list-style-type: none">▪ Shall be 5 digits.▪ Numeric values (0-9) only.▪ If International, all zeroes.• NOTE: Effective January 25, 2015, either the Destination Delivery address or the 11 digit delivery point validated ZIP Code for the delivery address must be included in the D1 record.• When the 11 digit validated ZIP Code is provided this ZIP+4 must match the +4 in the 11 digit validated ZIP Code
7	File Types 1 and 2 (see rules)	Destination ZIP+4	Numeric(4)	Destination +4 add on of Domestic ZIP Code.	2804	<ul style="list-style-type: none">▪ Required for Hold For Pickup Online.• NOTE: Effective January 25, 2015, either the Destination Delivery address or the 11 digit delivery point validated ZIP Code for the delivery address must be included in the D1 record.When the 11 digit validated ZIP Code is provided this ZIP+4 must match the +4 in the 11 digit validated ZIP Code▪ Numeric values (0-9) only.▪ Default to spaces if not available.▪ Open and Distribute - If the Destination Facility Type = "D" (DDU) then required.▪ If International, all zeroes are required.

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout

TRACKING INFORMATION

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
8	File Types 1 and 2 (see rules)	Destination Facility Type	Alphanumeric(1)	Type of USPS facility where mail is tendered. 'A' – ADC 'B' – NDC 'D' – DDU 'F' – ASF 'I' – ISC 'S' – SCF	A	<ul style="list-style-type: none"> Required for Open and Distribute mailings.
9	File Types 1 and 2 (see rules) Not available for File Type 3	Destination Country Code	Alphanumeric(2)	Two character standardized IMM International country codes as listed in the International Mail Manual (IMM).	JP	<ul style="list-style-type: none"> Required for International.
10	File Types 1 and 2 (see rules) Not available for File Type 3	Foreign Postal Code	Alphanumeric(11)	Destination Foreign Country Postal Code for an International consignee.	A0A9A0	<ul style="list-style-type: none"> Required for International. Left justified. Default is spaces for Domestic.
11	File Types 1 and 2 (see rules) Not available for File Type 3	Carrier Route	Alphanumeric(5)	Carrier Route code.	C009	<ul style="list-style-type: none"> Default is spaces.
12	All File Types (see rules)	Logistics Manager Mailer ID	Alphanumeric(9)	MID of company that manages the mailing of this shipment. This would be a different company other than the consolidator. Six or Nine Digit Mailer ID.	912345678	<ul style="list-style-type: none"> The MID in this field must belong to a CERTIFIED customer in order to receive a copy of the scan extract file if requested. Six-digit MID is left justified, trailing spaces.
13	All File Types (see rules)	Mail Owner Mailer ID	Alphanumeric(9)	MID of mail owner. Six or Nine Digit Mailer ID.	912345678 or 612345	<ul style="list-style-type: none"> The MID in this field must belong to a CERTIFIED customer in order to receive a copy of the scan extract file if requested. Six-digit MID is left justified, trailing spaces.

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TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
14	All File Types (see rules)	Container ID 1	Alphanumeric(34)	Barcode on container. This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	222010127123456789912345	<ul style="list-style-type: none"> Required for Open and distribute only when the contents in the container are also manifested. Default is null. For more information on the Intelligent Mail Tray label and barcode click on the following link: https://ribbs.usps.gov/inline.x.cfm?page=intellmailtraylabel For more information on the Intelligent Mail Container label and barcode click on the following link: https://ribbs.usps.gov/inline.x.cfm?page=intellmail
15	All File Types (see rules)	Container Type 1	Alphanumeric(2)	Describes type of container for Container ID 1. Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	SK	<ul style="list-style-type: none"> Shall be populated if Container ID 1 field is populated
16	All File Types (see rules)	Container ID 2	Alphanumeric(34)	Barcode on container. This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99N123456789000012345678	
17	All File Types (see rules)	Container Type 2	Alphanumeric(2)	Describes type of container for Container ID 2. Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	PT	<ul style="list-style-type: none"> Shall be populated if Container ID 2 field is populated.
18	All File Types (see rules)	Container ID 3	Alphanumeric(34)	Barcode on container. This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99T123456789123	
19	All File Types (see rules)	Container Type 3	Alphanumeric(2)	Describes type of container for Container ID 3. Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	BL	<ul style="list-style-type: none"> Shall be populated if Container ID 3 field is populated.

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TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
20	All File Types (see rules)	Mail Owner Customer Registration ID (CRID)	Alphanumeric(15)	CRID of Mail Owner		<ul style="list-style-type: none"> Used by mailing agent to identify mail owner.
21	None (see rules)	Customer Reference	Alphanumeric(30)	Customer's internal reference number.	123456	<ul style="list-style-type: none"> Used for customer internal identification purposes.
22	All File Types (see rules)	FAST Reservation Number	Alphanumeric(15)	Confirmation Number received when making a scheduled appointment for mail dropped at a postal facility.	AB1234567856	<ul style="list-style-type: none"> Strongly recommend inclusion in the file when FAST appointments are scheduled. Alphanumeric values (A-Z, 0-9) only. No embedded spaces.
23	All File Types (see rules)	FAST Scheduled Induction Date	Numeric(8)	Scheduled date for mail drop at a postal facility.	20080127	<ul style="list-style-type: none"> Strongly recommend inclusion in the file when FAST appointments are scheduled. YYYYMMDD Date shall be valid. Numeric values (0-9) only. Default is zeroes.
24	All File Types (see rules)	FAST Scheduled Induction Time	Numeric (6)	Scheduled time for mail drop at a postal facility.	131500	<ul style="list-style-type: none"> Strongly recommend inclusion in the file when FAST appointments are scheduled. HHMMSS Military format and time shall be valid. Numeric values (0-9) only. Default is zeroes.

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout

RATE/PAYMENT INFORMATION

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
25	All File Types (see rules)	Payment Account Number	Numeric(10)	USPS account number from which this mailing will be paid: Permit Number Federal Agency Number	0012345678	<ul style="list-style-type: none"> This field required if using Permit imprint or Federal Agency Number. Leading zeroes required. Numeric values (0-9) only. If using stamps, meter, Bill Me Later, or PC Postage, then
26	All File Types (see rules)	Method of Payment	Numeric(2)	Payment system used for mailing: '01' Permit System '03' Federal Agency '04' PC Postage '05' Smart Meter '06' Other Meter '07' Stamps	01	<ul style="list-style-type: none"> Shall be USPS approved payment method for mail being tendered. File Type 1 and 3 (eVS/PRS) shall be '01' Permit system.
27	All File Types (see rules)	Post Office of Account ZIP Code	Numeric(5)	5-digit ZIP Code of Post Office issuing Permit Number, meter license, or pre-canceled stamp.	22042 Shall be 20260 for eVS/PRS.	<ul style="list-style-type: none"> File Type 1 and 3 (eVS/PRS) shall be 20260. File Type 2 – 5-digit ZIP Code of Post Office issuing Permit Number, meter license, or pre-canceled stamp. Shall be 5 digits. Numeric values (0-9)
28	All File Types (see rules)	Meter Serial Number	Alphanumeric(20)	Serial number of meter used for postage.	5678123598	<ul style="list-style-type: none"> Required if method of payment is '05' or '06' Default to spaces.
29	All File Types (see rules)	Chargeback Code	Alphanumeric(6)	Code used with Federal Agency Number or ode for customer's internal use.	123456	<ul style="list-style-type: none"> Code for customer's internal use. Default is spaces.
30	All File Types (see rules)	Postage	Numeric(7) Defined as: 9999v999	Postage (excluding Extra Service fees and surcharges) less any work share discount.	\$5.69 Entered as: 0005690	<ul style="list-style-type: none"> Leading zeroes required, when populated. Default to zeroes, when not applicable. Numeric values (0-9) only. In unit of dollars and

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
31	All File Types (see rules)	Postage Type	Alphanumeric(1)	"P" - Published "C" - Customized "A" - Commercial Plus Pricing "B" - Commercial Based Pricing "R" - Retail	P	<ul style="list-style-type: none"> Indicates whether the postage is based on published or negotiated rates.
32	All File Types (see rules)	Customized Shipping Services Contracts (CSSC) Number	Alphanumeric(22)	Contract number for a negotiated rate.	AB123	<ul style="list-style-type: none"> Default is spaces.
33	All File Types (see rules)	Customized Shipping Services Contracts Product ID	Alphanumeric(14)	Product ID consists of the mail class, incentive, date, customer and version number.	PSR090108A B001	<ul style="list-style-type: none"> Default is spaces.
34	All File Types (see rules)	Unit of Measure Code	Numeric(1)	Unit of measurement for mailpiece weight: "1" - LBS "2" - OZ "3" - KILOS	1	<ul style="list-style-type: none"> Field shall contain a USPS defined valid code. Default is "1" – LBS
35	All File Types (see rules)	Weight	Numeric(9) Defined as: 99999v9999	Mailpiece weight. In unit of measure and significant to 4 decimal positions. (Exclude weight of non-incidental enclosure Pos. 489-497)	14.3 lbs. Entered as 000143250	<ul style="list-style-type: none"> Leading zeroes required, when populated. Default to zeroes, when not applicable. Numeric values (0-9) only.
36	All File Types (see rules)	Processing Category	Alphanumeric(1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	<ul style="list-style-type: none"> For Open and Distribute, the processing category "O" is required. For Returns, the processing category "R" is required.
37	All File Types (see rules)	Rate Indicator	Alphanumeric(2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes	FR	<ul style="list-style-type: none"> For Parcel Post with Destination Rates, use 'Single Piece' for the Rate Indicator. For PMEOD the rate indicator "PA" is required. For PMOD the rate indicator "SP" is required. For Critical Mail the rate indicator of "AL" or "AF" is required. For Commercial Plus Pricing the rate indicator of "UA".

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RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
38	All File Types (see rules)	Destination Rate Indicator	Alphanumeric(1)	Refer to Appendix J, Table 5 for the complete list of Destination Rate Indicator codes.	D	<ul style="list-style-type: none"> Required for destination entry packages. Default is 'N' for non-applicable products File Type 1 - Required for Open and Distribute mailings. Default is 'N' for all other eVS/PRS mail class/products.
39	All File Types (see rules)	Domestic Zone	Alphanumeric(2)	Refer to Appendix J, Table 14 for the complete list of ZONE codes.	Zone 3 Entered as: 03 Local Zone Entered as: LC	<ul style="list-style-type: none"> Required for products with rates based on zones. Leading zeroes required if numeric. Default is zeroes for non-applicable products.
40	File Types 1 and 2 (see rules)	Length	Numeric(5) Defined as: 999v99	Dimensional Length	30.25 Entered as: 03025	<ul style="list-style-type: none"> Leading zeroes required, when populated. Default to zeroes, when not applicable. The length is the measurement of the longest dimension. Length in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected. Required for rate

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Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
41	File Types 1 and 2 (see rules)	Width	Numeric(5) Defined as: 999v99	Dimensional Width or Girth	12.75 Entered as: 01275	<ul style="list-style-type: none"> Leading zeroes required, when populated. Default to zeroes, when not applicable. Width in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected. Required for rate indicator
42	File Types 1 and 2 (see rules)	Height	Numeric(5) Defined as: 999v99	Dimensional Height	2.50 Entered as:00250	<ul style="list-style-type: none"> Leading zeroes required, when populated. Default to zeroes, when not applicable. Height in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected. Required for rate

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Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
43	File Types 1 and 2 (see rules)	Dimensional Weight	Numeric(6) Defined as: 9999v99	Dimensional Weight	7.88 Entered as: 000788	<ul style="list-style-type: none"> ▪ Leading zeroes required, when populated. • For GXG <ul style="list-style-type: none"> - (LL*WW*HH)/166 (zero-0 filled from left) - Space-filled if calculated value of DW rate < or = value of rate of actual weight. • For Domestic Priority Mail Zones 5-8: <ul style="list-style-type: none"> - (LLL*WW*HH)/194 (zero- filled from left) - Space-filled if calculated value of DW rate < or = value of rate of actual weight. • For Domestic Priority Mail Zones 1-4 and Parcel Select: <ul style="list-style-type: none"> - (LLL+(LLL*2)+(WW*2) > or = 84 but < 108 (zero-filled from left) - Space-filled if calculated value of DW rate < or = value of rate of actual weight" • Required for rate indicator CP for Cubic Tier pricing. ▪ If not applicable, default is zeros

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RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
44	All File Types (see rules)	Extra Service Code 1st Service	Alphanumeric(3)	2 or 3 digit extra service code. IMPB: Refer to Appendix J, Table 7-1 for the complete list of 3-digit Extra Service codes. Legacy: Refer to Appendix J, Table 7-2 for the complete list of 2-digit Extra Service codes.	910	<ul style="list-style-type: none"> Field contains one Extra Service Code. Required when one Extra Service Code is used. Legacy: 2-digit extra service code with trailing space.
45	All File Types (see rules)	Extra Service Fee 1st Service	Numeric(6) Defined as: 9999v99	Fee for 1st Extra Service Code	\$.25 Entered as: 000025	<ul style="list-style-type: none"> Required when Extra Service Code 1st Service is populated. Leading zeroes required, when populated. Default to zeroes, when not applicable.
46	All File Types (see rules)	Extra Service Code 2nd Service	Alphanumeric(3)	2 or 3-digit extra service code. IMPB: Refer to Appendix J, Table 7-1 for the complete list of 3-digit Extra Service codes. Legacy: Refer to Appendix J, Table 7-2 for the complete list of 2-digit Extra Service codes.	915	<ul style="list-style-type: none"> Field contains one Extra Service Code. Required when one Extra Service Code is used. Legacy: 2-digit extra service code with trailing space.
47	All File Types (see rules)	Extra Service Fee 2nd Service	Numeric(6) Defined as: 9999v99	Fee for 2nd Extra Service Code	\$1.40 Entered as: 000140	<ul style="list-style-type: none"> Required when Extra Service Code 2nd Service is populated. Leading zeroes required, when populated. Default to zeroes, when not applicable.
48	All File Types (see rules)	Extra Service Code 3rd Service	Alphanumeric(3)	2 or 3-digit extra service code. IMPB: Refer to Appendix J, Table 7-1 for the complete list of 3-digit Extra Service codes. Legacy: Refer to Appendix J, Table 7-2 for the complete list of 2-digit Extra Service codes	935	<ul style="list-style-type: none"> Field contains one Extra Service Code. Required when one Extra Service Code is used. Legacy: 2-digit extra service code with trailing space.

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
49	All File Types (see rules)	Extra Service Fee 3rd Service	Numeric(6) Defined as: 9999v99	Fee for 3rd Extra Service Code	\$.85 Entered as: 000085	<ul style="list-style-type: none"> Required when Extra Service Code 3rd Service is populated. Leading zeroes required, when populated. Default to zeroes, when not applicable.
50	All File Types (see rules)	Extra Service Code 4th Service	Alphanumeric(3)	2 or 3-digit extra service code. IMPB: Refer to Appendix J, Table 7-1 for the complete list of 3-digit Extra Service codes. Legacy: Refer to Appendix J, Table 7-2 for the complete list of 2-digit Extra Service codes	921	<ul style="list-style-type: none"> Field contains one Extra Service Code. Required when one Extra Service Code is used. Legacy: 2-digit extra service code with trailing space.
51	All File Types (see rules)	Extra Service Fee 4th Service	Numeric(6) Defined as: 9999v99	Fee for 4th Extra Service Code	\$.85 Entered as: 000085	<ul style="list-style-type: none"> Required when Extra Service Code 4th Service is populated. Leading zeroes required, when populated. Default to zeroes, when not applicable.
52	All File Types (see rules)	Extra Service Code 5th Service	Alphanumeric(3)	2 or 3-digit extra service code. IMPB: Refer to Appendix J, Table 7-1 for the complete list of 3-digit Extra Service codes. Legacy: Refer to Appendix J, Table 7-2 for the complete list of 2-digit Extra Service codes	931	<ul style="list-style-type: none"> Field contains one Extra Service Code. Required when one Extra Service Code is used. Legacy: 2-digit extra service code with trailing space.
53	All File Types (see rules)	Extra Service Fee 5th Service	Numeric(6) Defined as: 9999v99	Fee for 5th Extra Service Code	\$.85 Entered as: 000085	<ul style="list-style-type: none"> Required when Extra Service Code 5th Service is populated. Leading zeroes required, when populated. Default to zeroes, when not applicable.

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
54	All File Types (see rules)	Value of Article	Numeric(7) Defined as: 99999v99	Wholesale cost of article	\$500.00 Entered as: 0020000	<ul style="list-style-type: none"> Mandatory if insurance is being included as an Extra Service. Required if insured. Leading zeroes required, when populated. Default to zeroes, when not applicable.
55	All File Types (see rules)	COD Amount Due Sender	Numeric(6) Defined as: 9999v99	Dollar amount due on delivery	\$206.00 Entered as: 020600	<ul style="list-style-type: none"> Required if package is COD. Leading zeroes required, when populated. Default to zeroes, when not applicable.
56	File Type 2 (see rules) Not available for File Type 1 and 3	Handling Charge	Numeric(4) Defined as: 99v99	Handling charge for Registered Mail valued at more than \$25,000.	\$20.50 Entered as:002050	<ul style="list-style-type: none"> Required if First-Class Package Service with Registered service valued more than \$25,000. Leading zeroes required, when populated. Default to zeroes,
57	All File Types (see rules)	Surcharge Type	Alphanumeric(2)	Refer to Appendix J, Table 13 for the complete list of Surcharge Type codes.	A1	<ul style="list-style-type: none"> Default is spaces.
58	All File Types (see rules)	Surcharge Amount	Numeric(7) Defined as: 9999v999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	<ul style="list-style-type: none"> Numeric values (0-9) only. Leading zeroes required, when populated. Default to zeroes, when not applicable.
59	All File Types (see rules)	Discount Type	Alphanumeric(2)	Refer to Appendix J, Table 6 for the complete list of Discount Type codes.	D1	<ul style="list-style-type: none"> Default is spaces.
60	All File Types (see rules)	Discount Amount	Numeric(7) Defined as: 9999v999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	<ul style="list-style-type: none"> Numeric values (0-9) only. Leading zeroes required, when populated. Default to zeroes, when not applicable.

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
61	Not valid for File Types 1 and 3 (see rules)	Non-Incidental Enclosure Rate Indicator	Alphanumeric(2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes.	SP	<ul style="list-style-type: none"> Mandatory if applicable.
62	Not valid for File Types 1 and 3 (see rules)	Non-Incidental Enclosure Class	Alphanumeric(2)	Refer to Appendix J, Table 8 for the complete list of Mail Class codes.	FC	<ul style="list-style-type: none"> Mandatory if applicable.
63	Not valid for File Types 1 and 3 (see rules)	Non-Incidental Enclosure Postage	Numeric(7) Defined as: 9999v999	Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest tenth of cent.	\$.33 Entered as: 0000330	<ul style="list-style-type: none"> Mandatory if applicable. Leading zeroes required, when populated. Default to zeroes, when not applicable.
64	Not valid for File Types 1 and 3 (see rules)	Non-Incidental Enclosure Weight	Numeric(9) Defined as: 99999v9999	Individual weight of the non-incidental enclosure.	0.2500 Entered as: 000002500	<ul style="list-style-type: none"> Mandatory if applicable. In unit of lbs and significant to 4 decimal positions. Leading zeroes required, when populated. Default to zeroes, when not applicable.
65	Not valid for File Types 1 and 3 (see rules)	Non-Incidental Enclosure Processing Category	Alphanumeric(1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	<ul style="list-style-type: none"> Default is spaces for non- applicable products.
66	All File Types (see rules)	Postal Routing Barcode	Numeric(1)	Indicator of presence and / or type of 5-digit destination ZIP Code (Postal Routing Barcode). Refer to Appendix J, Table 10 for the complete list of Postal Routing Barcode codes.	1	<ul style="list-style-type: none"> Field shall contain a valid code. Default is a space.
67	File Types 1 and 2 (see rules)	Open and Distribute Contents Indicator	Alphanumeric(2)	Refer to Appendix J, Table 9 for the complete list of Open and Distribute Content Indicator Codes.	EF	<ul style="list-style-type: none"> Required for Open and Distribute mailings Default is spaces for non- applicable products
68	File Types 1 and 2 (see rules)	PO Box Indicator	Alphanumeric(1)	'Y' = Priority Mail Express Manifesting addressed to a PO Box.	N	<ul style="list-style-type: none"> Required for Priority Mail Express. Default value is 'N'.

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout

RATE/PAYMENT INFORMATION

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
69	File Types 1 and 2 (see rules)	Waiver of Signature/Carrier Release/Customer Delivery Preference	Alphanumeric(1)	<p>Waiver of signature for Priority Mail Express®</p> <p>Carrier Release Product</p>	N	<p>Waiver of Signature - Mandatory for Priority Mail Express.</p> <ul style="list-style-type: none"> Default value is 'Y'. Required: Print 'WAIVER OF SIGNATURE' on label when value set to 'Y'. Print 'SIGNATURE REQUIRED' on label when value set to 'N'. <p>Carrier Release Product</p> <ul style="list-style-type: none"> Cannot be used with signature services products 1 = Mailer requests Carrier Release 2 = Mailer does not request Carrier Release 3 = Electronic Signature on File (eSOF) Null = Default
70	File Types 1 and 2 (see rules)	Delivery Option Indicator	Alphanumeric(1)	Refer to Appendix J, Table 4 for the complete list of Delivery Option Indicator codes.	1	<ul style="list-style-type: none"> Required for Priority Mail Express. For PMEOD, the Delivery Option Indicator of "E" is required. For Critical Mail, the Delivery Option indicator of "P" is required. Default value is '1'.
71	File Types 1 and 2 (see rules)	Destination Delivery Point	Numeric(2)	Destination Delivery Point - completes the 11 digit Delivery Point ZIP Code.	02	<ul style="list-style-type: none"> Numeric values (0-9) only. For Critical Mail, the Destination Delivery Point should be included. If International, all zeroes. Default spaces if not
72	File Type 4 (see rules)	Removal Indicator	Alphanumeric(1)	"Y" Customer indicates the label will not be used	Y	<ul style="list-style-type: none"> Field shall contain a valid code (space or "Y")

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
73	File Types 1 and 2 (see rules)	Tracking Indicator	Alphanumeric(2)	Indicates that the Original Tracking Number is included in field position 75.	"01" "02"	<ul style="list-style-type: none"> If an Original Tracking Number is included in the Original Tracking Number field position 75 then the value of '01', RRE should be included.
74	File Types 1 and 2 (see rules)	Original Label Tracking Number Barcode Construct Code	Alphanumeric(4)	<p>A 3-character code to identify the construct of the Original Label Tracking Number.</p> <p>Refer to Appendix J, Table 1 for the complete list of Barcode Construct codes.</p>	C06	<ul style="list-style-type: none"> Constructs available to be used by commercial customers begin with "C". C01 - C10 Constructs available to be used by online customers begin with "N". N01- N10 Left justified, trailing spaces. Must use barcode construct that contains no routing information for Critical Mail. For International labels, the barcode construct field will be spaces or I01. File Type 1 and 3 – Legacy Barcode Code Construct – L01 only. File Type2 – Legacy Barcode Constructs –
75	File Types 1 and 2 (see rules)	Original Tracking Number	Alphanumeric(34)	The Original Tracking number created that is over labeled with the Tracking Number contained in Position 2.	Refer to Appendix J, Table 1 for the complete list of label examples.	<ul style="list-style-type: none"> Tracking number shall be unique for 120 days from first use. 3 digits '420' are the routing application identifier. Used only when including a Routing ZIP Code. 5 digits Routing ZIP Code and 4 digits Routing +4 are optional.
76	None (see rules)	Customer Reference Number 2	Alphanumeric(30)	Customer's internal reference number.	123456	<ul style="list-style-type: none"> Used for customer internal identification purposes.

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
77	File Types 1 and 2 (see rules)	Recipient Name Destination	Alphanumeric(48)	Ship to name of addressee.	JOHN DOE	<ul style="list-style-type: none"> Required for all signature products. Recommended for all products.
78	File Types 1 and 2 (see rules)	Delivery Address	Alphanumeric(48)	Delivery Address in the destination address.	123 MAIN ST	<ul style="list-style-type: none"> Required for Accountable mail and International mail. NOTE; Effective January 25, 2015, Destination Delivery Address and/or the 11-digit Destination Delivery Point are required. May contain secondary unit designator, such as APT or SUITE, for Accountable mail.) The following Special Characters (hyphen, forward slash and period) are allowed. This field is not to be used for the city or state. Default is spaces

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout**RATE/PAYMENT INFORMATION**

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
79	None (see rules)	Ancillary Service Endorsement	Alphanumeric(3)	Address Correction service Code and option. 'A' = Change Service Option 1 'B' = Change Service Option 2 'C' = Address Service Option 1 'D' = Address Service Option 2 'L' = Address Service Option 3 'M' = Address Service Option 4 'E' = Address Service-BPRS 'F' = Return Service Option 1 'G' = Return Service Option 2 'O' = Return Service Option 3 'H' = Temp Return Service Option 1 'I' = Temp Return Service Option 2 'J' = Shipper Paid Forward Option 1 'K' = Shipper Paid Forward Option 2 'Z' = Forwarding Service Option 1 'N' = No Endorsement		▪ Future Use.
80	None (see rules)	Address Service Participant Code	Alphanumeric(9)	6 or 9 digit Mailer ID or a 7 digit Alphanumeric code.		▪ Future Use.
81	None (see rules)	Key Line	Alphanumeric(16)	The Mailer/Shippers identification to the recipient.		▪ Future Use.
82	None (see rules)	Return Address	Alphanumeric(48)	Address of Sender.	123 MAIN ST	▪ Required for COD
83	None (see rules)	Return Address City	Alphanumeric(28)	City name of Sender address	Reston	▪ Required for COD
84	None (see rules)	Return Address State	Alphanumeric(2)	Two character state code of the sender address	VA	▪ Required for COD

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout						
RATE/PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
85	None (see rules)	Return Address ZIP Code	Numeric(5)	5 digit ZIP code for sender address.	22201	<ul style="list-style-type: none"> ▪ Sender's ZIP Code is required. ▪ Shall be 5 digits. ▪ Numeric values (0-9) only. ▪ Required for COD
86	None (see rules)	Logistic Mailing Facility CRID	Alphanumeric(15)	CRID associated with the mail preparation facility where the shipment was prepared.	987987	<ul style="list-style-type: none"> ▪ May be provided for File type 1 and 3.
87	All File Types (see rules)	CRLF	Alphanumeric(2)	Carriage return Line Feed		

Change from version 1.6: The Recipient Name and Destination Delivery Address fields have been removed from the Detail 2 record in versions 1.7 and 2.0. Customers who include the Destination Delivery address and/or Destination Delivery Point in the D1 record may skip the D2 record entirely for many products.

DETAIL RECORD 2 - Shipping Services File Record Version 2.0 Layout						
SPECIAL PRODUCT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1	All File Types (see rules)	Electronic File Detail Record ID	Alphanumeric(2)	A 2-character system constant that identifies an electronic file detail record.	D2	<ul style="list-style-type: none">'D2' is required.

DETAIL RECORD 2 - Shipping Services File Record Version 2.0 Layout						
SPECIAL PRODUCT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
2	All File Types (see rules)	Tracking Number	Alphanumeric(34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>Commercial Mailer 3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI (92 or 93) 3-digits - STC 6- or 9-digits - MID If six-digit MID, 10- or 14-digit serial # If nine-digit MID, 7- or 11-digit serial # 1-digit - check digit</p> <p>Online Mailer 3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI 94 3-digits - STC 2-digits - source identifier for your system 6- or 9-digits - MID 5 or 8-digits, serial number depending on construct used 1-digit - check digit</p> <p>Legacy Tracking number use on package. 2-digits - "91" AI 2-digits - STC 9-digits - MID 8-digits - Variable- length serial number from 2 to 8-digits. 1-digit - check digit</p>	Refer to Appendix J, Table 1 for the complete list of label examples.	<ul style="list-style-type: none"> Must be the same Tracking Number as the D1 Tracking Number. Tracking number must be unique for 120 days from first use. 3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code. 5-digits Routing ZIP Code and 4-digits Routing +4 are optional. Left justified trailing spaces. Must use non-concatenated barcode for Critical Mail. Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup. MRS piece (any piece with extra service 980) must use a Barcode Construct of C01, C05, N02 or N05 – a 9-digit ZIP code.
3	All File Types (see rules)	Filler	Alphanumeric(96)	Filler for future use.		
4	File Types 1 and 2 (see rules)	City Name	Alphanumeric (28)	City name of the destination address.	Reston	

DETAIL RECORD 2 - Shipping Services File Record Version 2.0 Layout						
SPECIAL PRODUCT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
5	File Types 1 and 2 (see rules)	State	Alphanumeric (2)	Two character state code of the destination address.	VA	
6	File Types 1 and 2 (see rules)	Delivery ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	<ul style="list-style-type: none"> Must be 5 digits. Numeric values (0-9) only.' If International, all zeroes.
7	File Types 1 and 2 (see rules)	Delivery ZIP +4	Alphanumeric (4)	Destination +4 add on of Domestic ZIP Code.	2804	<ul style="list-style-type: none"> Numeric values (0-9) only. If International, all
8	File Types 1 and 2 (see rules)	Recipient E-mail Address	Alphanumeric(64)	E-mail address of recipient.	johnsmith@usps.gov	<ul style="list-style-type: none"> Required for Hold For Pickup. Required if Recipient SMS
9	File Types 1 and 2 (see rules)	Recipient SMS Number	Alphanumeric(64)	Phone number at which recipient will receive text messages.	5555551234@wirelesscarrier.com	<ul style="list-style-type: none"> Required for Hold For Pickup. Required if Recipient E- mail address is not
10	File Types 1 and 2 (see rules)	Sender Name	Alphanumeric(48)	Name of sender.	Jane Doe	<ul style="list-style-type: none"> Required for Hold For Pickup.
11	File Types 1 and 2 (see rules)	Sender E-mail Address	Alphanumeric(64)	E-mail address of sender.	janedoe@usps.gov	<ul style="list-style-type: none"> Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification
12	File Types 1 and 2 (see rules)	Sender SMS Number	Alphanumeric(64)	Phone number at which sender will receive text messages.	5555551235@wirelesscarrier.com	<ul style="list-style-type: none"> Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification
13	All File Types (see rules)	CRLF	Alphanumeric(2)	Carriage Return Line Feed		

DETAIL RECORD 3 - Shipping Services File Record Version 2.0 Layout

INTERNATIONAL CUSTOMS INFORMATION

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1	All File Types (see rules)	Electronic File Detail Record ID	Alphanumeric(2)	A 2-character system constant that identifies an electronic file detail record.	D3	<ul style="list-style-type: none"> 'D3' is required.
2	All File Types (see rules)	Tracking Number	Alphanumeric(34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>Commercial Mailer</p> <p>3-digits - '420'</p> <p>5-digits - Routing ZIP Code</p> <p>4-digits - Routing +4</p> <p>2-digits - AI (92 or 93)</p> <p>3-digits - STC</p> <p>6- or 9-digits - MID</p> <p>If six-digit MID, 10- or 14-digit serial #</p> <p>If nine-digit MID, 7- or 11-digit serial #</p> <p>1-digit - check digit</p> <p>Online Mailer</p> <p>3-digits - '420'</p> <p>5-digits - Routing ZIP Code</p> <p>4-digits - Routing +4</p> <p>2-digits - AI 94</p> <p>3-digits - STC</p> <p>2-digits - source identifier for your system</p> <p>6- or 9-digits - MID</p> <p>5 or 8-digits, serial number depending on construct used</p> <p>1-digit - check digit</p> <p>Legacy Tracking number use on package.</p> <p>2-digits - "91" AI</p> <p>2-digits - STC</p> <p>9-digits - MID</p> <p>8-digits - Variable-length serial number from 2 to 8-digits.</p> <p>1-digit - check digit</p>	Refer to Appendix J, Table 1 for the complete list of label examples.	<ul style="list-style-type: none"> Must be the same Tracking Number as the D1 Tracking Number. Tracking number must be unique for 120 days from first use. 3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code. 5-digits Routing ZIP Code and 4-digits Routing +4 are optional. Left justified trailing spaces. Must use non-concatenated barcode for Critical Mail. Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup. MRS piece (any piece with extra service 980) must use a Barcode Construct of C01, C05, N02 or N05 – a 9-digit ZIP code.

DETAIL RECORD 3 - Shipping Services File Record Version 2.0 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
3	All File Types (see rules)	Customs Label Barcode Number	Alphanumeric(34)	Barcode number from the 2976 or 2976A declaration form.	CP123456789 US	<ul style="list-style-type: none"> For Priority Mail International and First Class International, this will be the same as the PIC. For Priority Mail Express International this number could be the same as the tracking number or different than the tracking number.
4	See Rules	Sender Last Name	Alphanumeric(75)	Last Name of sender.	Doe	<ul style="list-style-type: none"> Sender's Last name required unless Sender's Business name is present. Shall be at least 1 alpha character A-Z.
5	See Rules	Sender First Name	Alphanumeric(49)	First Name of sender.	Jane	<ul style="list-style-type: none"> Sender's First name required if last name is present. Shall be at least 1 alpha character A-Z.
6	None (see rules)	Sender Middle Initial	Alphanumeric(1)	Middle Initial of Sender	A	
7	See Rules	Sender Business Name	Alphanumeric(100)	Name of Sender's Business	Example Corporation	<ul style="list-style-type: none"> Sender's Business Name required if last name is not present. Shall be at least 1 alpha character A-Z.
8	All File Types (see rules)	Sender Address	Alphanumeric(148)	Address of Sender.	123 MAIN ST	<ul style="list-style-type: none"> Sender's Address is required. The following Special Characters (hyphen, forward slash and period) are allowed.
9	All File Types (see rules)	Sender City	Alphanumeric(50)	City name of Sender address	Reston	<ul style="list-style-type: none"> Sender's City is required.
10	All File Types (see rules)	Sender State	Alphanumeric(2)	Two character state code of the sender address	VA	<ul style="list-style-type: none"> Sender's State is required.
11	All File Types (see rules)	Sender ZIP Code	Numeric(5)	5 digit ZIP code for sender address.	22201	<ul style="list-style-type: none"> Sender's ZIP Code is required. Shall be 5 digits. Numeric values (0-9) only.

DETAIL RECORD 3 - Shipping Services File Record Version 2.0 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
12	None (see rules)	Sender Zip +4	Alphanumeric(4)	+4 add on of ZIP Code for sender address	2804	<ul style="list-style-type: none"> Numeric values (0-9) only.
13	None (see rules)	Sender Delivery Point Code	Alphanumeric(2)	Destination Delivery Point - completes the 11 digit Delivery Point ZIP Code.	02	<ul style="list-style-type: none"> Numeric values (0-9) only.
14	None (see rules)	Sender Phone	Alphanumeric(30)	Phone number associated with the sender. Format for U.S. is: nnn-xxx-nnnn	202-555-1234	
15	All File Types (see rules)	Sender Country Code	Alphanumeric(2)	Country associated with sender's address - use two character IMM Code.	US	
16	See Rules	Recipient Last Name	Alphanumeric(75)	Last Name of addressee.	DOE	<ul style="list-style-type: none"> Recipient's Last name required unless Recipient's Business name is present. Shall be at least 1 alpha character A-Z.
17	See Rules	Recipient First Name	Alphanumeric(49)	First Name of addressee.	John	<ul style="list-style-type: none"> Recipient's First name required if Recipient's Last name is present. Shall be at least 1 alpha character A-Z.
18	None (see rules)	Recipient Middle Initial	Alphanumeric(1)	Middle Initial of addressee	Z	
19	See Rules	Recipient Business Name	Alphanumeric(100)	Ship to business name	Example Inc.	<ul style="list-style-type: none"> Recipient's Business Name required if Recipient's Last name is not present. Shall be at least 1 alpha character A-Z.

DETAIL RECORD 3 - Shipping Services File Record Version 2.0 Layout

INTERNATIONAL CUSTOMS INFORMATION

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
20	See Rules	Recipient Delivery Address	Alphanumeric(148)	Delivery Address in the destination address.	123 MAIN ST	<ul style="list-style-type: none"> Required for Accountable mail and international mail. (May contain secondary unit designator, such as APT or SUITE, for Accountable mail.) The following Special Characters (-, hyphen, forward slash and period) are allowed. This field is not to be used for the city or state.
21	None (see rules)	Recipient City Name	Alphanumeric(50)	City name of the destination address.	Reston	
22	None (see rules)	International Province Name	Alphanumeric(40)	International Province Name of the destination address.	Ontario	<ul style="list-style-type: none"> Mandatory for international mail to countries with Province Names.
23	None (see rules)	Delivery Postal Code	Alphanumeric(25)	Foreign country postal codes or POSTNET representation.	A0A9A0	<ul style="list-style-type: none"> Mandatory for international mail.
24	All File Types (see rules)	Delivery Country Code	Alphanumeric(2)	Two character standardized two-digit IMM International country code. Required for International pieces as listed in the International Mail	JP	<ul style="list-style-type: none"> Mandatory for International only.
25	See rules	Importers Reference Type	Alphanumeric(1)	'1' = Tax Code '2' = VAT no. '3' = Importer Code Space	2	<ul style="list-style-type: none"> If the "Importers Reference" field is not spaces, then "Importers Reference Type" is mandatory. See rule above for when the default value can be a space.
26	None (see rules)	Importers Reference	Alphanumeric(40)	Tax code / VAT no. / Importer Code	2332568794	
27	None (see rules)	Importers Telephone Number	Alphanumeric(30)	Telephone number of importer	015552688000	
28	None (see rules)	Importers Fax Number	Alphanumeric(30)	Fax number of Importer	015552688000	
29	None (see rules)	Importers E-mail Address	Alphanumeric(40)	E-mail address of Importer	janedoe@usps.gov	

DETAIL RECORD 3 - Shipping Services File Record Version 2.0 Layout

INTERNATIONAL CUSTOMS INFORMATION

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
30	None (see rules)	Postage Paid	Numeric(9) Define as: 9999999v99	Total amount of postage paid, including all fees and surcharges	\$12.34 Entered as 000001234	<ul style="list-style-type: none"> Numeric values (0-9) only. Leading zeroes required, when populated. Default to zeroes, when not applicable.
31	All File Types (see rules)	Net Weight (Pounds)	Numeric(5) Defined as: 999v99	Total package weight in pounds. Fractions of pounds are accepted.	1.75 lbs. Entered as 00175	<ul style="list-style-type: none"> Either pounds or ounces shall be greater than zero. Leading zeroes required, when populated. Default to zeroes, when not
32	All File Types (see rules)	Net Weight (Ounces)	Numeric(2)	Total package weight in ounces.	2 oz. Entered as 02	<ul style="list-style-type: none"> Either pounds or ounces shall be greater than zero.
33	All File Types (see rules)	Total Package Value	Numeric(9) Define as 9999999V99	Total value of the package in US dollars.	125.00 Entered as 000012500	<ul style="list-style-type: none"> Shall be greater than zero. Leading zeroes required, when populated. Default to zeroes, when not applicable
34	None (see rules)	Delivery Type	Alphanumeric(1)	1 = Airmail Priority, 2 = Surface Non-Priority	1	
35	None (see rules)	Description of Package	Alphanumeric(1)	'1' = Merchandise '2' = Gift '3' = Document '4' = Commercial Sample '5' = Returned Goods '6' = Other (explanation in package comments field below) '7' = Humanitarian Donations '8' = Dangerous Goods	5	<ul style="list-style-type: none"> If the description of package = "3 Document" then a D4 document record is not required.
36	None (see rules)	Content Comments	Alphanumeric(25)	Any comments on the contents of the package.		

DETAIL RECORD 3 - Shipping Services File Record Version 2.0 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
37	None (see rules)	Package Restrictions	Alphanumeric(1)	'1' = Quarantine '2' = Sanitary Inspection '3' = Phytosanitary Inspection '4' = Other Restriction	1	
38	None (see rules)	Package Restriction	Alphanumeric(25)	Any restriction remarks.		
39	None (see rules)	License Number	Alphanumeric(16)	General export license. See the International Mail Manual, section 532.	5684351684	
40	None (see rules)	Certificate Number	Alphanumeric(12)	If item is accompanied by a certificate number, enter it here.	5684351684	
41	None (see rules)	Invoice Number	Alphanumeric(15)	If item is accompanied by an Invoice number, enter it here. All commercial items should have an invoice.	5684351684	
42	None (see rules)	Senders Instructions in case of non- delivery	Alphanumeric(1)	"1" = Treat as abandoned "2" = Return to Sender "3" = Redirect Address	1	
43	None (see rules)	SDR Value	Numeric(8) Defined as: 99999v999	SDR Value of mail item	\$5.69 Entered as: 0005690	<ul style="list-style-type: none"> Leading zeroes required, when populated. Default to zeroes, when not applicable. Numeric values (0-9) only. In unit of dollars and rounded to the
44	None (see rules)	EEL	Alphanumeric(25)	Exemption or Exclusion Legend (EEL)	NOEEI 30.37(a)	<ul style="list-style-type: none"> An Exemption and Exclusion Legend (EEL) is required for international shipments valued at \$2500 or less and/or not requiring an export license. <p>Example: NOEEI 30.37(a)</p>

DETAIL RECORD 3 - Shipping Services File Record Version 2.0 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
45	None (see rules)	PFC	Alphanumeric(35)	Proof of Filing Citation (PFC).	Example of the ITN they will receive: AES X20080930987 654.	<ul style="list-style-type: none"> A Proof of Filing Citation (PFC) is required for international shipments valued over \$2500 and/or requiring an export license. The mailer shall go to www.aesdirect.gov to obtain an Internal Transaction Number (ITN).
46	See Rules	Redirect Name	Alphanumeric(48)	Name of Redirect	Jane Doe	<ul style="list-style-type: none"> If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory.
47	See Rules	Redirect E-mail Address	Alphanumeric(64)	E-mail address of Redirect	janedoe@usps.gov	<ul style="list-style-type: none"> If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory.
48	See Rules	Redirect SMS Number	Alphanumeric(64)	Phone number at which redirect will receive text messages.	15552688000@wirelesscarrier.com	<ul style="list-style-type: none"> If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory.
49	See Rules	Redirect Address	Alphanumeric(48)	Address of Redirect. This field is not to be used for the city or state.	123 MAINT ST	<ul style="list-style-type: none"> If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory. The following Special Characters (hyphen, forward slash and period)
50	See Rules	Redirect City	Alphanumeric(28)	City name of Redirect address	Reston	<ul style="list-style-type: none"> If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory.
51	See Rules	Redirect State	Alphanumeric(2)	Two character state code of the Redirect address	VA	<ul style="list-style-type: none"> If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory.

DETAIL RECORD 3 - Shipping Services File Record Version 2.0 Layout						
INTERNATIONAL CUSTOMS INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
52	See Rules	Redirect ZIP Code	Numeric(5)	5 digit ZIP code for Redirect address.	22201	<ul style="list-style-type: none"> ▪ If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory. ▪ Shall be 5 digits. ▪ Numeric values (0-9) only.
53	None (see rules)	Redirect ZIP +4	Alphanumeric(4)	+4 add on of ZIP Code for Redirect address.	2804	<ul style="list-style-type: none"> ▪ Numeric values (0-9) only.
54	None (see rules)	Sender Customs Reference	Alphanumeric(14)	Customs reference number.		
55	None (see rules)	Insured Number	Alphanumeric(13)	Insured Number	AB0999	
56	None (see rules)	Insured Amount	Numeric(9) Defined as 999999.999	SDR Value of mail item	\$5.69 Entered as 0005690	<ul style="list-style-type: none"> ▪ Leading zeroes required, when populated. ▪ Default to zeroes, when not applicable. ▪ Numeric values (0-9)
57	All File Types (see rules)	CRLF	Alphanumeric(2)	Carriage Return Line Feed		

DETAIL RECORD 4 - Shipping Services File Record Version 2.0 Layout						
INTERNATIONAL CUSTOMS INFORMATION <i>(more than one D4 record may exist per mail piece (D1) record)</i>						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1	All File Types (see rules)	Electronic File Detail Record ID	Alphanumeric(2)	A 2-character system constant that identifies an electronic file detail record.	D4	<ul style="list-style-type: none"> 'D4' is required.
2	All File Types (see rules)	Tracking Number	Alphanumeric(34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>Commercial Mailer</p> <p>3-digits - '420'</p> <p>5-digits - Routing ZIP Code</p> <p>4-digits - Routing +4</p> <p>2-digits - AI (92 or 93)</p> <p>3-digits - STC</p> <p>6- or 9-digits - MID</p> <p>If six-digit MID, 10- or 14-digit serial #</p> <p>If nine-digit MID, 7- or 11-digit serial #</p> <p>1-digit - check digit</p> <p>Online Mailer</p> <p>3-digits - '420'</p> <p>5-digits - Routing ZIP Code</p> <p>4-digits - Routing +4</p> <p>2-digits - AI 94</p> <p>3-digits - STC</p> <p>2-digits - source identifier for your system</p> <p>6- or 9-digits - MID</p> <p>5 or 8-digits, serial number depending on construct used</p> <p>1-digit - check digit</p> <p>Legacy Tracking number use on package.</p> <p>2-digits - "91" AI</p> <p>2-digits - STC</p> <p>9-digits - MID</p> <p>8-digits - Variable-length serial number from 2 to 8-digits.</p> <p>1-digit - check digit</p>	Refer to Appendix J, Table 1 for the complete list of label examples.	<ul style="list-style-type: none"> Must be the same Tracking Number as the D1 Tracking Number. Tracking number must be unique for 120 days from first use. 3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code. 5-digits Routing ZIP Code and 4-digits Routing +4 are optional. Left justified trailing spaces. Must use non-concatenated barcode for Critical Mail. Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup. MRS piece (any piece with extra service 980) must use a Barcode Construct of C01, C05, N02 or N05 – a 9-digit ZIP code.
3	All File Types (see rules)	Customs Item Detail Number	Numeric(3)	A sequential number of each unique item enclosed in the package.	001	<ul style="list-style-type: none"> Right justified, leading zeroes.

DETAIL RECORD 4 - Shipping Services File Record Version 2.0 Layout

INTERNATIONAL CUSTOMS INFORMATION *(more than one D4 record may exist per mail piece (D1) record)*

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
4	All File Types (see rules)	Customs Category Article	Alphanumeric(12)	Harmonization Schedule (HS) tariff number, which shall be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization.		<ul style="list-style-type: none"> For commercial senders only. Sample of actual HTS code: 6110.20 (6 digit level) & 6110.20.1010, 6110.20.1023, 6110.20.2005, etc. (10 digit level) – the periods are needed
5	All File Types (see rules)	Customs Description	Alphanumeric(30)	Description of article in package.		<ul style="list-style-type: none"> Required Detailed Description of each article. The words "Food", "Clothing", "Clothes", "Medicine" or "Toys" are not permitted as a stand-alone entry. Instead enter a type of each item such as "men's shirts", "prescription drugs"
6	All File Types (see rules)	Quantity	Numeric(4)	Total number of articles in package of this customs category.	0020	<ul style="list-style-type: none"> Value shall be greater than zero.
7	All File Types (see rules)	Value	Numeric(8) Defined as: 999999v99	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	\$100.00 Entered as: 00010000	<ul style="list-style-type: none"> Value shall be greater than zero.
8	All File Types (see rules)	Pounds	Numeric(5)	Net weight of articles in package of this customs category.	1.75 lbs. Entered as 00175	<ul style="list-style-type: none"> Either pounds or ounces shall be greater than zero.
9	All File Types (see rules)	Ounces	Numeric(2)	Net weight of articles in package of this customs category.	2 oz. Entered as 02	<ul style="list-style-type: none"> Either pounds or ounces shall be greater than zero.
10	None (see rules)	Country of Origin of Goods	Alphanumeric(2)	Two character standardized two digit IMM International country code. Required for	JP	