

Overview

Full-Service mailers have the opportunity to use the same permit at any location via the Mail Anywhere program. Entry into the Mail Anywhere program is limited to mailers who meet the quality thresholds for Full-Service electronic verification.

Refer to Page 2 for Eligibility Requirements.

- **Authorization** is at the eDoc submitter CRID.
 - Mail Owners fall under MSP
 - Each MSP must be authorized
 - Mail Owners who submit their own eDoc must be authorized.
- **Classes of Mail** supported by Mail Anywhere:
 - First-Class letters, postcards and flats
 - Standard letters and flats
 - Bound Printed Matter flats
 - Periodicals* letters and flats

Note: Package mailers are not eligible for participation in Mail Anywhere; package mailers may use eVS as a solution.

- **Eligible Permit Types:**
 - Permit Imprint
 - Pre-canceled Stamps
 - Metered Mail
 - OMAS (future enhancement)
 - Periodicals
- **Eligible Submission Methods:** Mail Anywhere requires electronic postage statement (eDoc) submission using:
 - Mail.dat
 - Postal Wizard (Full-Service)
 - Mail.XML
 - Intelligent Mail for Small Business (IMsb)
- Permit types are not interchangeable (e.g., you cannot use a Pre-canceled Permit to mail via a Permit imprint)

* Periodicals can use a single Publication ID across multiple locations under status quo operations. Under Mail Anywhere, Periodical mailers do not need to submit a 3510-M when using multiple entry locations, as long as the Publication ID is included in the eDoc.

Benefits

- Maintain a single permit and centralized account to enter and pay for all mailings across the country
 - Local Permit Number or Company Imprint Indicia may be used at any location
 - Permit application fee **not** required at additional mailing locations

Sign-Up Process

Step 1: Verify you meet the eligibility criteria by accessing the Mailer Scorecard via the Business Customer Gateway (<https://gateway.usps.gov>) Access detailed information on using and understanding the mailer scorecard at: https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/GuideToMailerScorecard.pdf

Step 2: Email the *PostalOne!* Help Desk at: postalone@usps.gov with the following information:

- Request for Mail Anywhere
 - Customer Registration ID (CRID) – for location where mail is prepared
- Contact Name
- Company Name
- Business Address, including City, State, and ZIP code
- Permit #'s and BMEU's where the permit is registered
- Postal Facilities where you plan on dropping your mail

Provide the permit #'s that you plan on consolidating and additional customer permits you mail for- so that we can supply the account numbers for each permit.

Step 3: Follow the instructions from the Help Desk on how to populate your electronic mailing files *optional* – submit test job to Test Environment for Mailers (TEM) via <https://tem.uspspostalone.com/postal1/index.cfm?com=false>

Step 4: Submit your Mail Anywhere job to the Production environment

Criteria for Authorization

Entry into the Mail Anywhere program is open to mailers who are mailing via Full-Service standards. Once the mailer is approved for participation in the Mail Anywhere program, failing to meet the Full-Service thresholds below will not impact eligibility for Mail Anywhere. To be authorized for Mail Anywhere, a customer must meet the following criteria for the month prior to their request:

Full-Service Requirement: Customers Full-Service percentage must be at 90% or more of eligible volume during the month prior to their request at the business' location. Once approved for Mail Anywhere, individual mailings do not need to meet the 90% threshold.

- The Full-Service percentage is at the eDoc submitter CRID level
- Viewable on the Mailer Scorecard
- Calculation: Full-Service Volume/Full-Service Eligible
 - Annual Presort Fee Waiver is at the Permit level and based on eligible Presort Volume.

Thresholds: The following Error Types cannot exceed the established Thresholds for the month prior to their request:

Error Type	Threshold	Description
Mailer ID (MID) Container	2%	A MID error is logged for a barcode in the eDoc containing a MID that was not assigned by the USPS, is invalid, or cannot be found.
MID Handling Unit	2%	
MID Piece	2%	
Service Type ID (STID)	2%	A STID error is logged for all pieces with barcodes containing an invalid STID, missing a STID, or using a STID that is invalid for the mail class indicated in the eDoc.
By/For	5%*	A By/For error is recorded when the eDoc Mail Owner and/or Mail Preparer is not provided or identifies the same entity as an owner and preparer.
Barcode Uniqueness-Container	2%	A Barcode Uniqueness is logged for all instances of the barcode when the IMb, IMtb, or IMcb is used more than once within 45 days of the postage statement mailing date provided in the eDoc.
Barcode Uniqueness-Handling Unit	2%	
Barcode Uniqueness - Piece	2%	
Entry Facility	2%	Entry Facility errors are logged when the eDoc Locale Key or Postal Code of full-service containers does NOT match the Entry Facility retrieved from the Mail Direction File (MDF) or the Facilities Database (FDB).
Unlinked Copal	5%	Unlinked Copal errors occur when a tray or sack marked for co-palletization in eDoc for origin facility is not accounted for on the consolidator's eDoc within 14 days.

*** A custom by/for threshold may be set for a mailer who accepts more than 5% of volume from small mailers presenting less than 5,000 pieces per day.*

Resources

For more information on the Mail Anywhere program, contact the *PostalOne!* Help Desk at 800-522-9085 or postalone@usps.gov

Customers can access their Mailer Scorecard to ensure they are meeting the criteria before applying for authorization. To access your **Mailer Scorecard**, go to <https://gateway.usps.com/>

Scorecard guide: Access detailed information on using and understanding the mailer scorecard at:

<https://ribbs.usps.gov/intelligentmailguides/documents/techguides/MailerScorecardUserGuide.pdf>