

QUALIFICATION

Eligibility for the CDS update service is determined through the Address Sequence Service process described in *DMM*[®] 507. Customers may qualify for residential, business, P.O. Box[™], rural, or any combination of address types.

Electronic Address Sequencing (EAS) provides an electronic option for processing address files for CDS qualification.

To qualify, you must:

- Obtain a list – you may already have a list, or you may obtain a list from an outside source or vendor
- Format the list for submission – see the EAS user guide for specific guidelines
- Submit your list to the NCSC
- Address lists must contain at least 90 percent – but not greater than 110 percent – of the total possible deliveries in a ZIP Code[™].

For additional information and current CDS fee schedules, visit the PostalPro website or contact the National Customer Support Center
CDS Department:
Phone: 1-800-238-3150
Email: cds.ncsc@usps.gov
PostalPro website: postalpro.usps.com

To learn more about EAS, visit the PostalPro website or write to:
eas.ncsc@usps.gov



CDS

Computerized
Delivery Sequencing

WHAT IS CDS?

The Computerized Delivery Sequence (CDS) program provides updated delivery sequence information to qualified mailers. The CDS file is built from the information contained within the USPS® Address Management System (AMS) database, the official record of US mailing addresses.

The CDS file provides customers with confirmed DPV® addresses and 911-converted addresses in carrier walk-sequence. A copy of PS Form 3553, *CASS™ Summary Report*, is included with CDS updates. CDS files

do not require any additional processing for possible postage discounts.

Benefits of Using CDS:

- Complete and accurate addresses
- Reduced undeliverable-as-addressed mail
- Increased deliverability
- Access to walk sequence saturation discounts
- Ability to identify addresses marked as vacant or seasonal

The CDS product is distributed to qualified customers on a bi-monthly or weekly basis.

WEEKLY CDS

Weekly electronic CDS updates are a good value, as they are available to customers at no additional charge and provide more frequent updates to ensure the most up-to-date data. Each week, customers receive only the addresses that had a change from the previous week. In addition, weekly customers receive a complete base file containing all qualified addresses twice a year. Customers access their weekly CDS files via a secure website.

CDS NO-STAT FILE

CDS No-Stats are delivery points in the database that currently do not receive delivery. Addresses not receiving mail include:

- new housing developments
- vacant delivery points on rural routes
- gated communities that do not receive individual delivery by USPS personnel

The CDS No-Stat supplemental file is available only to current CDS customers, for an additional charge. Customers requesting the CDS No-Stat supplemental file are provided, at no additional charge, the relevant USPS eLOT® product to assist in merging the CDS No-Stat data into their file in proper sequence.