



# eVS IMpb Vendor Software Certification

This document will present an overview of the eVS certification process for vendor software applications and versions. The goal of certification is to ensure that vendor software applications and versions are eVS and IMpb compliant and meet USPS specifications for required rate ingredients, unique delivery address elements, label layout and barcode quality. Certified software versions will be listed on the USPS PostalPro website and will pre-certify end user for eVS shipping with USPS. When combined with the PDX data transmission method, this will enable same-day onboarding for customers.

This process utilizes the Test Environment for Mailers (TEM). TEM is a platform designed to allow vendors to test their ability to submit compliant electronic shipping information to the Postal Service and view the resulting postage statements through eVS as well as receive Confirmation Error Warning (CEW) from Product Tracking & Reporting (PTR). CEW reports will provide the first verification process. Please note that certification is by software application and version. Vendor software updates will require recertification to retain a listing on the USPS PostalPro website and precertification for end users.

<p><b>Access the BCG</b>  (skip if you already have a BCG account)</p>	<ul style="list-style-type: none"> <li>• Access BCG by going to: <a href="https://gateway.usps.com">https://gateway.usps.com</a></li> <li>• Click on the “<b>New User Registration</b>” link on BCG Main Page.</li> <li>• Create a Business Account by entering the requested information to generate a business account username and password, and clicking “<b>Create Account</b>”.</li> <li>• Once your account is created, you will see a list of the available business services.</li> <li>• Enroll in eVS.</li> </ul>
<p><b>PostalOne! Setup</b>  (skip if already enrolled in eVS)</p>	<ul style="list-style-type: none"> <li>• If you are a new vendor, or are attempting to certify your software for new products, you must complete the eVS Vendor Application from Publication 205: Electronic Verification System (eVS) Business and Technical Guide, Appendix B and submit the application to the eVS help desk (<a href="mailto:eVS@USPS.gov">eVS@USPS.gov</a>)</li> <li>• The eVS help desk will notify you when you’re PostalOne! setup is complete.</li> <li>• Once certified, if a new version or patch version of the software is released, contact the eVS help desk at (<a href="mailto:eVS@USPS.gov">eVS@USPS.gov</a>) for direction on recertification.</li> </ul>
<p><b>Obtain vendor code</b></p>	<ul style="list-style-type: none"> <li>• Request an eVS vendor code from <a href="mailto:tech@usps.gov">tech@usps.gov</a>. This code is used in the Shipping Services File.</li> </ul>
<p><b>Enable the use of a secure transmission method</b></p>	<ul style="list-style-type: none"> <li>• For vendors or consolidators not already engaging in secure file transfers (e.g. SFTP/AS2), the use of PDX for file transmissions is recommended for testing.</li> <li>• If you already have a secure file transfer solution established with USPS, that connection may be used to submit the required certification files to the eVS TEM environment.</li> <li>• For more information on leveraging the PDX system, refer to the <a href="#">PDX Online User Guide</a> or the <a href="#">PDX API User Guide</a>.</li> </ul>
<p><b>Determine your Shipping Services File (SSF) version</b></p>	<ul style="list-style-type: none"> <li>• Versions 1.6 and higher are eligible for eVS certification.</li> <li>• It is recommended that vendors certify under version 1.7 or higher.</li> <li>• Use of version 1.7 or higher is required for certifying software for International, APO, FPO, or DPO shipments.</li> <li>• For more information on SSF versions refer to Publication 199.</li> </ul>
<p><b>Submit Sample Shipping Services File(s) (SSF)</b></p>	<ul style="list-style-type: none"> <li>• Create your Shipping Services File or Files (SSF) using your software product being certified. Contact the eVS help desk (<a href="mailto:eVS@USPS.gov">eVS@USPS.gov</a>) for direct if you have multiple products with shared logic used for shipping services file generation.</li> <li>• The file(s) must contain a minimum of 1,000 shipments.</li> <li>• The file(s) must contain all combinations of products and services for which you would like to certify (every STC)</li> <li>• Ensure that you are configured to submit files in the TEM environment.</li> <li>• Submit your file(s) to the PTR TEM environment using your previously identified secure transmission method.</li> <li>• The Shipping Services file(s) must have all required fields populated as dictated by the products being certified.</li> <li>• For more information about Shipping Services Files please refer to section 3 of Pub 199.</li> </ul>
<p><b>Submit Sample Shipping Partner File</b>  (optional at this time)</p>	<ul style="list-style-type: none"> <li>• If you are seeking a Shipping Partner certification for your software you must also submit a sample file for certification matching the records in the Shipping Services File.</li> <li>• Create your Shipping Partner File using your software product being certified.</li> <li>• Ensure that you are submitting files in the TEM environment.</li> <li>• Submit your file to the PTR TEM environment using your previously identified secure transmission method.</li> </ul>

<p><b>Submit 100 labels matching the first 1,000 records of the SSF</b></p>	<ul style="list-style-type: none"> <li>• Create a minimum of 100 labels matching the first 100 (minimum) IMpb shipments submitted in the 1,000 shipment test mailing using the software to be certified.</li> <li>• Labels must be submitted for all combinations of product and extra services supported by your software.</li> <li>• Send an electronic copy of your labels to the NCSC (<a href="mailto:eVS@USPS.gov">eVS@USPS.gov</a>). Formats PDF, TIFF, PNG are recommended. Formats JPG and GIF are acceptable but are not recommended due to quality issues.</li> <li>• Include your Company name &amp; address and the EFN of the SSF machining these labels in the email. The NCSC will grade label format and barcode quality.</li> <li>• Label format issues may be resolved with a subsequent electronic submission. Barcode issues (grade D or below) with require submission of physical labels with PS Form 5052.</li> <li>• If recertifying software that has previously been certified, contact the eVS helpdesk (<a href="mailto:eVS@USPS.gov">eVS@USPS.gov</a>) to determine if new labels need to be submitted.</li> </ul>
<p><b>Review Confirmation Error Warning (CEW)</b></p>	<ul style="list-style-type: none"> <li>• The Confirmation/Error/Warning (CEW) report will verify that the mailer's manifest file was successfully transmitted to PTR and whether or not any validation errors were generated.</li> <li>• If the file contains any errors or warning, PTR will generate the list of errors and warning with summary information of how many records in the file were read and how many contained errors or warnings.</li> <li>• The vendor applying for certification should review and correct all errors before resubmitting files for the certification process.</li> <li>• This process should be repeated until all errors have been resolved.</li> <li>• Please refer to Pub 199, Appendix E, and the Product Tracking System Error/Warning Messages references for information about the Confirmation/Error/Warning report fields, and sample reports.</li> <li>• If you have any questions about CEW reports, please contact <a href="mailto:tech@usps.gov">tech@usps.gov</a> for further assistance.</li> </ul>
<p><b>Review Results in the eVS TEM environment</b></p>	<ul style="list-style-type: none"> <li>• Navigate to the BCG home page by clicking the "Home" tab.</li> <li>• From the Gateway homepage, click the <b>Electronic Data Exchange</b> link (under the Design &amp; Prepare section).</li> <li>• Under the <b>Test Environment for Mailers (TEM) – Electronic Verification System (EVS)</b> section, select the <b>Go to TEM</b> link. You will see red text at the top of the page which says "<b>You are in the Test Environment for Mailers (TEM)</b>".</li> <li>• Select <b>Dashboard</b> from the left menu bar.</li> <li>• In the <b>Dashboard Search</b>, in the first column – ensure the Open Date begins on or before your job submission date. Also, make sure "All – Include All Statement Statuses" is highlighted. In the third column, enter your EFN. Click Search.</li> <li>• Search results should display your EFN.</li> </ul>
<p><b>Resolve Issues</b></p>	<ul style="list-style-type: none"> <li>• Review results in the eVS TEM Postage Statement Summary Report. <ul style="list-style-type: none"> <li>○ All Postage statements should be displayed in "<b>Processed</b>" status.</li> <li>○ If there are Postage statement errors, work to resolve issues with rate ingredients as defined in Pub 205.</li> <li>○ To be considered successful, the report must contain no manifest errors, no additional postage due, and no postage variances*.</li> </ul> </li> <li>• Most common manifest quality issues are: <ul style="list-style-type: none"> <li>○ Invalid Method of Payment</li> <li>○ Invalid Mail Owner MID</li> <li>○ Invalid class of mail</li> <li>○ MID user to registered to EFN MID</li> </ul> </li> <li>• Review results in the PTR CEW/CED files for compliance warnings and ensure IMpb compliance requirements are met. Most common IMpb compliance issues are: <ul style="list-style-type: none"> <li>○ Duplicate tracking number</li> <li>○ Invalid Mailer ID in PIC</li> <li>○ Invalid barcode construct</li> <li>○ Invalid original tracking barcode construct</li> <li>○ Invalid PIC in detail record</li> </ul> </li> <li>• The mailer needs to monitor the current status, takes any corrective action necessary, and resubmits to resolve the underlying issues.</li> <li>• Note, scan based compliance warnings/errors will not be generated for certification data as those are logged due to physical scans in the field.</li> </ul> <p>* Prices from notice 123 will be used in TEM when validating postages</p>
<p><b>TEM Test Complete</b></p>	<ul style="list-style-type: none"> <li>• After reviewing your successful job, send an email to the eVS Help Desk at <a href="mailto:eVS@USPS.gov">eVS@USPS.gov</a> with your Company name &amp; address, CRID, EFN, and a message that your electronic information populated correctly.</li> <li>• The help desk will notify you by email that your submission is validated.</li> </ul>

**RESOURCES**

## **Publication 199, Implementation Guide to Intelligent Mail™ Package Barcode**

<https://postalpro.usps.com/pub199>

## **Publication 205, Electronic Verification System (eVS®) Business and Technical Guide**

<https://postalpro.usps.com/pub205>

## **Product Tracking System Error/Warning Messages**

<https://postalpro.usps.com/node/784>

## **eVS Help Desk**

The eVS Help Desk can be reached at [eVS@usps.gov](mailto:eVS@usps.gov) or 1 (877) 264-9693 option 2.

## **USPS Software Vendor Support**

Vendors interested in eVS development assistance including business and technical advice, requirements support, testing assistance, industry best practices and pre-certification review are encouraged to contact the Technology Innovation Vendor Management Team at [tech@usps.gov](mailto:tech@usps.gov).

## **DISCLAIMER**

Please note that successful vendor certification does not guarantee IMpb compliance of end users. Additional elements of compliance are evaluated separately from the file as a component of a production (e.g.: timeliness of file submission, barcode quality, manifest quality and barcode quality).

## Additional Information on IMpb Barcode, Manifest, and Address Quality Requirements

Revised IMpb validation will be implemented in 2016. Currently mailers are assessed IMpb compliance fees based on three factors: an IMpb on the mailpiece, timely transmission of a Shipping Services File version 1.6 or greater, and inclusion of required elements in the Shipping Services File. Effective with the January, 2016 price change, three additional criteria will be added as part of IMpb compliance validation: barcode quality, manifest quality and address validation. Beginning in January, these items will be measured, but non-compliance fees will not be assessed. Assessments are proposed to begin in July 2016.

To pass certification and insure customer IMpb compliance, all eVS required fields must be populated as defined in the technical specifications. Additionally, the following data elements will be evaluated as they are key to the ongoing compliance of eVS vendors and shippers.

### Barcode Quality:

Barcodes will be validated for readability and compliance with the available barcode constructs. The complete list of Barcode Constructs and compliance criteria is available in Pub 199, Implementation Guide to Intelligent Mail™ Package Barcode. Manually keyed barcodes may be used as an indicator of poor barcode quality and considered for assessment.

### Manifest Quality:

The Manifest Quality validation evaluates rate ingredients and payment information in the SSF.

The following data elements are used to validate Rate Ingredients. There may be variations in the list of field validated based on specific product and services combinations. The complete list of valid Service Type Codes and Rate Ingredients can be found in Publication 205: Electronic Verification System (eVS) Business and Technical Guide, Appendix G.

Record Position (v1.6, v1.7)	Record Position (v2.0)	Field Name	Required Field	Format (size)	Descriptions
037-038	3	Class of Mail	All	Alphanumeric (2)	A 2-character code for Class of Mail. Mandatory if Non-Incidental Enclosure is contained Refer to the Service Type Code table.
375	38	Destination Rate Indicator	File Types 1 and 3	Alphanumeric (1)	'A' - Area Destination Center (ADC) 'B' - Destination BMC 'D' - Destination Delivery Unit (DDU/RDU) 'F' - Auxiliary Service Facility (ASF) 'I' - International Service Office 'S' - Destination SCF 'N' - None
402 – 407	45	Extra Service Code Fee	All	Numeric (6) Defined as: 9999v99	Fee for Extra Service Code
399 – 401	44	Extra Service Code	All	Alphanumeric (3)	Extra service code. Refer to Pub 205 Table G-9b
318-324	30	Postage	File Types 1 and 3	Numeric (7) Defined as: 9999v999	Postage (excluding Extra service fees and surcharges)
272	36	Processing Category	File Types 1 and 3	Alphanumeric (1)	Refer to Pub 205 Table G-3.
373	37	Rate Indicator	File Types 1 and 3	Alphanumeric (2)	Refer to Pub 205 Table G-5
463-469	58	Surcharge Amount	File Types 1 and 3	Numeric (7) Defined as: 9999v999	In unit of dollars and rounded to 3 decimals.
461-462	57	Surcharge Type	All	Numeric (2)	Surcharge type code.
363-371	35	Weight	File Types 1 and 3	Numeric (9) Defined as: 99999v9999 <i>14.3 lbs. Entered as 000143250</i>	Mail piece weight in pounds and significant to 4 decimal positions (ounce-based products) or 2 decimal places (pound-based products). Exclude weight of non-incidental enclosure Pos. 489-497.

Payment methods are also validated as a component of overall manifest quality. In most cases the permit will be validated to ensure a validated permit is being used. If other payment methods are being used there may be additional fields validated (e.g. meter number).

Record Position (v1.6, v1.7)	Record Position (v2.0)	Field Name	Required Field	Format (size)	Descriptions
284-286	26	Method of Payment	File Types 1 and 3	Numeric (2)	Payment method used for mailing: '01' Permit System '03' Federal Agency
275-284	25	Payment Account Number	File Types 1 and 3	Numeric (10)	USPS account number from which this mailing will be paid, either Permit Number or Federal Agency Number

### Address Quality:

Address Quality validations are performed to ensure that active and valid delivery points are included in submitted Shipping Services Files. To meet IMpb requirements, the delivery address of each package and mail piece must include either the 11-digit delivery ZIP Code or a complete DPV address. Vendors supporting SSF version 1.7 or higher can provide a complete DPV address using a combination of the Delivery Address and ZIP Code fields. Vendors supporting SSF version 1.6 must include a Detail 2 record including the City and State fields.

USPS provides free tools to assist vendors and shippers with address validation including a free API as well as web-based single address validation available at [https://tools.usps.com/go/ZipLookupAction\\_input](https://tools.usps.com/go/ZipLookupAction_input).

Record Type	Record Position (1.6/1.7)	Record Position (2.0)	Field Name	Required Field	Format (size)	Descriptions
D1	047-051	6	Destination ZIP Code	All	Numeric (5)	eVS = 5-digit ZIP Code destination for delivery address on the parcel. PRS = Origin 5 digit ZIP Code. If International, all zeroes.
D1	052-055	7	Destination ZIP +4	File Types 1 and 2	Alphanumeric (4)	Destination +4 add on of Domestic ZIP Code.
D1	506-507	71	Destination Delivery Point	File Type 3	Numeric (2)	Destination Delivery Point - completes 11-digit Delivery Point ZIP Code
D2 [v1.6] Or D1 [v1.7/2.0]	85-132 627-674	78	Delivery Address	File Types 1 and 2	Alphanumeric (48)	Street Address. Required for Accountable mail and International mail. (May contain secondary unit designator, such as APT or SUITE, for Accountable mail.) This field is not to be used for the city or state. Default is spaces.
D2	133 - 160	4	City Name	File Types 1 and 2	Alphanumeric (28)	City name of the destination address. Required for IMpb compliance in version 1.6.
D2	161 - 162	5	State	File Types 1 and 2	Alphanumeric (2)	Two character state code of the destination address. Required for IMpb compliance in version 1.6.

### Timeliness

Additionally, mailers must meet file submission timeliness requirements when submitting Shipping Services Files. To avoid non-compliance fee assessment, files must be received and processed prior to the first physical scan at the arrival facility. Utilization of the Shipping Partner File may assist in avoiding fee assessment due to timeliness issues. For additional information on the Shipping Partner File, please see Pub 199, Implementation Guide to Intelligent Mail™ Package Barcode, Appendix D.