



Software Vendor Certification for Full Service Unique IMb™

Postal Wizard Guide

Version 1.2

Mail Entry & Payment Technology

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1. Introduction and Overview

This is a voluntary certification process to evaluate a vendor's ability to generate accurate unique Intelligent Mail Barcodes (IMb™) in support of Full Service (FS) for mailings of less than 10,000 pieces to be used by mailers who submit postage statements through the Postal Wizard. This voluntary certification will be processed through the National Customer Support Center (NCSC). Vendors supporting more than one product and wish to have certification with Unique IMb™ for Postal Wizard must have each product certified through this process.

There are two options for vendors to generate unique IMb™ in support of FS mailings using Postal Wizard for mailings less than 10,000 pieces, where postage is affixed to each piece at the correct price or all pieces are identical weight and separated by price. The two options for vendors to test products are listed below:

1.1 Certification and Testing Options

Option 1: Provide an Identical Barcode Serial Number within a single mailing that must maintain uniqueness across mailings for 45 days.

Option 2: Provide a range of unique Barcode Serial Numbers throughout a single mailing that must maintain uniqueness across mailings for 45 days.

Note: Vendors may be certified using Option 1, Option 2 or both.

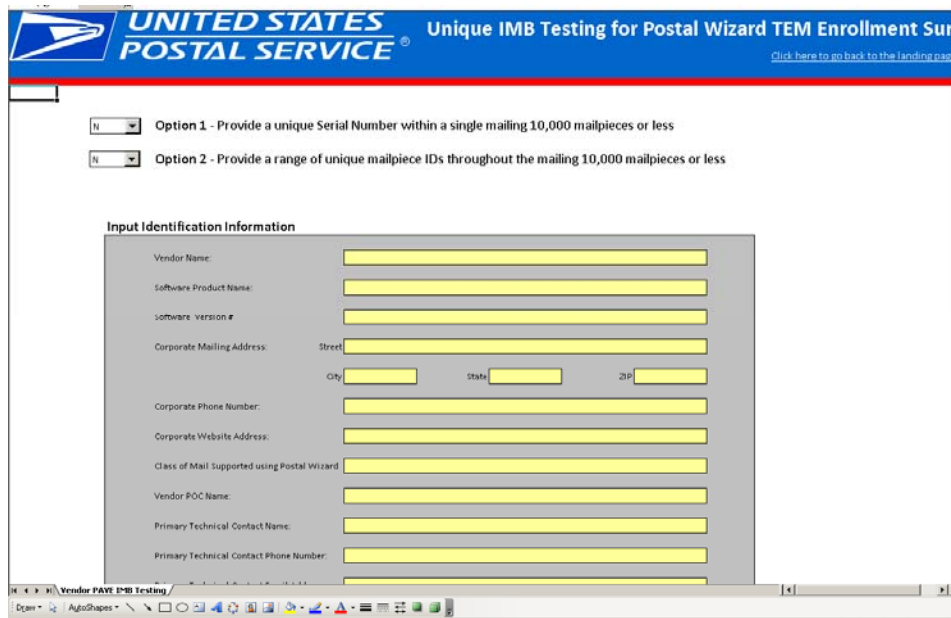
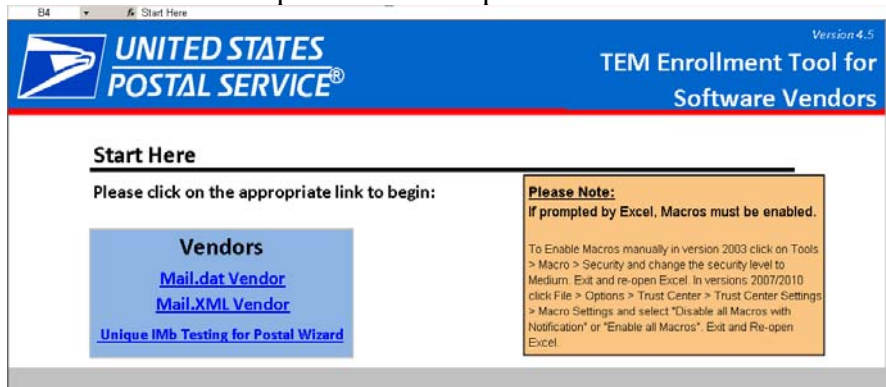
This Vendor certification is intended to demonstrate the ability to generate unique IMb™ in support of Full Service using Postal Wizard. The USPS cannot guarantee that mailers using certified vendor unique IMb™ products will fulfill all USPS Postal Wizard requirements, since the certified vendor unique IMb™ information is contingent on mailer-provided data input. Vendors must go through the traditional PAVE certification process to validate their presort product(s). For information on PAVE Certification, access ribbs.usps.gov/index.cfm?page=pave.

2. Unique IMb™ Certification Based on Capabilities Supported

Vendors should follow the steps below to have the address file information tested. Currently, Postal Wizard supports First-Class and Standard Mail postage statements. Postal Wizard will support Periodicals postage statements in October 2013.

2.1 Complete and Submit Enrollment Tool to Determine Relevant Test Scenarios

- Complete the Vendor Enrollment Tool EXCEL form, [click here](#), located on RIBBS under **Important Links**.
- Enable Macros for the spreadsheet to open.
- Select Unique IMb™ Testing for Postal Wizard link.
- Select Option(s) you wish to test.
- Complete the Input Identification Information
- Send a copy of the Vendor Enrollment Tool EXCEL form to pave.ncsc@usps.gov
- NCSC will provide vendors with 3 electronic test files for each option selected in .txt file format including instructions via email.
 - The test data provided will be in the form of address files.
 - Each address file will be treated as a mailing.
 - 3 address files to be completed for each option



Option 1 - Provide a unique Serial Number within a single mailing 10,000 mailpieces or less

Option 2 - Provide a range of unique mailpiece IDs throughout the mailing 10,000 mailpieces or less

Input Identification Information

Vendor Name:

Software Product Name:

Software version #:

Corporate Mailing Address: Street

City State ZIP

Corporate Phone Number:

Corporate Website Address:

Class of Mail Supported using Postal Wizard:

Vendor POC Name:

Primary Technical Contact Name:

Primary Technical Contact Phone Number:

2.2 Process Test Files

Vendors will process 3 or 6 test address files, produce the corresponding output files and create 3 or 6 associated postage statements for the option(s) selected. For more information see Attachment A, Users Instructions for IM Barcode Element Review.

Option 1– Create files (using the test files provided by the NCSC) with an Identical Barcode Serial Number for each piece in a mailing.

- Each test file will be required to have an Identical Serial Number in the Sequence Number field.
- For each test file, submit an accurate postage statement or other output which must be generated and display the Identical Serial Number contained within the corresponding test files.

Option 2 – Create files (using the test files provided by the NCSC) with ranges of unique Barcode Serial Numbers for each mailpiece throughout each mailing.

- Each test file will be required to have a range of unique Barcode Serial Numbers.
- For each test file, submit an accurate postage statement or other output which must be generated and display the range of unique Barcode Serial Numbers contained within the corresponding test files:
- Lowest Mailpiece ID &
- Highest Mailpiece ID

2.3 Submit Test Files

To facilitate processing of the returned electronic files, each individual test file should be zipped and returned to pave.ncsc@usps.gov using the same file names originally provided but with a suffix of .tst instead of .txt. This step ensures source files are not overwritten.

For more information on submitting your refer see Attachment A - Users Instructions for IM Barcode Element Review. If you encounter issues with your test, please contact the NCSC at (800)-238-3150 or email questions to pave.ncsc@usps.gov.

2.4 Evaluation

NCSC will evaluate the test files submitted:

Option 1: Each test file will be reviewed to ensure each postage statement or other output has a unique Identical Barcode Serial Number. NCSC will evaluate the Serial Number returned as part of the 31 character IMb elements.

Option 2: Each test file will be reviewed to ensure each postage statement or other output has unique Barcode Serial Number range.

Each test file will be evaluated separately. If submitted test files are completed successfully without the need for any corrections or changes, the vendor will be certified. After evaluation and before

certification, if corrections or changes are required for any of the test categories, new files will be required to be tested after all corrections and modifications are successfully completed. At the end of the evaluation the NCSC will provide feedback via email.

2.5 Vendor Matrix Listing

NCSC will post to RIBBS at https://ribbs.usps.gov/electronicdoc/documents/tech_guides/FullVendorMatrix.xls. Certifications are effective until the next test cycle is scheduled.

Demographic & Technical Information									
Vendor Information									
Unique Identifier	Vendor Name	Software Name	Software Version #	Vendor PoC (email and phone)	Mail/Doc - Mail/XML	Mail/Doc/Mail/XML Version #	Postal Wizard		Capabilities
							A	B	
1	Vendor 1 Software	Software Suite 1	5.06	sales@vendor1.com 800-555-0333	Mail/Dat	13-1			eDoc FS
2	Vendor 2 Software	Software Suite 2	5.07	sales@vendor2.com 800-555-0111			X	X	eDoc FS
3	Vendor 3 Software	Software Lite	5.07	sales@vendor3.com 800-555-0999			X	X	eDoc



Attachment A - Users Instructions for IMb™ Element Review

Unique IMb Testing for Postal Wizard Instructions

The attached test files are provided based on the *TEM ENROLLMENT TOOL FOR SOFTWARE VENDORS/Unique IMb TESTING for Postal Wizard* located at <https://ribbs.usps.gov/index.cfm?page=electronicdoc> under Important Links. Vendors must complete the EXCEL form & submit in email to pave.ncsc@usps.gov.

Option 1 – Vendors that indicated their presort software product would support an *identical* Barcode Serial Number for each piece in a <10,000 piece mailing are provided **Test_Set_A.zip**. The 3 enclosed files are identified as **Test_A1.txt, Test_A2.txt & Test_A3.txt**.

Option 2 – Vendors that indicated their presort software product would support *unique* Barcode Serial Numbers for each mailpiece, even in a <10,000 piece mailing, are provided **Test_Set_B.zip**. The 3 enclosed files are identified as **Test_B1.txt, Test_B2.txt & Test_B3.txt**.

Both Options – If the product allows the user to select either technique: identical serial number (Option 1) or unique serial number (Option 2) – both **Test_Set_A.zip & Test_Set_B.zip** are provided.

Unique IMb Testing for Postal Wizard File Layout & Submission Requirements

Each address record consists of 108 characters using the following format:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
Sequence Number	7	1 – 7
Firm or Recipient	30	8 – 37
Delivery Address	30	38 – 67
City Name	28	68 – 95
State Code	2	96 – 97
ZIP Code	5	98 – 102
ZIP+4 Add-On	4	103 – 106
Delivery Point	2	107 – 108

Each test set contains 3 address files each. Each address file within each test set should be treated as a separate mailing submitted by the same mailer within 45 days using the same MAILER ID & (FULL SERVICE) SERVICE TYPE IDENTIFIER of the vendor’s choice when processing each file within the same set. This means that each of the 3 address files within each test set should not exhibit any serial # duplication based on the option(s) selected for testing.

The files within each test set can be used to process either 3 First-Class Automation Letter or 3 Standard Automation Flat mailings using the same mail class or processing category within each test set. Please do not perform any address matching routine, but treat the addresses as if address matching has already been performed and the addresses are ready for input into a mail sortation routine.

The user should append to the test file, beginning at position 109, the 31 characters that represent the Intelligent Mail Barcode Data fields as indicated:

Barcode Identifier	2	109 – 110
Service Type ID	3	111 – 113
Mailer (Customer) ID	6 or 9	114 – 119 or 114 – 122
Serial Number	9 (6 digit Mailer ID) Or 6 (9 digit Mailer ID)	120 – 128 123 – 128
Del. Point ZIP Code	11 (from piece record)	129 – 139

VERY IMPORTANT! - After appending all necessary elements, each individual test file should be zipped and returned to pave.ncsc@usps.gov using the same file names originally provided but with a suffix of .tst instead of .txt. You may also send questions to this email address.



Change History Log

Section #	Title	Description	Date
2.5 Vendor Matrix Listing	Matrix screen view	Removed: Actual names of vendors and the products	August 2, 2013
2. Unique IMb Certification Based Capabilities Supported	Unique IMb Certification Based Capabilities Supported	Removed: reference to “screenshots on page 5” from page 2.	August 2, 2013