



# Publication for Streamlined Mail Acceptance for Letters and Flats

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## Change Log

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# 1. INTRODUCTION TO THE PUBLICATION FOR STREAMLINED MAIL ACCEPTANCE FOR LETTERS AND FLATS

Publication ###, Streamlined Mail Acceptance for Letters and Flats contains the policies and processes for the verification of eligible business mailings using tools provided by Intelligent Mail® full-service, eInduction, and Seamless Acceptance. Publication ### will contain an explanation of each verification program; detailed participation requirements for each program; descriptions of Postal Service® verifications; mail quality error thresholds; and postage assessment calculations.

Publication ### is a central hub to other reference documents, with links to the *Domestic Mail Manual* (DMM®) and other relevant documents.

Publication ### is subject to updates based on changes to the DMM or program modifications. Notification of policy or threshold changes will be provided through Industry Alerts, DMM Advisories etc. The mailing industry is provided a 30-day comment period on revisions or changes to processes, verifications and thresholds within Publication ###. The Postal Service will provide final notification and implement the change 90 days from the date of notification.

The DMM has precedence over this publication as a source of information for business mail preparation and entry requirements.

DMM: [http://pe.usps.com/text/dmm300/dmm300\\_landing.htm](http://pe.usps.com/text/dmm300/dmm300_landing.htm)

## 1.1 Streamlined Mail Acceptance

The Postal Service™ has several key initiatives to streamline the acceptance, induction, and verification of commercial card, letter, and flat mailings: Intelligent Mail full-service, Move Update, Electronic Induction (eInduction), and Seamless Acceptance. These key initiatives leverage existing technology to:

- Improve mail quality by sharing information on mail preparation, identification of trends, and trend-based quality measurements.
- Simplify the induction of mailings through automated and standardized acceptance, verification, and induction processes.
- Provide end-to-end visibility through scan data.
- Enable mailers, through an account management portal, to manage account activities, view account balances, and generate reports based on mailings.

Streamlined mail acceptance is achieved through the adoption and implementation of the Postal Service's key initiatives, including:

- **Intelligent Mail Full-Service:** full-service uses Intelligent Mail barcodes (IMb™) on mail containers, handling units (trays, sacks), and mailpieces to provide end-to-end visibility into the mailstream. It is available for automation and carrier-route First-Class Mail® (cards, letters, and flats), Periodicals (letters and flats), Standard Mail® (cards, letters, and flats), and Bound Printed Matter (BPM) flats. Electronic Verifications are performed to ensure mailer compliance with the program requirements.
- **Move Update:** The Postal Service® is proposing to update the verification of Move Update compliance from sampling at the job level on Mail Evaluation Readability Lookup Instrument (MERLIN®) to census verification using Mail Process Equipment (MPE). The Move Update

standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the Postal Service. Mailers are required to reconcile their mailing address list within 95 days prior to the postage statement finalization date utilizing one of the Postal Service-approved methods. Mailers will be assessed additional postage on pieces not meeting the Move Update requirements. Currently, the verifications performed are not postage eligible at this time.

- **eInduction:** The electronic Induction process simplifies the induction of drop shipments and expedited plant load mailings by leveraging eDoc, Intelligent Mail container barcodes (IMcb), and handheld scanner technologies to verify the payment and preparation of commercial mail containers. eInduction eliminates the need for paper PS Forms 8125, 8017, 8125-CD and manual reconciliation at the entry facility.
- **Seamless Acceptance:** Seamless Acceptance automates the verification of commercial mailings by leveraging eDoc, IMcb, Intelligent Mail tray barcodes (IMtb), IMb, and information collected from both handheld sampling devices and mail processing equipment scans.

## 2 INTELLIGENT MAIL FULL-SERVICE

### 2.1 Program Overview

The Postal Service offers the mailing industry two options for automation discounts: basic service and full-service. In a Basic Automation mailing, the IMb is not required to be unique and does not have to be submitted via eDoc. Full-service combines the use of unique barcodes on each container, tray and mailpiece with electronic submission of postage statements and documentation. Requirements for full-service are outlined in DMM 705.23, found here: <http://pe.usps.com/text/dmm300/705.htm#1402993>.

### 2.2 Participation Criteria

First-Class Mail, Periodicals, and Standard Mail letters and flats meeting eligibility requirements for automation or carrier route prices (except for Standard Mail Enhanced Carrier Route (ECR) saturation flats), and BPM presorted or carrier route barcoded flats, are potentially eligible for full-service.

To participate in full-service, a mailer must meet the following requirements:

1. Ensure all containers, trays, sacks, and mailpieces have an appropriate unique barcode: IMcb, IMtb, IMb:
  - IMcb: <http://beta.postalpro.usps.com/node/859>
  - IMtb: <http://beta.postalpro.usps.com/node/863>
  - IMb: <http://beta.postalpro.usps.com/node/858>
2. Utilize pallets or approved alternate containers whenever a mailing is entered at the dock of a Postal Service-processing facility and meets minimum container/pallet volume requirements under DMM 705.8: <http://pe.usps.com/text/dmm300/705.htm#1380958>. Pallets must be prepared in accordance with the DMM preparation requirements or, for First-Class Mail, using a Customer Supplier Agreement (CSA). Additional information about palletization is available on the *Full-Service Palletization Fact Sheet*: <http://beta.postalpro.usps.com/node/650>.

Additional information about CSAs is available in the *Guide to Customer Supplier Agreements*: <http://beta.postalpro.usps.com/node/1133>.

3. Use an approved electronic method to transmit a postage statement and mailing documentation to the *PostalOne!*® system:
  - Submission of eDoc requires mailers to register on the Business Customer Gateway (BCG) and obtain a Customer Registration ID (CRID), used to identify the mailer in Postal Service systems.
    - Instructions on registering for the BCG will be available in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*
    - Instructions on obtaining a CRID can be found in the *Quick Step Guide to MID and/or CRID Acquisition*: <http://beta.postalpro.usps.com/node/1134>.
  - Mailers must transmit postage statements and documentation to the *PostalOne!* System using Mail.dat® file, Mail.XML® messages, Postal Wizard (mailings under 10,000 pieces), or the Intelligent Mail for Small Business (IMsb) Tool.
  - Additional information about preparing electronic documentation (eDoc) for full-service is available in the *Mail.dat and Mail.XML Technical Specifications*: <http://beta.postalpro.usps.com/node/1137>
  - For new users it is suggested that electronic documentation be checked for accuracy by first uploading into the *PostalOne!* Test Environment for Mailers (TEM). Information regarding how to use TEM is available in the Intelligent Mail Guides & Specs, found here: <http://beta.postalpro.usps.com/node/1138>
4. Accurately include required information in the eDoc:
  - Mailer ID (MID)
  - Service Type ID (STID)
  - By/For identification for Mail Owner and Mail Preparer.
  - Unique barcode applied to each container, tray, sack, and mailpiece. Include relationship between each container (Nesting/Sortation) tray or sack, and mailpiece.
  - Entry Facility
  - Copal identification and submission (if applicable)
5. Schedule appointments through the Facility Access and Shipment Tracking (FAST®) system for any mailer shipments to origin and destination entry points at Postal Service processing facilities. FAST appointments are not required for mailer shipments to Postal Service delivery facilities.

### 2.3 Full-Service Electronic Verification Policy

Full-service mailings require mailers to populate their eDoc with specific information about each container, handling unit and mailpiece. When the eDoc is submitted to *PostalOne!*, full-service validations are performed. These validations are detailed in the *Mail.dat Technical Specification* and *Mail.XML Technical Specifications*: <http://beta.postalpro.usps.com/node/1137>. Electronic documentation must be correctly completed for eDoc acceptance and postage statement generation for a full-service or mixed-service mailing.

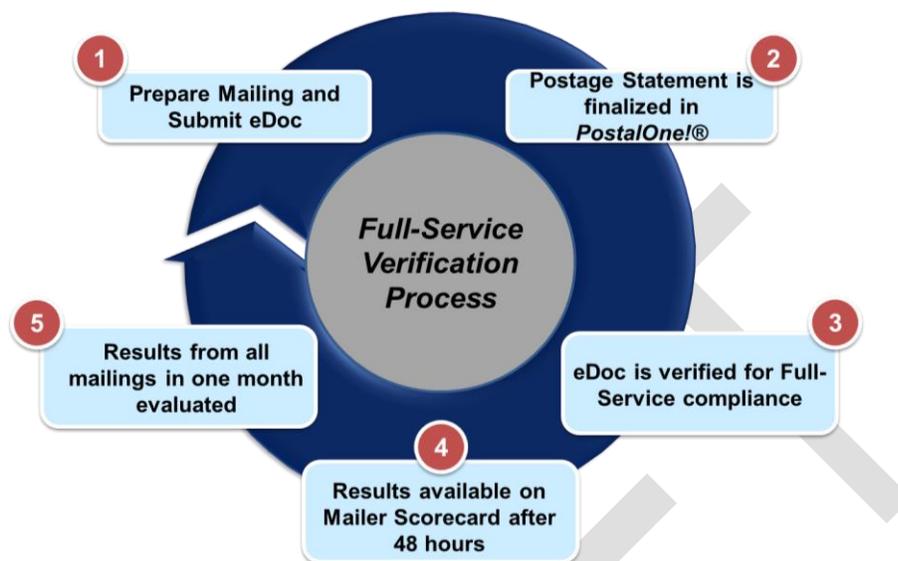
Mailers are given the full-service discount at the time of mailing. After the postage statement is finalized, verifications are performed on the eDoc to ensure full-service requirements are met. Verification errors will be logged against pieces that do not meet the full-service requirements.

These errors are identified as being postage assessment eligible when the total pieces in error for a specific metric have exceeded an established error threshold. Only pieces over an error threshold are eligible for assessment and the assessment is equal to the full-service discount claimed on the piece eligible for assessment. Mailpieces may only lose the full-service discount once even if they are eligible for assessment in multiple error types.

When a container or handling unit exceeds an error threshold, all full-service mailpieces in the container or handling units are eligible for assessment. For logical containers and handling units, all full-service pieces associated to the logical container or handling unit are eligible for assessment if one physical container or handling unit in the logical container or handling unit exceeds the error threshold. More information on logical containers can be found in the *Mail.dat and Mail.XML Technical Specifications*: <http://beta.postalpro.usps.com/node/1137>.

### 2.3.1 Verification Process

Full-service verification is a five-step process:



**Figure 1: Full-Service Verification Process**

1. The mailer prepares the mailing and applies a unique IMb to each postcard, letter, and flat. Full-service requirements also include a unique IMtb on each handling unit label when mail is prepared using trays or sacks, and a unique IMcb on the pallet or other container label when mail is containerized. The mailer uploads their eDoc containing all of this information to *PostalOne!*.
2. Validations are performed on the eDoc for various full-service preparation requirements. Once the file is accepted without errors, the postage statement is created and visible to Acceptance Employees on the *PostalOne!* dashboard to finalize. The Acceptance Employees will finalize the postage statement when the mailing is presented for acceptance and verification.
3. The finalized eDoc is verified against the standards required for being a full-service mailing. Multiple items in the eDoc are verified automatically. For example, the barcodes in the eDoc are checked for correct elements such as a MID.
4. Mailer Scorecard reports compile verification data across all systems and display these on the summary page of the Mailer Scorecard and through drill down reports. There is a 48-hour delay on data available on the Mailer Scorecard and mail quality report. The mail quality reports are drilldown reports accessed from the Mailer Scorecard. The information allows for trend reporting and analysis and detailed error information. Additional information on the Mailer Scorecard will be available in the forthcoming *Guide to Streamlined Mail Acceptance Letters and Flats Reporting*.

- Finally, all results used to evaluate mail quality are displayed on the Mailer Scorecard. At the end of the month, the total of all results is used to determine mail quality. The display will default to showing the current month, with the ability to view up to the previous 13 months. An assessment will be generated to remove the full-service discount for any mailpieces exceeding the error threshold. The full-service verification descriptions, error percentage calculations, error thresholds, exceptions, and postage assessment are detailed in the sections below.

## 2.3.2 Mailer Identifier (MID) Verification

### 2.3.2.1 Description

It is a requirement of full-service to use a valid MID in the container (IMcb), handling unit (IMtb) and piece (IMb) barcodes. The MID is a six- or nine-digit code included in the Intelligent Mail barcode suite, allowing identification of the party responsible for a mailpiece, handling unit, or container. These barcodes are provided in the eDoc for evaluation. A valid MID is one that is registered within the Postal Service systems. Information on how to acquire or validate a MID can be found in the *Quick Step Guide to MID and/or CRID Acquisition*: <http://beta.postalpro.usps.com/node/1134>

Mailers should note that MIDs are not available for use until 48 hours after activation.

The descriptions of each MID error are included in the table below:

Error Type	Error	Description
Valid MID	MID Container	A MID Container error is logged when the Mailer ID in the Intelligent Mail container barcode was not assigned by the Postal Service, and is invalid or cannot be found This error is logged at the container level This error is derived from eDoc only
Valid MID	MID Handling Unit	A MID Handling Unit error is logged when the Mailer ID in the Intelligent Mail tray barcode was not assigned by the Postal Service, and is invalid or cannot be found This error is logged at the handling unit level This error is derived from eDoc only
Valid MID	MID Piece	A MID Piece error is logged when the Mailer ID in the Intelligent Mail barcode was not assigned by the Postal Service, and is invalid or cannot be found This error is logged at the piece level This error is derived from eDoc only

**Table 1: MID Error Descriptions**

### 2.3.2.2 Error Calculation

To calculate MID errors, the numerator and denominator must be the same type of full-service element (both numerator and denominator are containers, or both are handling units, or both are pieces). The error percentage for containers and handling units is calculated by dividing the number of full-service elements (containers or handling units) with MID errors in eDoc by the total number of full-service elements submitted in full-service and mixed-service eDoc. Mixed-service elements contain both basic and full-service pieces. The error percentage for pieces is calculated by dividing the number of full-service pieces with MID errors in eDoc by the number of total full-service pieces submitted in eDoc.

$$\begin{aligned} \text{Container Error Percentage} &= \frac{\text{\# of Full-Service Containers with MID Errors in eDoc}}{\text{Total \# of Containers Submitted in Full-Service and Mixed-Service eDoc}} \\ \text{Handling Unit Error Percentage} &= \frac{\text{\# of Full-Service Handling Units with MID errors in eDoc}}{\text{Total \# of Handling Units Submitted in Full-Service and Mixed-Service eDoc}} \\ \text{Piece Error Percentage} &= \frac{\text{\# of Full-Service Pieces with MID errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}} \end{aligned}$$

### 2.3.2.3 Error Threshold

The error threshold for each MID error is included in the table below:

Error	Error Threshold
MID Container	2%
MID Handling Unit	2%
MID Piece	2%

**Table 2: MID Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

### 2.3.2.4 Exceptions

There are no exceptions for the MID requirements.

### 2.3.2.5 Postage Assessment

Any full-service pieces with errors that exceed an error threshold may be subject to an assessment. The assessment amount will be equal to the removal of the full-service discount claimed for each piece in error, as defined in USPS *Notice 123*: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>

For container and handling unit errors, the assessment applies to all full-service pieces nested to the containers or handling units with errors above the error threshold. For logical containers/handling units, the assessment applies to all pieces within the logical container/handling unit if any physical sibling container/handling unit has an error over the error threshold. More information on logical containers will be available in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*.

The full-service discount is only removed once per piece. Errors on containers and handling units are applied to nested pieces. See [Section 2.4](#) for additional guidance.

For assessment calculation examples for MID errors, see [Appendix C](#).

### 2.3.3 Service Type ID (STID) Verification

#### 2.3.3.1 Description

It is a requirement of full-service to use the appropriate STID for the mail class and service level of the mailpiece in the IMb. The STID is a three-digit code included in the IMb for a mailpiece. These IMbs are provided in the eDoc evaluation.

The list of valid STIDs including the appropriate class and service level can be found in the *Ancillary Services STID Detailed Explanation*: <http://beta.postalpro.usps.com/node/461>.

The description of a STID Error is included in the table below:

Error Type	Error	Description
Valid STID	STID	A STID Error is logged when the Service Type ID in the Intelligent Mail barcode is missing or not valid and correct for the class and service level of the mailpiece This error is logged at the piece level This error is derived from eDoc only

**Table 3: STID Error Description**

#### 2.3.3.2 Error Calculation

The error percentage for STID Errors is calculated by dividing the number of full-service pieces with STID Errors in eDoc divided by the total number of full-service pieces submitted in eDoc.

$$\text{STID Error Percentage} = \frac{\text{\# of Full-Service Pieces with STID Errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}}$$

#### 2.3.3.3 Error Threshold

The error threshold for STID Errors is included in the table below:

Error	Error Threshold
STID	2%

**Table 4: STID Error Threshold**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

### 2.3.3.4 Exceptions

There are no exceptions to STID requirements for full-service mailings

### 2.3.3.5 Postage Assessment

Any full-service pieces with errors that exceed an error threshold may be subject to an assessment. The assessment amount will be equal to the removal of the full-service discount claimed for each piece in error, as defined in USPS Notice 123: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>. The full-service discount is only removed once per piece. See [Section 2.4](#) for additional guidance.

For assessment calculation examples for STID Errors, see [Appendix C](#).

## 2.3.4 By/For Verification

### 2.3.4.1 Description

It is a requirement of full-service that Mail Preparers or Mail Service Providers (MSP) and Mail Owners be identified in eDoc by using either their MID, Customer Registration ID (CRID), or Permit/Publication Number in the following applicable file field: Mailer ID of Mail Owner, CRID of Mail Owner, Mailer ID of Preparer or MSP, CRID of Preparer or MSP, Mail Owner Permit Number, or Mail Owner Publication Number. Identifying a Mail Owner in a mailing with less than 5,000 pieces is optional

Mail Owners often use the services of a Mail Preparer or MSP to prepare and enter their mailings. In this business relationship, the Mailer Preparer or MSP is acting on behalf of the Mail Owner, creating a By/For relationship in the eDoc or on the hardcopy postage statement. The mail is prepared by the Mail Preparer or MSP, for the Mail Owner. Both the Mail Owner and Mail Preparer must be identified for all full-service mailings, unless the exception criteria in [Section 2.3.4.4](#) has been met. Identifying a Mail Owner in a mailing with less than 5,000 pieces is optional, even for pieces with multiple Mail Owners, unless pieces are claimed at Nonprofit prices. It is strongly encouraged to identify Mail Owners and Mail Preparers or MSPs in electronic documentation for every mailing, regardless of size, to allow the USPS to fully leverage all of the benefits of Intelligent Mail technology.

There is a special circumstance for Mail Preparers or MSPs who subcontract with other Mail Preparers or MSPs for the same Mail Owner. Regardless of mailing size, Mail Preparers or MSPs that provide mail volume to other MSPs are still required to meet the By/For requirement if the mail volume provided to the second MSP is originally part of a mailing of 5,000 pieces or more prepared by the first MSP. For example, a well-known bank plans to mail 10,000 pieces. The bank provides all 10,000 pieces to “MSP A”. “MSP A” mails 9,000 of the pieces and subcontracts 1,000 pieces to “MSP B” for preparation. The Mail Owner must be identified in the eDoc by both “MSP A” and “MSP B.” It is the responsibility of MSP A to instruct MSP B to identify the Mail Owner in their eDoc or on the hardcopy postage statement for this mailing, since the aggregate total presented for the Mail Owner exceeds 5,000 pieces.

For more information on how to acquire or validate a MID or CRID, refer to the *Quick Step Guide to MID and/or CRID Acquisition*: <http://beta.postalpro.usps.com/node/1134>.

Mail Owners, Mail Preparers, and MSPs should note that MID/CRIDs are not available for use until 48 hours after Business Customer Gateway activation.

The following scenarios will cause a By/for error:

1. No Valid Mail Preparer is identified: The Mail Preparer CRID or MID fields were blank in the eDoc or had invalid values.
2. No Valid Mail Owner is identified: The Mail Owner CRID, MID, Permit Number or Publication Number fields were blank in the eDoc or had invalid values. (**Exception:** Detailed in [2.3.4.4](#))
3. Mail Owner and the Mail Preparer are the same entity: Both the Mail Owner and Mail Preparer resolved to the same CRID and the Mail Preparer is not the Mail Owner. (**Exception:** Detailed in [2.3.4.4](#))
4. Mail Owner is a different Mail Preparer: The Mail Owner was previously identified as a Mail Preparer in a different eDoc submission submitted within the last 90 days or was on a static list of Mail Preparers.

Postal Service systems flag CRIDs that have been identified as a Mail Preparer in a full-service eDoc within the last 90 days from the date that the eDoc is submitted. The Postal Service also maintains a list of third-party MSPs.

The description of a By/For Error is included in the table below:

Error Type	Error	Description
By/For	By/For	<p>A By/For Error is logged when the Mail Owner and Mail Preparer are not identified or are not accurate in the eDoc</p> <ul style="list-style-type: none"> <li>• The Mail Owner and Mail Preparer identifiers (MID, CRID, or Permit) that are provided in the eDoc are checked to see if they exist in Postal Service reference systems</li> <li>• The system checks whether the Mail Owner is also identified as the Mail Preparer within the same mailing</li> <li>• The system also sees if whether Mail Owner has been identified as a Mail Preparer in another mailing that has occurred in the past 90 days</li> </ul> <p>This error is logged at the piece level This error is derived from eDoc only</p>

**Table 5: By/For Error Description**

### 2.3.4.2 Error Calculation

The error percentage for By/For Errors is calculated by dividing the number of full-service pieces with By/For Errors in eDoc by the total number of full-service pieces submitted in eDoc.

$$\text{Error Percentage} = \frac{\text{\# of Full-Service Pieces with By/For Errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}}$$

### 2.3.4.3 Error Threshold

The error threshold for By/For Errors is included in the table below:

Error	Error Threshold
By/For	5%*
<b>*Note:</b> A custom By/For Error threshold may be set as noted below	

**Table 6: By/For Error Threshold**

If more than 5 percent of the volume for an eDoc submitter is from Mail Owners providing less than 5,000 mailpieces, the eDoc submitter may request a custom By/For Error threshold from the *PostalOne!* Help Desk at 1-800-522-9085 or [postalone@usps.gov](mailto:postalone@usps.gov).

The eDoc submitter will be contacted by a Business Mail Support (BMS) analyst to conduct a review of their mailings and set the custom error threshold. Custom error thresholds will take effect the first day of the month after they are set.

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

### 2.3.4.4 Exceptions

The following exceptions exist for By/For Requirements:

1. Mail Owner identification is not required when the total mailing is less than 5,000 pieces (excluding pieces at Nonprofit prices. The Mail Owner must be identified for all pieces claiming Nonprofit prices.)
2. Mail Owners who also prepare their own mail may be exempted from By/For errors when they notify the Postal Service. Contact your District Business Mail Entry office for additional information.

**Note:** When a Mail Owner prepares their own mail (less than or more than 5,000 pieces) they must populate both the Mail Owner and Mail Preparer fields in the eDoc or on a hardcopy postage statement. Even if a mailing is covered under these exceptions, when a Mail Owner is listed in eDoc, it must be a valid Mail Owner. If the listed Mail Owner is not valid, a By/For error will still be logged.

### 2.3.4.5 Postage Assessment

Any full-service pieces with errors that exceed an error threshold may be subject to an assessment. The assessment amount will be equal to the removal of the full-service discount claimed for each piece in error, as defined in USPS *Notice 123*: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>

The full-service discount is only removed once per piece. See [Section 2.4](#) for additional guidance.

For assessment calculation examples for By/For Errors, see [Appendix C](#).

## 2.3.5 Barcode Uniqueness Verification

### 2.3.5.1 Description

It is a requirement of full-service to keep barcodes unique for 45 days across all mailers and mailings on containers, handling units, and pieces. The 45 day period is measured from the postage statement mailing date provided in the eDoc.

The following fields from each barcode are used to determine if the barcode is unique.

- IMcb: MID and Serial Number
- IMtb: Barcode Type, MID, Content Identified (CIN), ZIP Code™, Serial Number
- IMb: Class from the STID, MID and Serial Number
  - **Exception:** Detailed in [2.3.5.4](#)

In a mixed-service mailing, a mailing which includes mailpieces with both basic automation and full-service automation, all containers and handling units must include a unique IMcb and IMtb.

The IMb that was applied to, or planned to be applied to, a mailpiece which was then spoiled or shorted in production may be re-used if the IMb is identified in the eDoc as spoilage/shortage or if the IMb is removed from the eDoc. The IMb may not be re-used if the spoilage/shortage was reported to the Postal Service using a Mail.dat .PAR record. For more information see the *Mail.dat Technical Specifications* found here: <http://beta.postalpro.usps.com/node/1137>.

The descriptions of each Barcode Uniqueness Error are included in the table below:

Error Type	Error	Description
Unique Barcode	Barcode Uniqueness Container	<p>A Barcode Uniqueness container error is logged when the Intelligent Mail container barcode found in the eDoc is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc</p> <p>This error is logged at the container level</p> <p>This error is derived from eDoc only</p>
Unique Barcode	Barcode Uniqueness Handling Unit	<p>A Barcode Uniqueness handling unit error is logged when the Intelligent Mail tray barcode found in the eDoc is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc</p> <p>This error is logged at the handling unit level</p> <p>This error is derived from eDoc only</p>

Error Type	Error	Description
Unique Barcode	Barcode Uniqueness Piece	<p>A Barcode Uniqueness Piece error is logged when the Intelligent Mail barcode or barcode range is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc*</p> <p>This error is logged at the piece level</p> <p>This error is derived from eDoc only</p>
<p><b>*Note:</b> The MID, Serial Number, and Mail Class from the STID define a unique IMb. If the same MID and Serial Number are used on two mailpieces with two different STIDs that indicate the same class of mail (for example First-Class STIDs 314 and 320), those pieces will be flagged as non-unique</p>		

**Table 7: Barcode Uniqueness Error Descriptions**

### 2.3.5.2 Error Calculation

To calculate Barcode Uniqueness Errors, the numerator and denominator must be the same type of full-service element (both numerator and denominator are containers, or both are handling units, or both are pieces). The error percentage for containers and handling units is calculated by dividing the number of full-service elements (containers or handling units) with Barcode Uniqueness Errors in eDoc by the total number of full-service elements submitted in full-service and mixed-service eDoc. The error percentage for pieces is calculated by dividing the number of full-service pieces with Barcode Uniqueness Errors in eDoc by the number of total full-service pieces submitted in eDoc.

$$\begin{aligned} \text{Container Error Percentage} &= \frac{\text{\# of Full-Service Containers with Barcode Uniqueness Errors in eDoc}}{\text{Total \# of Containers Submitted in Full-Service and Mixed-Service eDoc}} \\ \text{Handling Unit Error Percentage} &= \frac{\text{\# of Full-Service Handling Units with Barcode Uniqueness Errors in eDoc}}{\text{Total \# of Handling Units Submitted in Full-Service and Mixed-Service eDoc}} \\ \text{Piece Error Percentage} &= \frac{\text{\# of Full-Service Pieces with Barcode Uniqueness Errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}} \end{aligned}$$

### 2.3.5.3 Error Threshold

The error thresholds for Barcode Uniqueness Errors are defined in the table below:

Error	Error Threshold
Barcode Uniqueness Container	2%
Barcode Uniqueness Handling Unit	2%
Barcode Uniqueness Piece	2%

**Table 8: Barcode Uniqueness Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

### 2.3.5.4 Exceptions

The following exceptions exist for Barcode Uniqueness requirements:

For mailings fewer than 10,000 pieces, mailers may use an identical barcode serial number for all pieces in the mailing or a range of unique barcode serial numbers across pieces in the mailing, provided the serial number(s) is not reused for a period of 45 days from the date of mailing, when:

- Postage is affixed to each piece at the correct price,  
OR
- Each mailpiece is of identical weight and the mailpieces separated by price.

### 2.3.5.5 Postage Assessment

Any full-service pieces with errors that exceed an error threshold may be subject to an assessment. The assessment amount will be equal to the removal of the full-service discount claimed for each piece in error, as defined in USPS *Notice 123*: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>

For container and handling unit errors, the assessment applies to all full-service pieces nested to the containers or handling units with errors above the error threshold. For logical containers/handling units, the assessment applies to all pieces within the logical container/handling unit if any physical sibling container/handling unit has an error over the error threshold. More information on logical containers will be available in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*.

The full-service discount is only removed once per piece. Errors on containers and handling units are applied to nested pieces. See [Section 2.4](#) for additional guidance.

For assessment calculation examples for Barcode Uniqueness Errors, see [Appendix C](#).

## 2.3.6 Entry Facility Verification

### 2.3.6.1 Description

It is a requirement of full-service to identify the entry location for every container or orphan handling unit. An orphan handling unit is a tray or sack that is not nested to a container. Mailers will use either a Locale Key or ZIP Code to identify entry location in the eDoc file. The Locale Key or ZIP Code provided in the eDoc must be a valid location in the Facility File of the Drop Ship Product. The Drop Ship Product is available from the FAST system:

<https://fast.usps.com/fast/fastApp/resources/dropShipFileDownload.action>

The description of each Entry Facility Error is included in the table below:

Error Type	Error	Description
Entry Facility	Entry Facility Container	<p>An Entry Facility Container error is logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of the container is not a valid Postal Service location in the Facility File of the Drop-Ship Product File</p> <p>This error is logged at the container level</p> <p>This error is derived from eDoc only</p>
Entry Facility	Entry Facility Handling Unit	<p>An Entry Facility Handling Unit error is logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of a handling unit, without a container, not a valid Postal Service location in the Facility File of Drop-Ship Product File</p> <p>This error is logged at the handling unit level</p> <p>This error is derived from eDoc only</p>

**Table 9: Entry Facility Error Descriptions**

### 2.3.6.2 Error Calculation

To calculate Entry Facility Errors, the numerator and denominator must be the same type of full-service element (both numerator and denominator are containers, or both are orphan handling units). The error percentage for containers and handling units is calculated by dividing the number of full-service elements (containers or orphan handling units) with Entry Facility Errors in eDoc by the total number of full-service elements (containers or orphan handling units) submitted in full-service and mixed-service eDoc.

$$\text{Container Error Percentage} = \frac{\text{\# of Full-Service Containers with Entry Facility Errors in eDoc}}{\text{Total \# of Containers Submitted in Full-Service and Mixed-Service eDoc}}$$

$$\text{Handling Unit Error Percentage} = \frac{\text{\# of Full-Service Orphan Handling Units with Entry Facility Errors in eDoc}}{\text{Total \# of Orphan Handling Units Submitted in Full-Service and Mixed-Service eDoc}}$$

### 2.3.6.3 Error Threshold

The error thresholds for Entry Facility Errors are defined in the table below:

Error	Error Threshold
Entry Facility Container	2%
Entry Facility Handling Unit	2%

**Table 10: Entry Facility Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

### 2.3.6.4 Exceptions

There are no exceptions to the Entry Facility identification requirements.

### 2.3.6.5 Postage Assessment

For container and handling unit errors, the assessment applies to all full-service pieces nested to the containers or handling units with errors above the error threshold. For logical containers/handling units, the assessment applies to all pieces within the logical container/handling unit if any physical sibling container/handling unit has an error over the error threshold. The assessment amount will be equal to the removal of the full-service discount claimed for each piece in error, as defined in USPS *Notice 123*: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>

The full-service discount is only removed once per piece. Errors on containers and handling units are applied to nested pieces. See [Section 2.4](#) for additional guidance.

For assessment calculation examples for Entry Facility Errors, see [Appendix C](#).

## 2.3.7 Unlinked Copal Verification

### 2.3.7.1 Description

It is a requirement of full-service that mailers who prepare mailings planned to become part of a co-palletized mailing flag the “included in other documentation” field within the original eDoc submission. It is a requirement that the consolidator provide documentation within 14 days to properly identify the linkage of the trays or sacks to the container. Verifications are performed to ensure that co-palletization mailers have submitted a file linking the trays or sacks to the containers. Unlinked Copal Errors occur when a tray or virtual sack marked for co-palletization in eDoc for origin facility is not accounted for on the consolidators’ eDoc within 14 days.

An Unlinked Copal warning is logged immediately when a handling unit is submitted in eDoc and marked for co-palletization in the “included in other documentation file”. This warning is removed from the Mailer Scorecard when the handling unit is linked to a container in the consolidator’s eDoc. The warning allows the original eDoc submitter to see if the consolidator has submitted the file linking the handling unit to the container. The warning is converted to an error if the linking file is not submitted within 14 days.

Additional information on how to prepare electronic documentation for co-palletization, review the *Mail.dat Technical Specification* or *Mail.XML Technical Specification* found here:

<http://beta.postalpro.usps.com/node/1137>.

The description of an Unlinked Copal Error is included in the table below:

Error Type	Error	Description
Unlinked Copal	Unlinked Copal	<p>An Unlinked Copal Error is logged when a tray/virtual sack is marked for copalletization at origin but eDoc is submitted with the tray/virtual sack on a pallet</p> <p>This verification is logged against the handling unit (either tray or virtual sack) and is checked against the error threshold by comparing the number of handling units with an unlinked copal error / total number of handling units</p> <p>This error is derived from eDoc only</p>

**Table 11: Unlinked Copal Error Descriptions**

### 2.3.7.2 Error Calculation

For the Unlinked Copal Error percentage calculation, the numerator and denominator must be the same type of full-service element (both numerator and denominator are trays or both are virtual sacks). The error percentage for Unlinked Copal Errors is calculated by dividing the number of full-service elements with Unlinked Copal Errors in eDoc by the number of total full-service elements submitted in eDoc.

$$\text{Error Percentage} = \frac{\text{\# of Full-Service Handling Units with Unlinked Copal Errors in eDoc}}{\text{Total \# of Full-Service Handling Units Submitted in eDoc}}$$

### 2.3.7.3 Error Threshold

The error threshold for Unlinked Copal Errors is defined in the table below:

Error	Error Threshold
Unlinked Copal	5%

**Table 12: Unlinked Copal Error Threshold**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

### 2.3.7.4 Exceptions

There are no exceptions to the requirement to provide originator and consolidator eDoc files for co-palletized mailings.

### 2.3.7.5 Postage Assessment

For handling unit errors, the assessment applies to all full-service pieces nested to the handling units with errors above the error threshold. For logical handling units, the assessment applies to all pieces within the logical handling unit if any physical sibling container/handling unit has an error over the error threshold. More information on logical containers will be available in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*.

The assessment amount will be equal to the removal of the full-service discount claimed for each piece in error, as defined in USPS Notice 123 <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>

The full-service discount is only removed once per piece. Errors on containers and handling units are applied to nested pieces. See [Section 2.4](#) for additional guidance.

For assessment calculation examples for Unlinked Copal Errors, see [Appendix C](#).

## 2.4 Full-Service Postage Assessment Calculation

Full-Service assessments will be aggregated at the eDoc submitter CRID level and distributed to the Mailer Scorecard and Mail Entry Postage Assessment reports.

When full-service pieces have errors in excess of the error threshold for multiple error types, postage assessment will only be calculated for one error type.

## 2.5 Full-Service Mail Quality Reports

After the full-service verifications are performed, the results of these verifications are provided to mailers through MicroStrategy (including the Mailer Scorecard) and *PostalOne!* reports. Detailed guidance on reporting functionality and user guides will be available in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*.

## 2.6 Full-Service Programs

### 2.6.1 Mail Anywhere

### 2.6.2 Permit Fee Waiver

For more information on Permit Fee Waivers, see the *Full-Service Annual Presort Fee Waivers Fact Sheet*: <http://beta.postalpro.usps.com/node/703>.

### 2.6.3 Container Scans

### 2.6.4 Start-The-Clock

### 2.6.5 Tray Scans

### 2.6.6 Piece Scans

### 2.6.7 Full-Service ACS

For more information on full-service ACS, see the *ACS Product Information Guide*: <http://about.usps.com/publications/pub8.pdf>

## 3 MOVE UPDATE

### 3.1 Program Overview

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed Change-of-Address (COA) orders maintained by the Postal Service. The mailers have to reconcile their mailing address list within 95 days prior to the postage statement finalization date with one of the Postal Service-approved methods or an additional surcharge will be assessed. The Address Quality Census Measurement, pending regulatory approvals, will replace traditional MERLIN Move Update methods for mailers submitting full-service volume. Currently, Census data is gathered for mailers submitting at least 75 percent of their mail volume as full-service.

The Postal Service is establishing a new method for evaluating move update compliance and assessing errors as mail is processed through the mailstream by using data collected from MPE. The results of the verification will be displayed on the Electronic Verification tab of the Mailer Scorecard.

Additional Information on Move Update can be found in the *Guide to Move Update*: <http://beta.postalpro.usps.com/node/1116>.

### 3.2 Participation Criteria

Address Quality Census Measurement will apply to mailers who:

- Submit any full-service volume during a calendar month.
- Use eDoc to submit mailing information.

The Move Update requirement applies to commercial mailers with First-Class Mail presorted or automation prices, First-Class Package Service presorted parcel prices, Periodicals and Bound Printed Matter Flats, Parcel Select® Lightweight Prices and all Standard Mail. Mailers who present mixed mailings that pertain to at least one of the above mentioned categories are still subjected to the Move Update Standard. Other mailers not mentioned in the above categories are still advised to keep their mailing address list current, to reduce undeliverable mail and operational strain.

Periodicals are a special case. Although the Move Update standard stated in *DMM 602.5*: <http://pe.usps.com/text/dmm300/602.htm#1113059> does not specify Periodicals mail, *DMM 507.1.5.2*: <http://pe.usps.com/text/dmm300/507.htm#1223780> states that Address Correction Service (ACS™) is mandatory for all Periodicals publications, and the ACS fee must be paid for each notice issued.

Details on the method to maintain address lists for Move Update compliance can be found in the *Guide to Move Update*: <http://beta.postalpro.usps.com/node/1116>.

If the mailpieces are undeliverable, they will be intercepted and directed either to the Postal Automation Redirection System (PARS), or to the Computerized Forwarding System (CFS). As the mailpieces go through PARS or CFS, change of address information is created when possible and transmitted to the mailers electronically.

### 3.3 Move Update Verification Policy

#### 3.3.1 Verification Process

With 88 percent of commercial mailing volume in full-service and growing, the Postal Service is pursuing initiatives to migrate from the MERLIN sampling approach to the census approach in the near future. The census approach is a much more robust method in assessing Move Update compliance. Specifically, with the census approach, Move Update compliance is measured across all mailings within a calendar month.

1. During processing, the Postal Service identifies and records information on pieces impacted by customer filed COA records, based on the address printed on the mailpiece.
2. To determine if the piece should be identified as an error, this information is compared against the filed eDoc information to determine if postage discounts were claimed on the piece and to determine if the COA "filing date" is between 95 days and 18 months of the postage statement finalization date.
3. Finally, the data is collected and reported on the Mailer Scorecard under the eDoc submitter CRID as well as the Mail Owner view of the Mailer Scorecard.

#### 3.3.2 Move Update Verification

##### 3.3.2.1 Description

It is a requirement of Move Update that mailers use one of the Postal-approved methods to ensure that the addresses contained within a mailing list have been updated within 95 days prior to the mailing. A Move Update error is logged when the printed address on the mailpiece has not been updated due to a COA record where the more current of the COA Move Effective and COA Create date is between 95 days and 18 months prior to the postage statement finalization date. This error is derived from scans on MPE.

Move Update compliance is measured across all mailings within a calendar month.

The description of a Move Update error is included in the table below:

Error Type	Error Type Description
Move Update	A Move/Update error is logged when the address on the mailpiece has not been updated due to a COA record where the more current of the COA Move Effective and COA Create date is between 95 days and 18 months prior to the postage statement finalization date

**Table 13: Move Update Error Description**

##### 3.3.2.2 Error Calculation

The Move Update error percentage is calculated by dividing the number of COA errors by the number of Move Update Eligible Pieces submitted in eDoc.

$$\text{Error Percentage} = \frac{\text{\# of COA Errors}}{\text{\# of Move Update Eligible Pieces Submitted in eDoc}}$$

### 3.3.2.3 Error Threshold

The error threshold for Move Update errors is defined in the table below:

Error Type	Error Threshold
Move Update	TBD

**Table 14: Move Update Error Threshold**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

### 3.3.2.4 Exceptions

There are two exceptions to the Move Update requirement. Mailers approved for these exceptions are not subject to the Move Update census verification.

#### 3.3.2.4.1 99 Percent Accurate

Mailers who can demonstrate address list accuracy at 99% or greater may be granted an exception from the census Move Update process.

To apply for use of the 99 percent Accuracy method, applicants must first complete and return the 99 percent Mailer Move Update Processing Order Form along with a copy of the completed PS Form 3553. Please see the 99 Percent Testing page found here: <http://beta.postalpro.com/node/1136>.

#### 3.3.2.4.2 Legal Restraint

Mailers of First-Class Mail and First-Class Package Service pieces who can demonstrate they are restricted by law from incorporating Postal Service COA information onto their mailpieces without permission from addressees may be granted an exception from the Move Update census verification.

Mailers under Legal Restraint scenarios will request approval from the National Customer Support Center (NCSC). To qualify for Legal Restraint exemption, mailers must identify by citation the specific legal restriction, including copies of the statutes or regulations that prohibit the immediate use of change-of-address information from a primary method of Move Update compliance.

The Postal Service will not perform the census Move Update verification Mail Owners or Mail Preparers approved for Legal Restraint based on a list of approved MID/CRIDs maintained in Postal Service systems.

More information on Legal Restraint can be found in the *Guide to Move Update* found here: <http://beta.postalpro.usps.com/node/1116>.

### 3.3.2.5 Postage Assessment

Any pieces with errors that exceed the Move Update threshold may be subject to an assessment. Data from the census Move Update process is currently being displayed on the Mailer Scorecard for information only. Any assessments will be communicated at a later date. The postage assessment will be calculated using the price defined in USPS *Notice 123*:

<http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>

For assessment calculation examples for Move Update errors, see [Appendix C](#).

## 3.4 Move Update Mail Quality Reports

After the Move Update verification is performed, results of these verifications are provided to mailers through MicroStrategy (including the Mailer Scorecard) and *PostalOne!* reports. Detailed guidance on reporting functionality and user guides will be available in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*.

DRAFT

## 4 EINDUCTION

### 4.1 Program Overview

The electronic Induction (eInduction) process streamlines the preparation and induction (how and where the mail physically enters the Postal Service mailstream) of drop shipments and expedited plant load mailings. eInduction links scans of Intelligent Mail Container Barcodes to eDoc information, allowing the Postal Service to verify that postage was paid prior to accepting a mailer shipped container. eInduction eliminates the need for paper PS Forms 8125, 8017, 8125-CD and manual reconciliation at the entry facility. Correct postage payment is verified both at the entry facility and during post-induction processing in *PostalOne!*.

### 4.2 eInduction Participation Criteria

eInduction is available for qualifying shipments of BMEU and DMU verified business mail to Postal Service processing and delivery facilities. This includes mailer transported shipments to origin and destination entry points, as well as Postal Service transported shipments direct from a mailer's facility. In this document, any reference to "drop shipment" refers to mailer shipments to either origin or destination entry facilities.

General provisions for preparing and entering eInduction containers will be forthcoming in the *DMM and Publication 804, Drop Shipment Procedures for Destination Entry*. *Publication 804* can be found here: <http://about.usps.com/publications/pub804.pdf>.

To participate in eInduction, mailers must meet the following requirements:

- Activate eDoc submitter CRID for eInduction:
  - Call the FAST help desk at 1.877.569.6614 or FAST@usps.gov to begin the CRID activation process.
  - For co-palletized and co-mingle mailings, all parties to the mailing must use an eDoc submitter CRID activated for EIN.
- Prepare containers of commercial letters and flats:
  - First-Class cards, letters, flats; Standard letter or flats, Periodicals letters or flats, or BPM flats or parcels. Mailing types not eligible for eInduction include Package Services (except BPM), Priority Express Mail®, Priority Mail®, Parcel Select, Media Mail, Library Mail, or Parcel Return Service.
  - Sacks or trays which are not included on a container (pallet, hamper, wire container, or all-purpose container (APC)) are not eligible.
  - Identify all containers with two unique Intelligent Mail Container placards (on adjacent sides) which display the IMcb for that container.
- Submit electronic documentation for all eInduction containers using Mail.dat files, Mail.XML messages, or the Postal Wizard:
  - Include IMcb for each container. The IMcb must be unique for 45 days from the postage statement mailing date.

- Identify container as participating in eInduction by:
  - i. Using the eInduction indicator field.
  - ii. Including an approved eInduction continuous MID in the IMcb.
  - iii. Identifying the container as Postal Service Pickup.
- Identify an entry location for the container in eDoc. For containers that include pieces at destination-entry rates, the entry location must be valid per the Mail Direction File in effect on the planned date of entry at the destination facility.
- For all mailer shipments, schedule a FAST appointment for shipments to a Postal Service processing facility.

Full-service is not required for eInduction participation, but is strongly recommended.

## 4.2.1 Advanced and Optional Preparations

### 4.2.1.1 Accept Misshipped Containers Option

Mailers can choose to allow the Postal Service to accept misshipped containers. These containers will be inducted into processing if they are entered at a different location from what the mailer provided in the eDoc or different from what is allowed by the current Mail Direction File. The Postal Service systems will log a Misshipped Error for such containers. The error may result in an assessment if the mailer has claimed destination entry discount rates on the container (see [Misshipped Postage Assessment](#)).

Instructions for identifying containers as “Accept Misship” in the eDoc can be found in the *Mail.dat Technical Specification* or *Mail.XML Technical Specification*: <http://beta.postalpro.usps.com/node/1137>.

### 4.2.1.2 eInduction Continuous MID

Mailers who cannot generate a finalized postage statement two hours before container entry may request approval for an eInduction Continuous MID. Once approved, mailers may enter any container with the approved MID in the IMcb prior to the receipt of electronic documentation. Mailers are required to submit an eDoc and generate a finalized postage statement for all eInduction Continuous MID containers within one calendar day of the unload scan.

MIDs are registered as eInduction Continuous MIDs via the BCG. The Postal Service must approve the mailer request before the mailer may participate in the continuous induction process.

Any container that contains an eInduction Continuous MID in the IMcb is considered an eInduction container, regardless of how the eInduction field is completed in the mailer’s eDoc. Mailers entering containers using an eInduction Continuous MID agree to pay any assessment that results from an error logged on the containers.

Containers that include an approved eInduction Continuous MID in the container IMcb will be accepted at entry regardless of eDoc/payment status and entry location. Dock employees will not be notified that a container has a payment issue or that the container is misshipped.

Information on requesting an eInduction Continuous MID will be available in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*.

### 4.2.1.3 Logical Containers in eInduction

eInduction is available for mailings that contain logical containers. Logical containers allow mailers to link payment for pieces to physical containers when reporting of nesting data is not possible. Preparation of logical containers is detailed in the *DMM* and the *Mail.dat Technical Specification* and *Mail.XML Technical Specification*: <http://beta.postalpro.usps.com/node/1137>.

For eInduction, the logical container must have at least one physical container of a type valid for eInduction. All physical containers will inherit the eInduction status and entry facility information from the logical container. All physical containers must be identified with an IMcb in the eDoc and be placarded with that IMcb.

#### **4.2.1.4 Drop Shipment Management Systems (DSMS)**

Mailers using the Drop Shipment Management Systems (DSMS) may participate in eInduction. Containers may not be released from a consolidator's facility until all postage statements associated to the container are in an FIN (Finalized) or FPP (Finalized Pending Payment) status and the shipment has been released by a Postal Service Acceptance Employee in the DSMS system.

Mailers may automate the DSMS release process for eInduction containers. The Postal Service will validate that the DSMS system properly uses eInduction container status to authorize release of containers for shipment to the entry facility.

DSMS systems must not include eInduction containers on a PS Form 8125-CD. BMS Analysts will audit DSMS systems to ensure compliance.

#### **4.2.1.5 Consolidated Mailings**

Mailers who consolidate mailings at the piece, handling unit and container level may participate in eInduction.

For mailings consolidated at the piece (co-mingle) or handling unit (co-pal or co-mail) level, all postage statements must be in an FIN or FPP status prior to shipment to a Postal Service entry point. The entity that creates the consolidated containers (consolidator) must submit an eDoc that contains the required information on the physical containers. The consolidator controls the eInduction status of the containers created and is considered the eDoc submitter for error logging.

Both parties in the consolidation process must have a CRID that is activated for eInduction.

There are no eInduction requirements for consolidation of completed pallets into truck loads/appointments.

#### **4.2.1.6 Modifying eInduction Container Status**

Mailers and third parties may modify the eInduction status of a container prior to delivery to a Postal Service entry facility and after postage statement finalization. A container that moves from participating in eInduction (eInduction field = Y) to not participating (eInduction field = N) after departure from the verification location must be included on a PS Form 8017/8125/8125-CD when delivered to the Postal Service entry point. Container status must be updated 2 hours prior to induction. Details on updating container status with Mail.dat updates and Mail.XML messages are located in the *Mail.dat and Mail.XML Technical Specifications*: <http://beta.postalpro.usps.com/node/1137>.

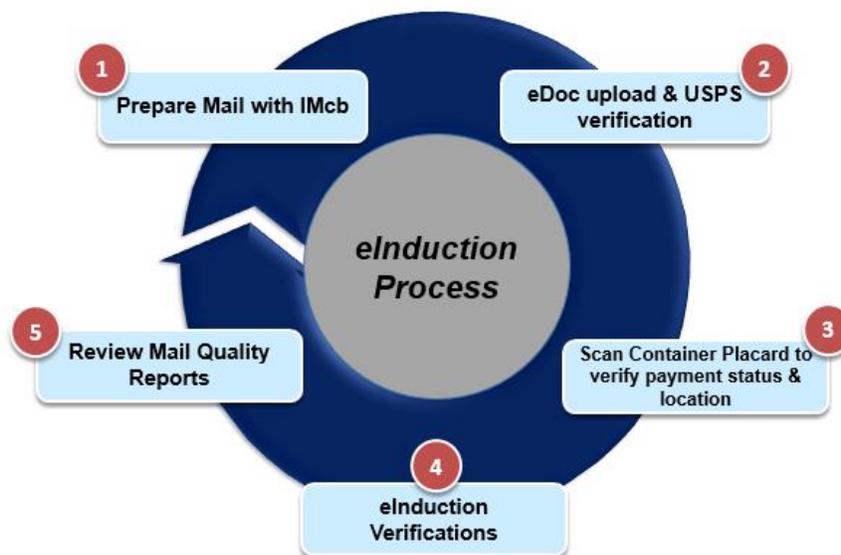
#### 4.2.1.7 Mixed Load

A mailer shipment may include both containers participating in eInduction and containers not participating in eInduction by using paper PS8125/8017/8125CD for all non-eInduction containers delivered during the appointment.

### 4.3 eInduction Verification Policy

eInduction automated verifications take place at the entry point and post-induction to confirm correct postage payment for eInduction containers.

#### 4.3.1 Verification Process



**Figure 2: eInduction Program**

1. Mailer prepares physical container for entry to a Postal Service processing facility or delivery unit. The container includes a container placard with a unique IMcb.
2. Mailer creates electronic documentation containing records for eInduction containers and uploads to *PostalOne!*. *PostalOne!* will block upload and postage statement generation if the eDoc contains invalid or duplicate IMcbs. Once the mailer generates a postage statement for the mailing, Postal Service Acceptance Employees check-in, verify, and accept mailing. Postal Service Acceptance Employees will not create/sign paper 8125/8125CD/8017 forms for eInduction containers. Mailers ship containers to entry facilities or release to Postal Service transportation once all postage statements are in FIN or FPP status (except for mailers using approved an eInduction Continuous MID).
3. Upon the arrival of a mailer shipment at a Postal Service entry facility, the dock employee arrives the appointment, and begins unloading/scanning of barcoded containers. At sites enabled with Surface Visibility scanners, the dock employee receives immediate feedback about unpaid, misshipped, and duplicate containers within the appointment. Containers with these errors are reconciled with paper documentation or returned to the mailer. At facilities without Surface Visibility scanners, Postal Service dock employees use a scanner that does not provide immediate feedback. All barcoded containers are scanned and accepted, and eInduction verifications take place post-induction.

4. The Postal Service performs eInduction verifications at two points:
  - For containers entered at Surface Visibility sites, the SV scanners verify payment, entry location, and IMcb uniqueness (within the appointment) except for:
    - eInduction Continuous MID containers (all verifications skipped)
    - Containers using Accept Misshipped option (Misshipped verification skipped)
    - Postal Service Transported containers
  - For all containers not verified by the SV scanners, *PostaOne!* performs verifications after containers are accepted.
5. Container verification results are available on the Mailer Scorecard or the Shipping Summary Report. eInduction verifies that each container is paid for, entered at the correct facility, and that the mailpieces were eligible for the drop-ship discount received on the postage statement.

## 4.3.2 Entry of eInduction Mailings

### 4.3.2.1 SV-Enabled Facilities

The Postal Service will confirm correct postage payment, correct entry location, and IMcb uniqueness within appointments for eInduction containers entered at facilities equipped with the Surface Visibility (SV) system. Containers with postage payment issues or at the incorrect location may be rejected and returned to the mailer. Rejected containers are not logged on the Mailer Scorecard, do not impact error thresholds, and are not subject to assessment.

#### 4.3.2.1.1 Confirmation of Postage Payment

It is a requirement for all scanned eInduction to be:

1. Included in an eDoc submitted within 45 of the scan date.
2. Included on a postage statement in FIN or FPP status at time of scan.

Postal Service systems will identify all containers that do not meet the above criteria and report the status to Postal Service dock employees. Dock employees will attempt to resolve the container status using paper 8017/8125//8125-CD documents, and by contacting the FAST helpdesk to confirm payment status. Dock employees will reject all unresolved containers and return to the mailer/driver.

**Exception:** Containers that contain a valid eInduction Continuous MID in the IMcb are accepted and postage payment status is checked after appointment closeout per [Sections 4.3.3.1](#) and [4.3.3.2](#).

#### 4.3.2.1.2 Confirmation of Correct Entry Location

It is a requirement that all containers with mail claiming destination entry rates be entered at a valid location. For Destination entry containers, the valid entry location is determined by the active version of the mail direction file. For Origin entry (including zone skip) containers, the entry location identified in the eDoc will be the valid entry location. Postal Service systems will identify all misshipped containers and report the status to Postal Service dock employees. Dock employees will reject all misshipped containers and return to the mailer/driver.

**Exception:** Misshipped containers with a valid eInduction Continuous MID in the IMcb, or Containers identified as Accept Misship = Y in the mailer's eDoc and the entry location, are checked after appointment closeout per [Section 4.3.3.4](#).

#### 4.3.2.1.3 Confirmation of IMcb Uniqueness Within Appointment

It is a requirement of eInduction that all IMcbs remain unique for 45 days after use. Postal Service systems will identify when IMcbs are scanned multiple times during the same appointment. Dock employees will confirm that multiple containers with the same IMcb are present. When duplicate containers are discovered, the first container scanned will be accepted. Dock employees will reject subsequent containers with the same IMcb and return the container to the mailer/driver.

#### 4.3.2.2 Non-SV Facilities

At entry facilities not equipped with the SV system, dock employees will scan and accept all containers placarded with an IMcb barcode. Postage payment, entry location, and IMcb uniqueness are checked by Postal Service systems following appointment closeout per [Section 4.3.3](#).

### 4.3.3 Post-Induction Verifications

Postal Service systems perform six post-induction verifications on all accepted eInduction containers. Verification failures are logged as errors and count against the eDoc submitter's monthly error threshold. Errors in excess of the error threshold may be subject to assessment. The error types and error thresholds for eInduction verifications are located below:

#### 4.3.3.1 Undocumented (Extra) Containers Verification

##### 4.3.3.1.1 Description

It is a requirement of eInduction for all scanned and accepted eInduction containers to be:

1. Included in an eDoc submitted within 45 days of the scan date.
2. Included on a postage statement in FIN or FPP status at time of scan.

The error description for Undocumented Errors is included below:

Error Type	Error Description
(Extra) Undocumented	An Undocumented Error is logged when a scanned Intelligent Mail container barcode (IMcb) is not found in any eDoc or is included in an eDoc and associated to a postage statement in EST status. Mailers participating in the continuous induction process have a 10 day grace period to upload the eDoc after the container is scanned. No additional verifications are performed on Undocumented containers.

**Table 15: Undocumented Error Description**

Undocumented Errors are only logged for eInduction Continuous MID containers and for all containers entered at facilities not enabled with the Surface Visibility system and scanners.

#### 4.3.3.1.2 Error Calculation

The error percentage for Undocumented Error is calculated by dividing the number of scanned eInduction containers with Undocumented Errors in eDoc by the number of scanned eInduction containers.

$$\text{Undocumented Error Percentage} = \frac{\text{\# of Scanned eInduction Containers with Undocumented Errors}}{\text{Total \# of Scanned eInduction Containers}}$$

#### 4.3.3.1.3 Error Threshold

The error thresholds for Undocumented Errors are included below:

Error	Error Threshold
(Extra) Undocumented	0%

**Table 16: (Extra) Undocumented Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

#### 4.3.3.1.4 Exceptions

For mailers participating in Seamless Acceptance, eInduction Undocumented Errors will be logged but containers will not be subject to assessment.

#### 4.3.3.1.5 Postage Assessment

Each Undocumented eInduction container above an error threshold may be subject to an assessment. The assessment amount will be equal to the 30 day average postage for all containers and mail classes mailed by the eDoc submitter CRID.

For mailers who have no volume data for the current month, the 30 day average postage for all containers and mail classes mailed by the eDoc submitter CRID for the month prior will be used. If no volume data from the prior month is available, the Postal Service will use the average postage for all containers and mail classes submitted to the Postal Service for the assessment month.

See [Section 4.4](#) for additional guidance.

For assessment calculation examples for Undocumented Errors, see [Appendix C](#).

### 4.3.3.2 Payment Verification

#### 4.3.3.2.1 Description

It is a requirement of eInduction for all containers to be linked to a finalized postage statement. Postal Service systems log Payment Errors when a scanned and accepted eInduction container is associated with a postage statement that is not in FIN or FPP status at the time of scanning. This verification is only performed when the container can be associated to an eDoc and the postage statement is not in EST status.

The error description of Payment Error is included below:

Error Type	Error Description
Payment	A Payment Error is logged when the postage statements for a scanned container are not in FIN or FPP status

**Table 17: Payment Error Description**

#### 4.3.3.2.2 Error Calculation

The error percentage for Payment Error is calculated by dividing the number of scanned eInduction containers with Payment Errors in eDoc by the number of scanned eInduction containers.

$$\text{Payment Error Percentage} = \frac{\text{\# of Scanned eInduction Containers with Payment Errors}}{\text{Total \# of Scanned eInduction Containers}}$$

#### 4.3.3.2.3 Error Threshold

The error thresholds for Payment Errors are included below:

Error	Error Threshold
Payment	0%

**Table 18: Payment Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

#### 4.3.3.2.4 Exceptions

For mailers participating in Seamless Acceptance, eInduction Payment Errors will be logged but containers will not be subject to assessment.

#### 4.3.3.2.5 Postage Assessment

Each container above the error threshold may be subject to an assessment. The assessment amount will be equal to the containers eDoc postage amount as indicated on the non-finalized postage statements.

For assessable errors logged on physical siblings of logical containers, the full amount of eDoc postage for the logical container will be assessed against the first error logged on a physical sibling. Subsequent Payment Errors logged on physical siblings of the logical container will have an assessment amount of \$0.

See [Section 4.4](#) for additional information.

For assessment calculation examples for Payment Errors, see [Appendix C](#).

### 4.3.3.3 Duplicate Verification

#### 4.3.3.3.1 Description

It is a requirement of eInduction for all IMcbs to remain unique for 45 days. Postal Service systems log Duplicate Errors when an IMcb was scanned and accepted on a more than one appointment in the previous 45 days. This verification is only performed when the container can be associated to an eDoc.

Duplicate Errors are not logged if the duplicate scans take place within 5 hours of the original container scan.

The description of the Duplicate Error is included below:

Error Type	Error Description
Duplicate	A Duplicate Error is logged when the same IMcb is used on two or more containers within 45 days of the eDoc Postage Statement Mailing Date. An error is logged for the second and any subsequent containers received on a different appointments greater than 5 hours after the initial appointment.

**Table 19: Duplicate Error Description**

#### 4.3.3.3.2 Error Calculation

The error percentage for Duplicate Error is calculated by dividing the number of scanned eInduction containers with Duplicate Errors in eDoc by the number of scanned eInduction containers.

$$\text{Duplicate Error Percentage} = \frac{\text{\# of Scanned eInduction Containers with Duplicate Errors}}{\text{Total \# of Scanned eInduction Containers}}$$

#### 4.3.3.3.3 Error Threshold

The error thresholds for Duplicate are included below:

Error	Error Threshold
Duplicate	0.17%

**Table 20: Duplicate Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

#### 4.3.3.3.4 Exceptions

There are no exceptions for the requirement for IMcbs to remain unique for 45-days from eDoc submission.

#### 4.3.3.3.5 Postage Assessment

Each Duplicate eInduction container above an error threshold may be subject to an assessment. The assessment amount will be equal to the 30 day average postage for all containers and mail classes mailed by the eDoc submitter CRID.

For mailers who have no volume data for the current month, the 30 day average postage for all containers and mail classes mailed by the eDoc submitter CRID for the month prior will be used. If no volume data from the prior month is available, the Postal Service will use the average postage for all containers and mail classes submitted to the Postal Service for the assessment month.

See [Section 4.4](#) for additional guidance.

For assessment calculation examples for Duplicate Errors, see [Appendix C](#).

### 4.3.3.4 Misshipped Verification

#### 4.3.3.4.1 Description

It is a requirement of eInduction for all containers claiming a destination entry discount be delivered to valid entry locations per the active version of the Mail Direction File. Postal Service systems log Misshipped Errors when the container is delivered to an invalid entry location. This verification is only performed when the container can be associated to an eDoc. Containers not containing pieces at destination entry rates (origin entry and numeric zone rates) may be entered at any entry point indicated in the mailer's eDoc.

The description of Misshipped Error is included below:

Error Type	Error Description
Misshipped	A Misshipped Error is logged when the container is scanned at an incorrect entry location, per the Mail Direction File. The correct entry location is based on the Container Destination ZIP and container-level entry facility type provided in the eDoc. Misshipped Errors are only logged on containers that claim a destination entry discount.

**Table 21: Misshipped Error Description**

The Postal Service only logs Misshipped Errors on eInduction Continuous MID containers, containers identified as Accept Misshipped = Y in eDoc, and all containers entered at facilities not enabled with the Surface Visibility system and scanners.

The Postal Service uses the version of the Mail Direction File in effect at the time the container was scanned/unloaded.

Valid entry location is determined using the Container Destination ZIP, Rate Class, Processing Category, and Container Entry Facility Type. All redirection locations are valid entry locations.

#### 4.3.3.4.2 Error Calculation

The error percentage for Misshipped Error is calculated by dividing the number of scanned eInduction containers with Misshipped Errors in eDoc by the number of scanned eInduction containers.

$$\text{Misshipped Error Percentage} = \frac{\text{\# of Scanned eInduction Containers with Misshipped Errors}}{\text{Total \# of Scanned eInduction Containers}}$$

#### 4.3.3.4.3 Error Threshold

The error thresholds for Misshipped Errors are included below:

Error	Error Threshold
Misshipped	1.05%

**Table 22: Misshipped Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

#### 4.3.3.4.4 Exceptions

The following exceptions exist for the requirement to deliver containers to a valid entry location:

1. Postal Service systems will identify co-located facilities and not log Misshipped Errors when the entry facility is co-located with a valid entry facility.
2. A Misshipped Error will not be logged if the container was offloaded by the Postal Service on the wrong stop of a multi-stop appointment. The appointment must be set-up as a multi-stop appointment within FAST.

#### 4.3.3.4.5 Postage Assessment

Each misshipped eInduction container above an error threshold may be subject to an assessment. The assessment amount will be equal to the difference between the eDoc postage claimed and the correct postage amount for the container. The correct postage amount is calculated using the piece rate at the Entry Discount of "None" for the mail class, shape, weight, mail prep, and presort identified in the eDoc per USPS Notice 123. Postage is calculated at the piece level and totaled for the container. Only pieces claiming destination entry discount rate are subject to assessment.

For assessable errors logged against physical siblings of logical containers, the Postal Service will calculate the assessment on the entire logical container, then distribute the additional postage due equally across all physical sibling containers. The assessment for any assessable Misshipped Error on an individual sibling will be equal to the distributed additional postage amount.

USPS Notice 123 is found here: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>

See [Section 4.4](#) for additional guidance.

For assessment calculation examples for Misshipped Errors, see [Appendix C](#).

#### 4.3.3.5 Zone Discount Verification

##### 4.3.3.5.1 Description

It is a requirement of eInduction for pieces claiming a Zone Discount to be entered at a valid facility. Postal Service systems log Zone Discount Errors when Zone Discount claimed in the eDoc is invalid at the actual entry facility.

The description of Zone Discount verification is included below:

Error Type	What is it?
Zone Discount (Periodicals and BPM Only)	A Zone Discount Error is logged when one or more pieces on a container claim a lower entry Zone than the Zone calculated between the location where the container was entered and the destination from the eDoc. Zones are defined using the Postal Service Zone chart. Zone Discount Errors are only logged on containers that claim a Zone Discount.

**Table 23: Zone Discount Error Description**

Two separate processes verify Zone Discounts:

1. **Numeric Zone Discount:** Postal Service systems log errors when the claimed zone discount at the piece level is greater than the Zone Discount calculated between the actual entry point and the destination of the pieces.

For Postal Service transported containers, the Zone Verification uses the verification ZIP as the origin in the zone calculation.

2. **Non-Numeric Zone Discount:** Postal Service systems log zone errors when the deepest non-numeric zone discount claimed on pieces within a container is invalid at the actual entry facility, per the Mail Direction File. Valid entry discount is determined using the actual scan location, Rate Class, and Processing Category.

Non-numeric zone verifications are not performed on misshipped containers.

This verification is only performed when the container can be associated to an eDoc. The Postal Service uses the version of the Postal Service Zone Chart and Mail Direction File in effect at the time the container was scanned/unloaded.

#### 4.3.3.5.2 Error Calculation

The error percentage for Zone Discount Error is calculated by dividing the number of scanned eInduction containers with Zone Discount Errors in eDoc by the number of scanned eInduction containers.

$$\text{Zone Discount Error Percentage} = \frac{\text{\# of Scanned eInduction Containers with Zone Discount Errors}}{\text{Total \# of Scanned eInduction Containers}}$$

#### 4.3.3.5.3 Error Threshold

The error threshold for Zone Discount Errors is included below:

Error	Error Threshold
Zone Discount	0.01%

**Table 24: Zone Discount Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

#### 4.3.3.5.4 Exceptions

Postal Service systems will identify co-located facilities and not log Zone Discount Errors for containers claiming non-numeric Zone Discounts when the entry facility is co-located with a valid entry facility.

#### 4.3.3.5.5 Postage Assessment

Each eInduction container with a Zone Discount Error above an error threshold may be subject to an assessment. The assessment amount will be equal to the difference between the eDoc postage claimed and the correct postage amount for the container.

For containers claiming a numeric Zone Discount in the eDoc, the correct postage amount is based on calculated Zone between the actual entry point and the destination of the pieces in the container, per the Postal Service Zone Chart. The correct postage amount is calculated using the calculated Zone for the mail class, shape, weight, mail prep, and presort identified in the eDoc per USPS Notice 123. Postage is calculated at the piece level and totaled for the container. Only pieces with a correct postage rate greater than the claimed postage rate are subject to assessment.

For containers claiming a non-numeric Zone Discount in the eDoc, correct postage amount is calculated using the piece rate for the Entry Discount that is valid at the actual entry point for the mail class, shape, weight, mail prep, and presort identified in the eDoc, per USPS Notice 123. *USPS Notice 123* is found here: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>.

Postage is calculated at the piece level and totaled for the container. Only pieces with a correct postage rate greater than the claimed postage rate are subject to assessment.

For assessable errors logged against physical siblings of logical containers, the Postal Service will calculate the assessment on the entire logical container, then distribute the additional postage due equally across all physical sibling containers. The assessment for any assessable Zone Discount Error on an individual sibling will be equal to the distributed additional postage amount.

See [Section 4.4](#) for additional guidance.

For assessment calculation examples for Zone Discount Errors, see [Appendix C](#).

#### 4.3.3.6 Entry Point Discount (EPD) Verification

##### 4.3.3.6.1 Description

It is a requirement of eInduction for pieces claiming a destination entry discount to be entered at a valid facility. Postal Service systems log Entry Point Discount (EPD) errors when entry discount claimed in the eDoc is invalid at the actual entry facility.

The description of EPD Error is included below:

Error Type	Error Description
Entry Point Discount	An Entry Point Discount Error is logged when one or more pieces on a container claim an entry discount level that is not available at the location where the container was entered. The Mail Direction File defines the available entry discount levels for each entry location. EPD Errors are only logged on containers that claim a destination entry discount.

**Table 25: Entry Point Discount Description**

The Postal Service uses the version of the Mail Direction File in effect at the time the container was scanned/unloaded.

Valid entry discount is determined using the actual scan location, Rate Class, and Processing Category.

EPD Errors are not logged on undocumented or misshipped containers.

#### 4.3.3.6.2 Error Calculation

The error percentage for EPD Errors is calculated by dividing the number of scanned eInduction containers with EPD Errors in eDoc by the number of scanned eInduction containers.

$$\text{Entry Point Error Percentage} = \frac{\text{\# of Scanned eInduction Containers with Entry Point Discount Errors}}{\text{Total \# of Scanned eInduction Containers}}$$

#### 4.3.3.6.3 Error Threshold

The error threshold for Entry Point Discount Error is included below:

Error	Error Threshold
Entry Point Discount	0.51%

**Table 26: Entry Point Discount Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

#### 4.3.3.6.4 Exceptions

Postal Service systems will identify co-located facilities and not log EPD Errors for containers claiming destination entry discounts when the entry facility is co-located with a valid entry facility.

#### 4.3.3.6.5 Postage Assessment

Each eInduction container with an Entry Point Discount Error above an error threshold may be subject to an assessment. The assessment amount will be equal to the difference between the eDoc postage claimed and the correct postage amount for the container.

For containers claiming an Entry Point Discount in the eDoc, correct postage amount is calculated using the piece rate for Entry Discount that is valid at the actual entry point for the mail class, shape, weight, mail prep, and presort identified in the eDoc, per USPS Notice 123. Postage is calculated at the piece

level and totaled for the container. Only pieces with a correct postage rate greater than the claimed postage rate are subject to assessment.

For assessable errors logged against physical siblings of logical containers, the Postal Service will calculate the assessment on the entire logical container, then distribute the additional postage due equally across all physical sibling containers. The assessment for any assessable Entry Point Discount Error on an individual sibling will be equal to the distributed additional postage amount.

See [Section 4.4](#) for additional guidance.

For assessment calculation examples for Zone Discount Errors, see [Appendix C](#).

#### **4.4 eInduction Postage Assessment Calculation**

eInduction assessments will be aggregated at the eDoc submitter CRID level and distributed to the Mailer Scorecard and Mail Entry Postage Assessment reports.

No additional eInduction assessments will be charged for containers with Undocumented or Payment Errors. Containers with Misshipped Errors will not be assessed for Entry Point Discount and non-numeric Zone Discount Errors.

#### **4.5 eInduction Mail Quality Reports**

MicroStrategy reports, including the Mailer Scorecard, summarize eInduction history, allowing a summary of the entire calendar month, trending reports, and detailed error information. This information is available within 48-hours of container induction. MicroStrategy reports must be used to identify if a mailer is exceeding an error threshold or to view additional postage due for a particular month. The MicroStrategy reports show data across all mailings for a CRID.

MicroStrategy offers eInduction reporting on the eInduction tab of the Mailer Scorecard and the eInduction Mailer Summary Report. To navigate to these reports in MicroStrategy, select 'Shared Reports' and select the 'Mailer Scorecard' or eInduction Reporting folder which will take you to the 'eInduction Mailer Summary Report'.

Detailed guidance on reporting functionality and user guides will be available in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*.

## 5 SEAMLESS ACCEPTANCE

### 5.1 Program Overview

Seamless Acceptance leverages electronic documentation and the Intelligent Mail barcodes on containers, handling units, and mailpieces that full-service provides. Mailpiece scans collected from MPE and samples from hand held scanning devices are reconciled to the mailer eDoc to confirm proper mail preparation for the discounts claimed and postage paid.

Mail is verified through the comparison of eDoc to MPE scans (called census verification), and the comparison of eDoc to scans from sampling (called sampling verification). The results of these Seamless Acceptance verifications are aggregated over a one-month period, measured against established error thresholds, and displayed in the Mailer Scorecard under the Seamless Tab. When the mailer is participating in Seamless Acceptance or Seamless Parallel, the Seamless tab of the Scorecard is accessible to Mail Preparers and Mail Owners. Data provided to non-Seamless mailers is for informational purposes only.

### 5.2 Participation Criteria

Participation in the Seamless Acceptance process is limited to mailings and mailers that meet specific requirements for mail preparation, barcoding, and electronic documentation. Participation is voluntary, and Mailers must demonstrate their ability to meet minimum criteria in key mail data quality metrics prior to activating a location for Seamless Acceptance. The requirements for Seamless Acceptance participation will be forthcoming in the *DMM*.

#### 5.2.1 Mail Preparation

First-Class Mail, Periodicals, and Standard Mail letters and flats and BPM barcoded flats, are potentially eligible for Seamless Acceptance. All mailpieces, including basic and nonautomation, must be uniquely barcoded when entered under the Seamless Acceptance program and must be prepared as follows:

1. Be in compliance with the barcoding and barcode uniqueness requirements for IMcb, IMtb, and IMb outlined in [Section 2.3.5](#) and included in electronic documentation
2. Be part of a mailing using an approved electronic method to transmit a postage statement and mailing documentation to the *PostalOne!* system (describing how mailpieces are linked to trays or sacks, and containers, if applicable.)
3. Be part of a mailing that is 100 percent eInduction (if preparing DMU-verified origin-entry or destination-entry drop shipment.)
4. Belong to a mailer who prepares more than 90% of eligible full-service mail volume as full-service.

#### 5.2.2 Electronic Documentation

Mailers must submit electronic documentation for all mailings in Mail.dat, Mail.XML, Postal Wizard, or IMsb format.

The following conditions in the eDoc must be met for Seamless Acceptance processing:

1. If populated, the CSA ID must be valid.

2. If populated, the FAST Appointment ID must be valid.
3. All IMcb, IMtb, and IMb barcodes have proper length and format.
4. All IMcb and IMtb are unique over previous 45 days from Postage Statement Mailing Date.
5. IMb uniqueness within tolerance threshold, except for simple mailings.
6. An origin or destination entry facility type is required.
7. Sum of piece records must match sum or piece counts for all containers.
8. Piece count populated for physical mailings.
9. Records required for all pieces in mailing.
10. Postal Service pickup indicator populated (Y or N.)
  - A Postal Service pickup indicator identifies whether the mailing is Postal Service transported or mailer transported.

For more information, see the *Mail.dat and Mail.XML Technical Specifications*:  
<http://beta.postalpro.usps.com/node/1137>.

### 5.2.3 Co-palletization Criteria for Seamless Acceptance

Mailers that have their mailings co-palletized at another mailing facility must ensure that their mailings still meet Seamless participation criteria.

### 5.2.4 Seamless Parallel Program

Seamless Parallel is an intermediate step mailers must take before fully participating in Seamless Acceptance. During Parallel, both traditional and Seamless verifications will be performed. Seamless Acceptance verifications will not result in additional postage during Parallel and auto-finalization (see [Section 5.2.5](#)) of postage statements will not occur. This will provide mailers the opportunity to start reviewing Seamless Acceptance data in the Mailer Scorecard.

#### 5.2.4.1 Seamless Parallel Entry Criteria

All mailers who are mailing over 90 percent of their eligible volume as full-service are eligible to have their CRIDs enabled for Seamless Parallel.

#### 5.2.4.2 Seamless Parallel to Seamless Acceptance Transition Criteria

Seamless Parallel mailers can transition to Seamless Acceptance when the following criteria are met:

1. All Seamless Acceptance error metrics are below the error thresholds.
2. Postal Service approval of process to identify count of barcoded pieces not included in eDoc (if applicable.)

Barcoded pieces not included in eDoc are a source of Seamless Acceptance Undocumented Piece errors. The requirements for the process to identify barcoded pieces not included in eDoc is located in [Section 5.3.2.1.6](#).

## 5.2.5 Auto-finalization

Mailers that are participating in Seamless Acceptance will have their postage statements automatically finalized after a successful job submission. The postage statements will be finalized by the *PostalOne!* system on the Postage Statement Mailing Date that was submitted in the eDoc at which point balance checks will be performed. Postage Statements will auto-finalize after the job is submitted on the designated Mailing Date listed in the eDoc. Mailers must verify that the Permits/Account Numbers that are associated to their accounts are funded prior to postage statement finalization.

### 5.2.5.1 Upload before Postage Statement Mailing Date

When the eDoc is uploaded to *PostalOne!* before the Postage Statement Mailing Date, the available balance of the permit or Account Numbers will be checked beginning two days before the mailing date. The postage statement will auto-finalize on the postage statement mailing date for containers that are set to Ready-to-Pay (UPD) status during the next auto-finalization processing run.

### 5.2.5.2 Negative Balance Warnings

The system will generate a negative balance warning when the balance check is performed each day starting a configurable number of days (currently set to two) prior to the Postage Statement Mailing Date, if the postage statement would require the account to have a negative balance but would remain within a configurable allowable error threshold for that CRID. If the account is still negative but within the error threshold on the day of the Postage Statement Mailing Date the postage statement will be added to an Override Report and auto-finalized. Postal Service Acceptance Employees receive email notification of negative balances that fall within a specific threshold on the day of finalization and after a statement is auto-finalized with a negative balance.

### 5.2.5.3 Negative Balance Errors

The system will generate a negative balance error when the balance check is performed each day starting a configurable number of days (currently set to two) prior to the Postage Statement Mailing Date if the postage statement would require the account to have a negative balance and is outside of a configurable allowable error threshold for that CRID. Postal Service Acceptance Employees and the mailer's Verification Assessment Evaluator (VAE) will receive a system generated email to follow up with the mailer to resolve the potential negative balance. If the account is still negative and outside the error threshold on the day of the Postage Statement Mailing Date the postage will not be auto-finalized. The appropriate Postal Service personnel and the mailer's VAE will receive another system generated email to follow up with the mailer to inform them that a postage statement was prevented from being auto-finalized due to a negative balance outside of the error threshold. The mailer will have a configurable number of days (currently set to 14) to add the appropriate funds to the account so that the postage statement can be auto-finalized. After the configurable period, the postage statement will require manual finalization by an Acceptance Employee.

## 5.2.6 Upload on or After Postage Statement Mailing Date

When the eDoc is uploaded to *PostalOne!* on the Postage Statement Mailing Date, the postage statement will auto-finalize. This step is part of the postage statement generation process for containers, which occurs when containers are set to Ready-to-Pay (UPD) status and there are sufficient funds in the account(s).

If there are insufficient funds to cover the postage a negative balance email will automatically be sent to the VAE as listed for the CRID of the payment account in the BCG. If a VAE has not been assigned to the CRID, the emails will be sent to the Business Service Administrator (BSA) listed in the BCG. A negative

balance email will also be sent to a Postal Service Acceptance Employee. The mailer and Postal Service employee must then ensure the impacted account(s) is funded. *PostalOne!* will continue to attempt to auto-finalize the mailing until the account(s) is funded or the 14 day auto-finalization period has passed. After the 14 day auto-finalization period, the mailing must be manually finalized by a Postal Service Acceptance Employee after funds have been added.

## 5.2.7 Confirmation Page for BMEU Entry

Mailers participating in Seamless Acceptance who are entering mail at the BMEU and have a postage statement already auto-finalized, must arrive with the confirmation page. The confirmation page can be generated after the postage statement is uploaded to *PostalOne!*. This will allow the BMEU employees to confirm that mailing has already been paid for.

## 5.3 Seamless Acceptance Verification Policy

### 5.3.1 Verification Process

Seamless Acceptance verification is a six-step process:



**Figure 3: Seamless Acceptance Verification Process**

1. First, mailers prepare their mail with a unique IMb to each mailpiece and submit the eDoc to *PostalOne!*. A unique barcode used must be unique for at least 45 days. The only exception is that a Postal Wizard mailing can use a MID, with the same serial number on every piece in the mailing. After completing mail preparation, mailers upload their eDoc to *PostalOne!*. The eDoc created by a mailer participating in Seamless Acceptance has the same information in it as a mailer participating in full-service.

Mailers must submit all barcoded pieces in the eDoc for all mailings, including those that are full-rate and single-piece. This is a significant change from non-Seamless Acceptance mailings. Every mailpiece with a barcode has to be documented in *PostalOne!*.

2. Next, *PostalOne!* auto-finalizes Seamless Acceptance postage statements on the Postage Statement Mailing Date as detailed in [Section 5.2.5](#)

3. Then, the mailing is sampled to collect mailing characteristics that are not collected during automated mail processing. The information collected in the sample is used later in the process to check the mail preparation quality. A complete sample includes one container, three handling units from that container, and 30 pieces from the container (10 pieces from each handling unit).
4. After that, the mail is processed for delivery. As the mail runs across mail processing equipment (MPE), such as a Flats Sequencing System (FSS) or Combined Input Output Subsystem (CROSS), the MPE scans the IMb and sends information about where the mailpiece was, when it was processed, and what operation it was run on to the Seamless Acceptance program. Using information from the MPE for verification allows Seamless Acceptance to check almost every mailpiece for quality problems.
5. Finally, the mailing is verified. The information provided by the mailer in their eDoc is compared to the information gathered from sampling and processing. This comparison lets Seamless Acceptance perform the equivalent of the key manual verifications performed today.

In Seamless Acceptance mail verification, we are trying to answer two questions: Has every piece of mail been paid for? Was every piece of mail paid at the correct rate?

Seamless Acceptance encourages consistent high-quality mail as the mailer is responsible for every mailpiece. The Postal Service has set an acceptable amount of mailing errors in a month, called error thresholds. An error threshold is a value chosen by the Postal Service as the point where a mailer has exceeded the acceptable level of error. Each verification has a different error threshold that identifies significant mail quality and preparation errors in mail quality. If a verification crosses an error threshold, the mailer may be charged additional postage. Errors are measured over an entire calendar month for comparison to the error thresholds.

6. In Step Six, the results of the verifications from Seamless Acceptance are reported on the Mailer Scorecard. All of the Seamless Acceptance data is located under the Seamless tab of the Mailer Scorecard. The Mailer Scorecard displays information for the current month to-date and allows mailers and Acceptance Employees to review mailer results from previous months. Mailers and Acceptance Employees can further investigate verification results by “drilling down” into more detailed reports. The additional reports allow mailers and Acceptance Employees to view individual error data, thus providing a clearer picture of what actually occurred.

### 5.3.2 Verifications Using Error Thresholds

Error thresholds are a method to measure mailer quality across all pieces mailed in a calendar month. For Seamless Acceptance mailings, the Postal Service will use error thresholds for all census verifications plus undocumented pieces identified during sampling. All pieces with errors in excess of an error threshold may be subject to postage assessment. Error thresholds are explained further in [Appendix A](#)

#### 5.3.2.1 Undocumented (Piece) Verification

##### 5.3.2.1.1 Description

It is a requirement for Seamless Acceptance for all IMbs scanned by a handheld scanning device or MPE to be linked to any eDoc submitted within the previous 45 days. An Undocumented Error will be logged when a barcode gathered during sampling (FS-IMD) or MPE scan could not be linked to any eDoc submitted within the last 45 days. The MID, STID and Serial Number contained in the IMb are compared to the eDoc to determine if a piece is undocumented. If no match is found, the system will continue to attempt to re-associate sampling scans and MPE scans for three days after the scan was received.

Undocumented pieces will be reported after this three day re-association has expired. For sampling scans, the system will attempt to re-associate the FS-IMD to an eDoc for the full 45-day barcode uniqueness period. For MPE scans, the system will attempt to re-associate undocumented scans for an additional seven days. As a result, some undocumented mail from sampling can be reported and later be removed from the report when a matching IMcb, IMtb or IMb can be found in eDoc.

As the mail is scanned on MPE the “bookending” process is used to identify and reassign undocumented pieces to the responsible CRID using the undocumented categorization. This process utilizes scan data to create reconstructed trays or bundle grouping used in the verification of Nesting/Sortation data provided in eDoc and scanned on MPE: MPE piece scans are grouped by processing facility, machine, and Operation Code to generate an assumed representation of the physical handling unit or bundle. The undocumented categories are displayed in the Undocumented Summary Report in MicroStrategy and the bookended pieces are viewable from the Undocumented Detail Report.

If the undocumented bookending process does not assign the undocumented piece to a responsible CRID, then the undocumented mail is assigned to the CRID that is associated to the MID Owner included in the IMb, unless there is an undocumented override for the MID. If a specific MID for a Mail Owner is always used by a specific MSP, they can request that the undocumented mail for that MID be reassigned to a specific CRID. More information on the Seamless Admin Page will be available in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*.

As mentioned before, Seamless Acceptance will have greater flexibility in postage statement generation. For example, there is no minimum piece requirement, which means a single piece of mail can be included in the eDoc and may still be required to submit documentation.

The description of Undocumented Error is below:

Error Type	Error	Description
Undocumented	Undocumented Piece Error	An Undocumented piece error is logged when a piece cannot be associated with a valid eDoc submission over the past 45 days. This error is logged at the piece level

**Table 27: Undocumented Error Description**

#### 5.3.2.1.2 Error Calculation

The undocumented piece percentage for each CRID assigned undocumented pieces by calendar month will be calculated as follows:

$$\text{Undocumented Error Percentage} = \frac{\# \text{ of MPE Undocumented Pieces} + \text{Sampling Undocumented Pieces}}{\# \text{ of MPE Undocumented Pieces} + \text{Sampling Undocumented Pieces} + \text{Pieces in Electronic Documentation that received an MPE Scan}}$$

System functionally assigns undocumented pieces from both MPE and sampling to a specific CRID. If the same piece is determined to be undocumented through both MPE and sampling, the piece will only be counted as a single undocumented piece.

### 5.3.2.1.3 Error Threshold

The error thresholds for Undocumented Errors are included below:

Error	Error Threshold
Undocumented	0.3%

**Table 28: Undocumented Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

### 5.3.2.1.4 Exceptions

The exceptions to the Undocumented piece requirement are below:

- Piece scans with IMb length other than 20, 25, 29, or 31-digits.
- Piece scans that did not associate due to the eDoc piece being non-unique.
- Pieces that were scanned during the PARS operation (all OP Codes "90" or "93".)
- Pieces with a Business Reply Mail STID.

### 5.3.2.1.5 Postage Assessment

Any pieces eligible for assessment may be subject to an assessment charge equal to the average piece rate by mail class (determined by STID of IMb) and CRID for the assessment month. Seamless Acceptance Undocumented assessments are charged against the CRID assigned to the MID owner or a reassigned party.

If the current month average postage cannot be determined for the mail class and CRID then the previous month average postage should be used. If an average postage paid cannot be determined for either the current or previous month for a mail class for the CRID then the average postage by mail class for all eDoc submitters for the current month will be used. The system also has the ability to override the average postage for a mail class.

MID Owners or the reassigned party (i.e. MSP) are responsible for ensuring proper postage is paid for all known undocumented pieces regardless of error threshold. For example, if an eDoc file is not uploaded or a postage statement is not finalized, postage has not been collected in *PostalOne!* for those pieces. If a MID Owner or reassigned party becomes aware of such a situation, or any other which caused pieces to be accepted and processed by the Postal Service without payment, they are responsible for correcting the error and paying the appropriate postage.

See [Section 5.4](#) for additional guidance.

For assessment calculation examples for Undocumented Errors, see [Appendix C](#).

### 5.3.2.1.6 Resolving Barcoded Pieces Not in eDoc

For mailers unable to provide electronic documentation for every mailpiece and approved for the alternative process while in Seamless Parallel, the following process will occur monthly:

1. On a monthly frequency (exact date for each mailer TBD), provide documentation to the Postal Service to quantify the total number of pieces for the month that are barcoded, but not included in eDoc. This count should include:
  - a) Barcoded pieces paid using a hardcopy postage statement.
  - b) Barcoded pieces paid using a meter.
2. The Postal Service will subtract the provided piece count from the total undocumented piece count for the month before the postage assessment occurs.
3. The Postal Service will conduct periodic audits of the mailer process to provide the piece count.

### 5.3.2.2 Delivery Point Verification

#### 5.3.2.2.1 Description

It is a requirement of Seamless Acceptance for the delivery point provided in the piece IMb to be valid. Delivery Point Errors are displayed on the Seamless tab of the Mailer Scorecard Pieces that do not have a valid 5-digit, 9-digit or 11-digit delivery point will have an error logged against them.

To determine if the delivery point information is correct, the routing code information for the IMbs included in finalized electronic documentation is compared to a list of valid and active delivery points. A Delivery Point Error may also be logged if the IMb has a value of "0000" in positions six through nine of the routing code or "9999" in positions six through nine of the routing code and the address record type is not General Delivery.

The description of Delivery Point Error is below:

Error Type	Description
Delivery Point	A Delivery Point Error is logged when the delivery point provided in eDoc is either not valid or contains generic +4 information with an address record type that is not General Delivery

**Table 29: Delivery Point Error Description**

#### 5.3.2.2.2 Error Calculation

The error percentage for Delivery Point Error is calculated by dividing the number of Seamless Acceptance pieces with Delivery Point Errors by the number of total Seamless Acceptance pieces submitted in eDoc.

$$\text{Delivery Point Error Percentage} = \frac{\text{\# of Seamless Acceptance Pieces with Delivery Point Errors}}{\text{\# of Seamless Acceptance Pieces Submitted in eDoc}}$$

### 5.3.2.2.3 Error Threshold

The thresholds for Delivery Point Error are included below:

Error	Error Threshold
Delivery Point	2%

**Table 30: Delivery Point Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

### 5.3.2.2.4 Exceptions

There are no exceptions to the delivery point identification requirement.

### 5.3.2.2.5 Postage Assessment

If the delivery point error percentage exceeds the configurable error threshold for this error, the mailer will be assessed postage for the pieces in error above the error threshold. Additional postage for each piece above error threshold will be determined by calculating the difference between the eDoc piece postage and the correct postage amount. The correct postage for delivery point errors will be the single piece rate or highest rate for the mail class, processing category and weight as identified in eDoc, per USPS Notice 123.

See [Section 5.4](#) for additional guidance.

USPS Notice 123 is found here: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>

For assessment calculation examples for Delivery Point Errors, see [Appendix C](#).

## 5.3.2.3 Nesting/Sortation (MPE) Verification

### 5.3.2.3.1 Description

It is a requirement for Seamless Acceptance for the piece IMb identified in eDoc to correctly identify nesting information. A Nesting/Sortation Error will be logged if the MPE piece scan is nested in a different tray or bundle than was identified in the eDoc and the presort level of the MPE piece scan's reconstructed parent Handling Unit does not match the Presort Level of the associated eDoc piece's Handling Unit, or the Destination ZIP code of the MPE piece scan's Reconstructed Handling Unit does not match the Destination ZIP code of the associated eDoc piece's parent Handling Unit.

Nesting/Sortation Errors are determined using scan data from the MPE, including Facility, MPE Machine ID, and Wide Field of View (WFOV) Sequence Number. Each piece scan receives a unique WFOV Sequence Number which is a counter that represents the order in which the pieces are processed on the MPE. A system representation of every tray and bundle is created using data from these scans.

Nesting/Sortation (MPE) errors are displayed on the Seamless tab of the Mailer Scorecard (please note that warnings are not included in the Mailer Scorecard metrics unless the metric name specifically calls out warnings).

The description for Nesting/Sortation (MPE) error is included below:

Error Type	Description
Nesting/Sortation (MPE)	A Nesting/Sortation (MPE) error is logged when the piece scanned is nested in a different tray or bundle than the tray or bundle that was identified in eDoc

**Table 31: Nesting/Sortation (MPE) Error Description**

#### 5.3.2.3.2 Error Calculation

The error percentage for Nesting/Sortation Error is calculated by dividing the number of Seamless Acceptance pieces with Nesting/Sortation Errors by the number of total full-service elements submitted in eDoc.

$$\text{Nesting/Sortation Error Percentage} = \frac{\text{\# of Seamless Acceptance Pieces with Nesting/Sortation Errors}}{\text{\# of Seamless Acceptance Pieces Submitted in eDoc}}$$

#### 5.3.2.3.3 Error Threshold

The error thresholds for Nesting/Sortation (MPE) errors are included below:

Error	Error Threshold
Nesting/Sortation (MPE)	1%

**Table 32: Nesting/Sortation (MPE) Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

#### 5.3.2.3.4 Exceptions

There are no exceptions to the nesting/sortation requirement.

#### 5.3.2.3.5 Postage Assessment

If the nesting/sortation error percentage from MPE exceeds the configurable error threshold for this error, the mailer will be assessed postage for the pieces in error above the error threshold. Additional postage for each piece above error threshold will be determined by calculating the difference between the eDoc piece postage and the correct postage amount. The correct postage for nesting/sortation errors will be the appropriate mixed rate by mail class, processing category and weight as identified in eDoc per USPS Notice 123.

See [Section 5.4](#) for additional guidance.

USPS Notice 123 is found here: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>

For assessment calculation examples for Nesting/Sortation Errors, see [Appendix C](#).

### 5.3.3 Verifications using Postage Adjustment Factors

Postage Adjustment Factor (PAF) is a method to apply an error rate determined from samples to the entire population of mailings within a calendar month. Mailers may be assessed for additional postage when a PAF metric exceeds a PAF threshold for calendar month.

PAF relies on the concept of statistical significance. Statistical significance ensures that the sample size is large enough to represent the population of mailings over the month AND that the error rate from samples is large enough to distinguish itself from noise caused by the environment, differences in equipment, and differences in personnel. Samples that fail to meet statistical significance requirements are excluded from PAF calculations.

There are three PAF types: General, Mail Characteristics and Barcode Quality. The General PAF is used for errors in Postage and Weight verifications. The Mail Characteristic PAF is used for errors in the processing category, mail class, Nonprofit eligibility, and content. The Barcode Quality PAF is used for errors with barcode application and readability. The three PAF types all relate back to the key question of “Is the mailing prepared correctly?”

Each PAF looks at a slightly different set of mailpieces from the Mail Owner and eDoc submitter. The Mail Characteristic PAF is separately calculated for all pieces from each Mail Owner and eDoc submitter in the calendar month. The General PAF applies to all pieces from an eDoc submitter in a calendar month. The Barcode Quality PAF only applies to unscanned mailpieces from an eDoc submitter in the calendar month.

PAF is a measurement of the difference between the postage paid and the correct postage amount for the pieces sampled, expressed as a ratio. This means that a mailer with a PAF of 1.00 paid exactly the correct amount of postage based on the sampling data. A mailer with a PAF of 1.06 would have underpaid for their mailing by 6 percent. PAF is a way to take the quality measured during all samples and project that quality across the entire month's mailings. PAF is the sum of the adjusted postage divided by the sum of eDoc postage paid on the sampled pieces during the assessed calendar month to determine postage due.

If a mailer exceeds the PAF error threshold, the amount of PAF above error threshold is applied to the eDoc postage paid by the mailer during that calendar month to determine the postage due. For example, if a mailer had a PAF of 1.08 and the PAF error threshold is 1.05 they are .03 above the limit. If their original postage paid was \$10,000, that amount would be multiplied by .03, totaling for an additional \$300 in postage due.

#### 5.3.3.1 General PAF Verifications

Postage and Weight Errors are included in the General PAF. The General PAF is the ratio of postage which should have been paid for all sampled mailpieces, taking into account additional postage due from sampling postage and weight errors, divided by postage paid. The PAF is always equal to or greater than 1.00. A mailer with no errors would have a PAF of 1.00. The PAF is an adjustment factor which is then applied to all mailpieces in the month if the error threshold is exceeded.

Sampling errors will only be included in the postage assessment when the PAF error threshold is exceeded. Sampling error codes that are tied to an error will be included in the postage assessment. Seamless warnings will not be included in the postage assessment.

The system will only include statistically significant error types in the PAF. The statistical significance for each of the postage and weight error types for an eDoc submitter CRID will be determined over the

course of a month. The error types which turn out to be statistically significant will be used to determine a PAF using the following equation.

$$\text{General PAF} = \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Postage, Weight) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}}$$

### 5.3.3.1.1 Postage Verification

#### 5.3.3.1.1.1 Description

It is a requirement of Seamless Acceptance for the postage affixed to a mailpiece when scanned by FS-IMD to be the same as the postage affixed specified in the eDoc. A Postage Error will be logged if the FS-IMD piece scan postage affixed is less than the postage affixed provided in eDoc or the FS-IMD piece scan postage payment method does not match the postage payment method provided in eDoc.

Postage (Sampling) errors are displayed on the Seamless tab of the Mailer Scorecard (please note that warnings are not included in the Mailer Scorecard metrics unless the metric name specifically calls out warnings). Weight and Postage are evaluated together for MLOCR mailers.

The description of Postage Error is included below:

Error Type	Error	Description
Postage	Piece Error	A Postage Error is logged when the postage recorded by the FS-IMD scan is less than the postage affixed specified in eDoc

**Table 33: Postage Error Description**

#### 5.3.3.1.1.2 Error Calculation

Postage Errors are included in the calculation of the General PAF, which includes results of the postage and weight verification. The General PAF calculation is detailed in [Section 5.3.3.1](#).

#### 5.3.3.1.1.3 Error Threshold

The error thresholds for Postage Errors are included below:

Error	Error Threshold
Postage (as part of General PAF)	General PAF > 1.05

**Table 34: Postage Verification Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

#### 5.3.3.1.1.4 Exceptions

There are no exceptions to the requirement for all Seamless Acceptance pieces to have proper postage affixed.

#### 5.3.3.1.1.5 Postage Assessment

Assessment for Postage Verification errors is included under the assessment for General PAF. When a mailer exceeds the General PAF threshold, the additional postage due is equal to the total adjusted postage amount multiplied by the amount over the PAF threshold.

Total adjusted postage for Postage Verification errors is calculated by summing the postage affixed amount for all sampled pieces with errors.

See [Section 5.4](#) for additional guidance.

For assessment calculation examples for Postage Errors, see [Appendix C](#).

#### 5.3.3.1.2 Weight Verification

##### 5.3.3.1.2.1 Description

It is a requirement of Seamless Acceptance for the piece weight recorded by FS-IMD scanner to be the same as the weight specified in the eDoc. A Weight Error will be logged if the piece weight from the FS-IMD Piece scan is different than the piece weight from the matching eDoc piece barcode and the difference in weight would result in the piece changing rate categories or exceed the tolerance for pound postage.

Weight (Sampling) errors are displayed on the Seamless tab of the Mailer Scorecard (please note that warnings are not included in the Mailer Scorecard metrics unless the metric name specifically calls out warnings). Weight and Postage are evaluated together for MLOCR mailers.

The description of Weight Error is included below:

Error Type	Error	Description
Weight	Piece Error	A Weight Error is logged when the weight recorded by the FS-IMD scan is more than the weight specified in eDoc

**Table 35: Weight Error Description**

##### 5.3.3.1.2.2 Error Calculation

Weight Verification errors are included in the General PAF calculation, which includes results of the postage and weight verification. The General PAF calculation is detailed in [Section 5.3.3.1](#).

##### 5.3.3.1.2.3 Error Threshold

The error thresholds for Weight Errors are included below:

Error	Error Threshold
Weight (as part of General PAF)	General PAF > 1.05

**Table 36: Weight Error Thresholds**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

#### 5.3.3.1.2.4 Exceptions

There are no exceptions to the requirement that piece weights for Seamless Acceptance mailings match the eDoc piece weight, within an allowed tolerance.

#### 5.3.3.1.2.5 Postage Assessment

Assessment for Weight Verification errors is included under the assessment for General PAF. When a mailer exceeds the General PAF threshold, the additional postage due is equal to the total adjusted postage amount multiplied by the amount over the PAF threshold.

Total adjusted postage for Weight Verification errors is calculated by summing the postage at the sampled weight value for all sampled pieces with errors.

See [Section 5.4](#) for additional guidance.

For assessment calculation examples for Weight Errors, see [Appendix C](#).

### 5.3.3.2 Mail Characteristic PAF

Mail Characteristic Errors are included in the Mail Characteristic PAF. The Mail Characteristic PAF is the ratio of postage which should have been paid for all sampled mailpieces, taking into account additional postage due from content errors, divided by postage paid. The PAF is always equal to or greater than 1.00. A mailer with no errors would have a PAF of 1.00. The PAF is an adjustment factor which is then applied to all mailpieces in the month if the error threshold is exceeded, which is based on sampling performed daily.

Mail characteristics errors will only be applied to the specific Mail Owner populations with errors identified. If results turn out to be statistically significant for a particular Mail Owner, then a Mail Characteristic PAF will be determined for the Mail Owner. If the configurable error threshold is exceeded, then the Mail Characteristic PAF will be applied against the postage corresponding to that Mail Owner.

$$\text{Mail Characteristic PAF} = \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Mail Characteristic) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}}$$

#### 5.3.3.2.1 Mail Characteristic Verification

##### 5.3.3.2.1.1 Description

It is a requirement of Seamless Acceptance for the processing category or mail class as scanned by FS-IMD to match what was submitted in the eDoc at the container, handling unit, and piece level. A Mail Characteristic Error will be logged if the FS-IMD container, handling unit, or piece scan does not match information of the job associated to the matching eDoc container, handling unit, or piece barcode for Processing Category or Mail Class. An error will also be logged when the mail was paid for at a Nonprofit rate and is not eligible or the mail was not automation compatible. *Nonprofit Qualifications* can be found here: <http://pe.usps.com/businessmail101/misc/nonprofitQualifications.htm>,

Automation guidelines for letters & cards can be found here:

<http://pe.usps.com/businessmail101/misc/autoLetters.htm>,

Automation guidelines for flats can be found here:

<http://pe.usps.com/businessmail101/misc/autoFlats.htm>.

A Mail Characteristic warning will be logged as a Handling Unit error if the sampled bundles were not prepared properly. Bundle preparation guidelines in the *DMM* can be found here: <http://pe.usps.com/text/dmm300/203.htm#1082719>.

Mail Characteristic Errors are displayed on the Seamless tab of the Mailer Scorecard.

The descriptions of Mail Characteristic Errors are included in the table below:

Error Type	Error/Warning	Description
Mail Characteristic	Container Warning	A Mail Characteristic Container warning is logged when the Processing Category or Mail Class recorded in the FS-IMD Scan does not match what was submitted in the eDoc submission
	Handling Unit Warning	A Mail Characteristic Handling Unit warning is logged when the Processing Category or Mail Class recorded in the FS-IMD Scan does not match what was submitted in the eDoc submission
	Piece Error	A Mail Characteristic Piece error is logged when the Processing Category or Mail Class recorded in the FS-IMD Scan does not match what was submitted in the eDoc submission

**Table 37: Mail Characteristic Error and Warning Description**

#### 5.3.3.2.1.2 Error Calculation

Mail Characteristic Errors are included in the Mail Characteristic PAF calculation. The Mail Characteristic PAF calculation is detailed in [Section 5.3.3.2](#).

#### 5.3.3.2.1.3 Error Threshold

The error thresholds for Mail Characteristic Errors are included below:

Error	Error Threshold
Mail Characteristic Piece	Mail Characteristic PAF > 1.05
* <b>Note:</b> Mail Characteristic PAF does not include errors logged on containers and handling units. They are logged as warnings.	

**Table 38: Mail Characteristic Error Threshold**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

#### 5.3.3.2.1.4 Exceptions

There are no exceptions to the Mail Characteristic requirements for Seamless Acceptance mailings.

#### 5.3.3.2.1.5 Postage Assessment

When a mailer exceeds the Mail Characteristic PAF threshold, the additional postage due is equal to the total adjusted postage amount multiplied by the amount over the PAF threshold. Mail Characteristic Errors will be assessed to the eDoc submitter CRID, but the Mail Characteristic PAF will only apply to the portion of the Mail Owner that was identified to exceed the error thresholds.

**Note:** In the case that pieces with Mail Characteristic Errors do not have By/For information or have invalid By/For information, a new population will be created for these pieces. The Mail Characteristic PAF would then be determined for just this portion of the mail where it would be applied if it exceeds the error threshold.

The sum of adjusted postage will be equal to the total postage that the mailer should have paid for all the sampled pieces based on the results of sampling verifications. The sum of eDoc postage is the original postage paid for the sampled pieces for that eDoc submitter and Mail Owner combination. Additional postage for each piece will be determined by calculating the difference between the original piece postage and the new postage amount. The new postage will be calculated based on the mail characteristic error types as follows:

- Ineligible for Nonprofit rate: remove Nonprofit discount.
- Incorrect processing category: highest rate for new processing category for the eDoc mail class and weight.
- Incorrect mail class: highest rate for new mail class for the eDoc processing category and weight.

See [Section 5.4](#) for additional guidance.

For assessment calculation examples for Mail Characteristic Errors, see [Appendix C](#).

### 5.3.3.3 Barcode Quality PAF

Barcode errors are included in the Barcode Quality PAF. The Barcode Quality PAF is the ratio of postage which should have been paid for all sampled mailpieces, taking into account additional postage due from barcode quality errors, divided by postage paid. The PAF is always equal to or greater than 1.00. A mailer with no errors would have a PAF of 1.00. The PAF is an adjustment factor which is then applied to all mailpieces in the month if the error threshold is exceeded.

This section addresses the sampling and assessment methodology to assure that a mailpiece is correctly claiming the automation rate. A scan may not be obtained due to either a barcode quality issue on the mailers side or to Postal Service processing or system issues. Barcode Quality Errors will be identified during sampling for pieces with missing or unreadable barcodes. If a mailpiece cannot be scanned using the FS-IMD, the Acceptance Employee will check whether the mailer prepared the barcode correctly, per specifications, in order to help mitigate the risk of any problems on the Postal Service side that could result in improperly identifying a barcode quality issue. If barcode quality errors are found to be statistically significant, the Barcode Quality PAF will be calculated as:

$$\text{Barcode Quality PAF} = \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Barcode Quality) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}}$$

#### 5.3.3.3.1 Barcode Quality Verification

##### 5.3.3.3.1.1 Description

It is a Seamless Acceptance requirement for the processing category or mail class recorded in the FS-IMD piece scan to match what was submitted in the eDoc. Barcode Quality (Sampling) errors are displayed on the Seamless tab of the Mailer Scorecard (please note that warnings are not included in the Mailer Scorecard metrics unless the metric name specifically calls out warnings).

A Barcode Quality Error is logged when the sample scan had an unreadable barcode or had no barcode on an automation piece. If a mailer's mailpieces do not contain valid barcodes that are readable by the scanner, then barcode quality errors will be logged. For example, a barcode was not printed on the mailpiece, or had a low quality printed barcode.

The description of Barcode Quality Error is included below:

Error Type	Error	Description
Barcode Quality	Piece Error	A Barcode Quality Error is logged when the scan of the sampled piece had an unreadable barcode or had no barcode on an automation piece

**Table 39: Barcode Quality Error Description**

*5.3.3.3.1.2 Error Calculation*

Barcode Quality Errors are included in the Barcode Quality PAF calculation. The Barcode Quality PAF calculation is detailed in [Section 5.3.3.3.](#)

*5.3.3.3.1.3 Error Threshold*

The error thresholds for Barcode Quality Errors are included below:

Error	Error Threshold
Barcode Quality	Barcode Quality PAF > 1.05

**Table 40: Barcode Quality Error Threshold**

An explanation of error thresholds and the error threshold determination process is located in [Appendix A](#) of this document.

*5.3.3.3.1.4 Exceptions*

There are no exceptions to barcode quality requirements for Seamless Acceptance mailings.

*5.3.3.3.1.5 Postage Assessment*

When a mailer exceeds the Barcode Quality PAF threshold, the additional postage due is equal to the total adjusted postage amount multiplied by the amount over the PAF threshold.

The total adjusted postage amount for Barcode Quality Errors is calculated by summing the postage at the non-automation rate for all sampled pieces with errors.

See [Section 5.4](#) for additional guidance.

For assessment calculation examples for Barcode Quality Errors, see [Appendix C](#).

## 5.4 Seamless Acceptance Postage Assessment Calculation

Seamless Acceptance assessments will be aggregated and distributed to the Mailer Scorecard and Mail Entry Postage Assessment reports.

Seamless Acceptance errors are aggregated to the eDoc submitter CRID, except for Undocumented Errors which are assigned to the owner of the MID on the undocumented mailpiece or a CRID identified during the undocumented reassignment process.

Total assessments plus eDoc postage on a single Seamless Acceptance container will not exceed the single-piece rate for the mail class and shape.

## 5.5 Seamless Acceptance Mail Quality Reports

Mailers and the Postal Service will have shared access to reports on Seamless Acceptance mail quality. Seamless Acceptance Mail Quality reports can be found by drilling down on the Mailer Scorecard. Reports will be updated every day with verification results as mail is sampled and processed. Reports will provide both a high-level overview of mail preparation quality for the month, and allow the mailer to drill into detailed error information. This section provides an overview of the reports that are available.

Detailed guidance on reporting functionality and user guides will be available in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*.

## 6 POSTAGE ASSESSMENT

### 6.1 Program Overview

Mail quality results displayed in the Mailer Scorecard are used to determine when additional postage should be assessed. Postage assessments are generated when the total pieces in error exceed an established error threshold for a calendar month. Postage assessments are calculated in the month following the month of mailing, based on the postage statement mailing date.

**Postage Assessments are generated for and sent to only the eDoc submitter.** eDoc submitters are responsible for reviewing, disputing, and making payment for assessments using an authorized permit. Postal Service postage assessment reporting provides eDoc submitters information about errors by Mail Owner and appointment scheduler. These reports will be reviewed in the forthcoming *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*.

### 6.2 Assessment Process Overview

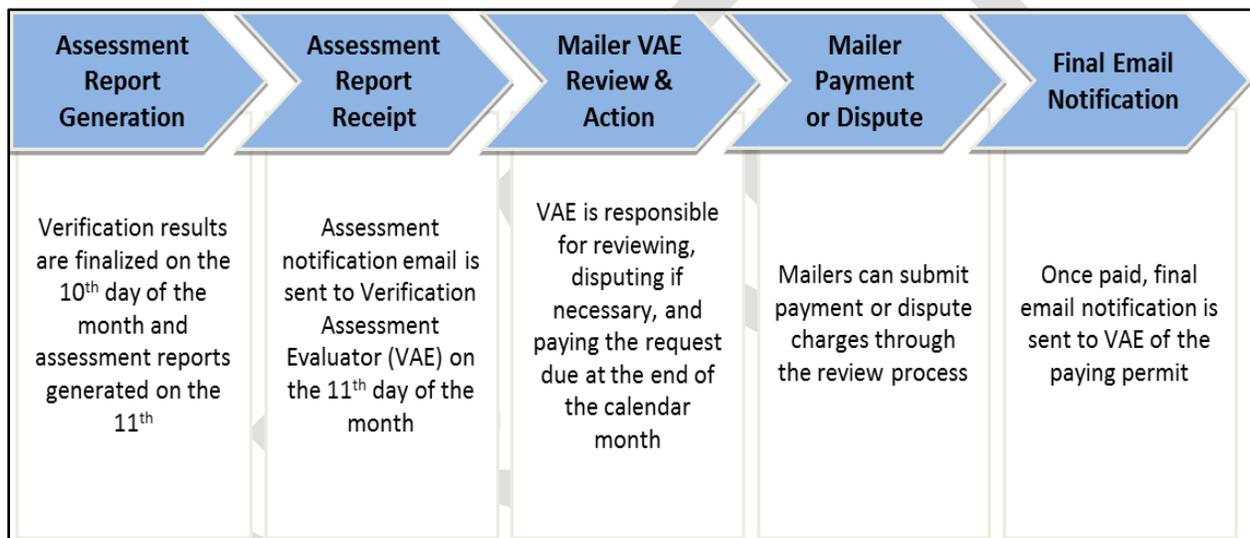


Figure 4: Postage Assessment Process

#### 6.2.1 Postage Assessment Generation

Postage Assessment reports are generated at the eDoc submitter CRID level on the 11th day of the month.

Postage Assessments will not be generated for assessments less than \$50. This \$50 is the total across all streamlined mail acceptance initiatives, not at the individual level.

#### 6.2.2 Postage Assessment Notification

The Postal Service notifies mailers of pending postage assessments via email sent to mailers' self-appointed VAE. If the mailer does not designate a VAE, the BSA defaults to having the VAE responsibilities. The first user to request a service for a location becomes the BSA of that service and is able to manage that service for any future users, controlling who can and cannot use it at that business location.

### 6.2.3 Postage Assessment Payment/Review Request

eDoc submitters must either pay the assessed amount upon receipt or request review of the postage assessment charges within 10 business days of the email notification.

If the mailer makes a payment for the total assessed amount, the postage assessment status is updated to "Paid". Any permit that is owned by the eDoc Submitter CRID and any Mail Owner permit that has been used as payment during the calendar month will be available to the VAE as a payment option.

The eDoc submitter VAE and the Mail Owner permit VAE (if applicable) are notified by email that payment is made. Permits associated to CRID and payment amount data are retained in the system for 6 months.

### 6.2.4 Postage Assessment Review

eDoc submitters can request review of the postage assessment within 10 business days of notification. Business Mail Entry (BME) Acceptance Employees/BMS Analysts will work with the mailers who dispute the charges to resolve the issue and may request additional supporting documentation from mailers if needed.

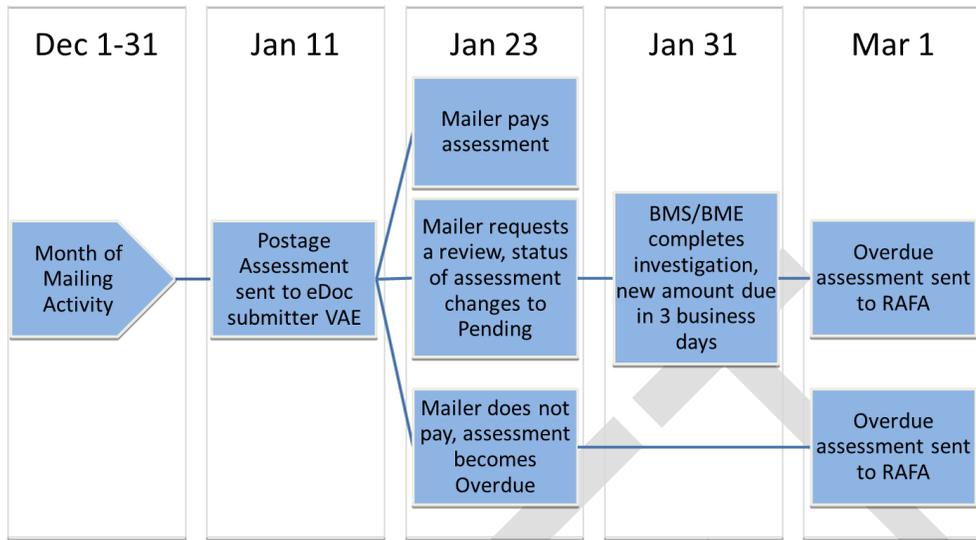
BME/BMS Analysts will make a decision based on their findings and a review of the documentation provided by the mailer by the end of that month. The updated amount of postage assessed will be due three business days after completion of the review.

Mailers who disagree with the results of a postage assessment review, mailers who disagree or with a classification decision by a local Post Office, whether on a pending or a proposed mailing, may send a written appeal to the postmaster within 30 days. The appeal is forwarded to the Pricing and Classification Service Center (PCSC). The PCSC issues the final agency decision. Only the PCSC manager may rule on an appeal or initial request for a ruling on an exception to a USPS standard in the DMM.

### 6.2.5 Overdue Postage Assessments

If payment is not received within 10 business days of initial notification (or three business days after a dispute is resolved), then the Postage Assessment will be considered "Overdue." BME/BMS Analysts will escalate any overdue postage to their designated Managers. If the designated Manager is unable to work with the mailer to resolve the postage review request, postage due will be escalated per the process in the *DMM* Section 604.10, found here: <http://pe.usps.com/text/dmm300/604.htm#1081181>.

The example below provides a visual representation of the assessment timeline.



**Figure 4: Mail Entry Assessment Timeline**

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## APPENDIX A: QUICK GUIDE TO ERROR THRESHOLDS

Error Thresholds were established for the full-service Electronic Verifications, Move Update, Seamless Acceptance, and eInduction programs by using error data from all mailers participating in those programs. These error thresholds were set at an achievable level as demonstrated by mailers within the mailing industry who were participating in the programs.

The Postal Service sets these error thresholds through a periodic statistical analysis of quality for all mailings in a defined time period. The Postal Service determines both the mean (average) and the standard deviation for each error type at the eDoc submitter CRID level. The error threshold for each error type was set to at least one standard deviation from the mean. For Move Update, an additional level of analysis was performed to compare the error threshold to the existing MERLIN process.

For each individual error type within a program (full-service, Move Update, eInduction, Seamless Acceptance) data is pulled from all participating mailers. Each mailer, as represented by an individual CRID, had an error percentage determined by each error type in each month if they were actively participating in the program. For example, CRID 123456 which submitted full-service mailings but not eInduction mailings would have an error percentage for each of the three months for barcode uniqueness piece error, an error percentage for STID Errors, but not an error percentage for eInduction Misshipped Errors. Error data is aggregated solely across an eDoc submitter CRID. There is no data aggregation by MID, Permit, or Mail Owner used in setting error thresholds.

As a temporary measure, the Postal Service established an additional mail quality error thresholds for each of the Seamless Acceptance and eInduction verifications. The Postal Service calculated an Egregious error threshold at two standard deviations above the mean error percentage. The Postal Service may manually assess mailers for Seamless and eInduction in excess of the Egregious threshold. The Postal Service will retire the Egregious error threshold upon the activation of automated postage assessments.

The Postal Service shared the methodology and data points used in error threshold calculation during various MTAC meetings including: MTAC quarterly Open Sessions, WG 143 – Seamless Acceptance, WG 138 – eInduction, UG1 – *PostalOne!* and UG5- Addressing.

Below are the current error type and corresponding error thresholds for each program.

## A.1. Full-Service Error Thresholds

Full-service verification data is located on the Electronic Verification tab of the Mailer Scorecard

Error Type	Mailer Scorecard Error	Error Threshold	Description
Valid MID	MID Container	2%	A MID Container error is logged when the Mailer ID in the Intelligent Mail container barcode was not assigned by the Postal Service, and is invalid, or cannot be found
	MID Handling Unit	2%	A MID Handling Unit error is logged when the Mailer ID in the Intelligent Mail tray barcode was not assigned by the Postal Service, and is invalid, or cannot be found
	MID Piece	2%	A MID Piece error is logged when the Mailer ID in the Intelligent Mail barcode was not assigned by the Postal Service, and is invalid, or cannot be found
Valid STID	STID	2%	A STID Error is logged when the Service Type ID in the Intelligent Mail barcode is missing or not valid and correct for the class and service level of the mailpiece
By/For	By/For	5% *	<p>A By/For Error is logged when the Mail Owner and Mail Preparer are not identified or are not accurate in the eDoc</p> <ul style="list-style-type: none"> <li>Do the Mail Owner and Mail Preparer identifiers (MID, CRID, or Permit) provided in the eDoc exist in Postal Service reference systems?</li> <li>Is the Mail Owner also identified as the Mail Preparer within the same mailing?</li> <li>Has the Mail Owner been identified as a Mail Preparer in another mailing in the past 90 days?</li> </ul>

Error Type	Mailer Scorecard Error	Error Threshold	Description
Unique Barcode	Barcode Uniqueness Container	2%	A Barcode Uniqueness container error is logged when the Intelligent Mail container barcode is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc
	Barcode Uniqueness Handling Unit	2%	A Barcode Uniqueness Handling Unit error is logged when the Intelligent Mail tray barcode is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc
	Barcode Uniqueness Piece	2%	A Barcode Uniqueness Piece error is logged when the Intelligent Mail barcode is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc  The MID, Serial Number, and Mail Class from the STID define a unique IMb. If the same MID and Serial Number are used on two mailpieces with two different STIDs that indicate the same class of mail (for example First-Class STIDs 314 and 320), those pieces will be flagged as non-unique.
Entry Facility	Entry Facility Container	2%	An Entry Facility Container Error is logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of the container is not a valid Postal Service location in the Facility File of the Drop-Ship Product File
	Entry Facility Handling Unit	2%	An Entry Facility Handling Unit Error is logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of a handling unit, without a container, is not a valid Postal Service location in the Facility File of Drop-Ship Product File

Error Type	Mailer Scorecard Error	Error Threshold	Description
Unlinked Copal	Unlinked Copal	5%	<p>An Unlinked Copal Error is logged when a tray/virtual sack is marked for copalletization at origin but no eDoc is submitted with the tray/virtual sack on a pallet</p> <p>This verification is logged against the handling unit (either tray or virtual sack) and is checked against the error threshold by comparing the number of handling units with an unlinked copal error / total number of handling units</p> <p>This was previously called an OCI error</p>
<p><b>*Note:</b> A custom By/For Error threshold may be set for a mailer who accepts more than 5% of volume from small mailers presenting less than 5,000 pieces per mailing</p>			

**Table 41: Full-Service Error Thresholds**

## A.2. Move Update Error Threshold

Move/Update verification data is located on the Electronic Verification tab of the Mailer Scorecard

Error Type	Error Threshold	Error Type Description
Move Update	TBD	A Move/Update error is logged when the address on the mailpiece has not been updated due to a COA record where the more current of the COA Move Effective and COA Create date is between 95 days and 18 months of the postage statement finalization date

**Table 42: Move Update Error Threshold**

### A.3. eInduction Error Thresholds

eInduction verification data is located on the eInduction tab of the Mailer Scorecard. Mail Owners will only be able to see eInduction verification results on the Mailer Scorecard for containers where they have pieces in which they are identified as the Mail Owner.

Error Type	Error Threshold	Description
(Extra) Undocumented	0.00%	An Undocumented Error is logged when a scanned Intelligent Mail container barcode (IMcb) is not found in any eDoc or is included in an eDoc and associated to a postage statement in EST status. Continuous Mailers have a 10 day grace period to upload the eDoc after the container is scanned. No additional verifications are performed on Undocumented containers.
Payment	0.0%	A Payment Error is logged when the postage statements for a scanned container are not in a FIN or FPP status
Duplicate	0.17%	A Duplicate Error is logged when the same IMcb is used on two or more containers within 45 days of the eDoc Postage Statement Mailing Date. An error is logged for the second and any subsequent containers received on a different appointments.
Misshipped	1.05%	A Misshipped Error is logged when the container is scanned at an incorrect entry location, per the Mail Direction File. The correct entry location is based on the Container Destination ZIP and container-level entry facility type provided in the eDoc. Misshipped Errors are only logged on containers that claim a destination entry discount.
Entry Point Discount	0.51%	An Entry Point Discount Error is logged when one or more pieces on a container claim an entry discount level that is not available at the location where the container was entered. The Mail Direction File defines the available entry discount levels for each entry location. EPD Errors are only logged on containers that claim a destination entry discount.
Zone Discount (Periodicals and BPM Only)	0.01%	A Zone error is logged when one or more pieces on a container claim a lower entry Zone than the Zone calculated between the location where the container was entered and the destination from the eDoc. Zones are defined using the Postal Service Zone chart. Zone errors are only logged on containers that claim a zone discount.

**Table 43: eInduction Error Thresholds**

## A.4. Seamless Acceptance Error Thresholds

Seamless Acceptance verification data is located on the Seamless tab of the Mailer Scorecard, but is only displayed in the eDoc Submitter view. Since May 2015, Mail Owners had access to the Seamless tab of the Mailer Scorecard. Mail Owners are only able to see results for pieces in which they are identified as the Mail Owner in eDoc. The following table provides forthcoming Mailer Contact thresholds

Error Type	Error Threshold	Description
Undocumented	.3%	An Undocumented Errors is logged when a scanned Intelligent Mail barcode cannot be found in eDoc that has an associated finalized postage statement
Delivery Point	2%	A Delivery Point Error is logged when the 5-, 9-, or 11-digit routing code portion of the Intelligent Mail barcode is invalid, the wrong length, or missing
Nesting/Sortation (Mail Processing Equipment)	1%	A Nesting/Sortation (MPE) error is logged when the scanned Intelligent Mail barcode is found in a reconstructed tray with a different presort level or destination ZIP Code than the nested tray from the eDoc. Trays are reconstructed when 80 or more pieces from the same eDoc tray are scanned in a row on the same piece of MPE.
Postage (Sampling)	General PAF 1.05	A Postage Error is logged when the postage affixed amount, or the postage payment method, of the sampled piece does not match the postage information in the eDoc
Weight (Sampling)		A Weight Error is logged when the weight of the sampled piece does not match the weight in the eDoc and crosses a weight category or exceeds an error threshold set for pound postage
Mail Characteristic (Sampling)	PAF 1.05	A Mail Characteristic Error is logged when the sampled piece does not qualify as the type of mailing from the eDoc such as Processing Category, mail class, or Nonprofit eligibility
Barcode Quality (Sampling)	PAF 1.05	A Barcode Quality Error is logged when the scan of the sampled piece had an unreadable barcode or had no barcode on an automation piece

**Table 44: Seamless Acceptance Error Thresholds**

## Appendix B: Quick Guide to Assessable Metrics – Full-Service, Move Update, eInduction, and Seamless Acceptance

The tables below list all assessable errors by Postal Service program. Mail Owners will only see results for mailpieces, handling units, and containers when they are correctly identified as the Mail Owner in the By/For fields within the eDoc.

### B.1. Intelligent Mail Full-Service

Full-service verification data is located on the Electronic Verification tab of the Mailer Scorecard.

Error Type	Error	Error Threshold	Description	Calculation	Postage Assessment
Valid MID	MID Container	2%	<p>A MID Container error is logged when the Mailer ID in the Intelligent Mail container barcode was not assigned by the Postal Service, and is invalid, or cannot be found</p> <p>This error is logged at the container level</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Full-Service Containers with MID Errors in eDoc}}{\text{Total \# of Containers Submitted in Full-Service and Mixed-Service eDoc}}$	<p>For containers in error over the error threshold, each piece within the container is assessed the full-service discount amount, based on the mail class of the piece</p> <p>If the container in error is part of a logical container, each piece within the logical container is assessed the full-service discount amount</p>
Valid MID	MID Handling Unit	2%	<p>A MID Handling Unit error is logged when the Mailer ID in the Intelligent Mail tray barcode was not assigned by the Postal Service, and is invalid, or cannot be found</p> <p>This error is logged at the handling unit level</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Full-Service Handling Units with MID Errors in eDoc}}{\text{Total \# of Handling Units Submitted in Full-Service and Mixed-Service eDoc}}$	<p>For handling units in error over the error threshold, each piece within the container is assessed the full-service discount amount, based on the mail class of the piece</p> <p>If the handling unit in error is part of a logical handling unit, each piece within the logical handling unit is assessed the full-service discount amount</p>

Error Type	Error	Error Threshold	Description	Calculation	Postage Assessment
Valid MID	MID Piece	2%	<p>A MID Piece error is logged when the Mailer ID in the Intelligent Mail barcode was not assigned by the Postal Service, and is invalid, or cannot be found</p> <p>This error is logged at the piece level</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Full-Service Pieces with MID Errors in eDoc}}{\text{Total \# of Pieces Submitted in Full-Service and Mixed-Service eDoc}}$	Each piece in error over the error threshold is assessed the full-service discount amount, based on the mail class of the piece
Valid STID	STID	2%	<p>A STID Error is logged when the Service Type ID in the Intelligent Mail barcode is missing or not valid and correct for the class and service level of the mailpiece</p> <p>This error is logged at the piece level</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Full-Service Pieces with STID Errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}}$	Each piece in error over the error threshold is assessed the full-service discount amount, based on the mail class of the piece.



Error Type	Error	Error Threshold	Description	Calculation	Postage Assessment
By/For	By/For	5% *	<p>A By/For Error is logged when the Mail Owner and Mail Preparer are not identified or are not accurate in the eDoc</p> <ul style="list-style-type: none"> <li>The Mail Owner and Mail Preparer identifiers (MID, CRID, or Permit) that are provided in the eDoc exist in Postal Service reference systems</li> <li>It checks if the Mail Owner is also identified as the Mail Preparer within the same mailing</li> <li>It also sees if the Mail Owner has been identified as a Mail Preparer in another mailing in the past 90 days</li> </ul> <p>This error is logged at the piece level This error is derived from eDoc only</p>	$\frac{\text{\# of Full-Service Pieces with By/For Errors in eDoc}}{\text{Total Full-Service Pieces Submitted in eDoc}}$	<p>Each piece in error over the error threshold is assessed the full-service discount amount, based on the mail class of the piece</p> <p>Pieces with multiple By/For Errors will only be assessed once</p>

Error Type	Error	Error Threshold	Description	Calculation	Postage Assessment
Unique Barcode	Barcode Uniqueness Container	2%	<p>A Barcode Uniqueness Container error is logged when the Intelligent Mail container barcode found in the eDoc is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc</p> <p>This error is logged at the container level</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Full-Service Containers with Barcode Uniqueness Container Errors in eDoc}}{\text{Total \# of Full-Service Containers Submitted in Full-Service and Mixed Service eDoc}}$	<p>For containers in error over the error threshold, each piece within the container is assessed the full-service discount amount, based on the mail class of the piece</p> <p>If the container in error is part of a logical container, each piece within the logical container is assessed the full-service discount amount</p>
Unique Barcode	Barcode Uniqueness Handling Unit	2%	<p>A Barcode Uniqueness Handling Unit error is logged when the Intelligent Mail tray barcode found in the eDoc is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc</p> <p>This error is logged at the handling unit level</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Handling Units with Barcode Uniqueness Handling Unit Errors in eDoc}}{\text{Total \# of Handling Units Submitted in Full-Service and Mixed Service eDoc}}$	<p>For handling units in error over the error threshold, each piece within the container is assessed the full-service discount amount, based on the mail class of the piece</p> <p>If the handling unit in error is part of a logical handling unit, each piece within the logical handling unit is assessed the full-service discount amount</p>

Error Type	Error	Error Threshold	Description	Calculation	Postage Assessment
Unique Barcode	Barcode Uniqueness Piece	2%	<p>A Barcode Uniqueness Piece error is logged when the Intelligent Mail barcode is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc</p> <p>The MID, Serial Number, and Mail Class from the STID define a unique IMb. If the same MID and Serial Number are used on two mailpieces with two different STIDs that indicate the same class of mail (for example First-Class STIDs 314 and 320), those pieces will be flagged as non-unique.</p> <p>This error is logged at the piece level</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Full-Service Pieces with Barcode Uniqueness Piece Errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}}$	<p>Each piece in error over the error threshold is assessed the full-service discount amount, based on the mail class of the piece</p>
Entry Facility	Entry Facility Container	2%	<p>An Entry Facility Container error is logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of the container is not a valid Postal Service location in the Facility File of the Drop-Ship Product File</p> <p>This error is logged at the container level</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Full-Service Containers with Entry Facility Errors in eDoc}}{\text{Total \# Containers Submitted in Full-Service and Mixed-Service eDoc}}$	<p>For containers in error over the error threshold, each piece within the container is assessed the full-service discount amount, based on the mail class of the piece</p> <p>If the container in error is part of a logical container, each piece within the logical container is assessed the full-service discount amount</p>

Error Type	Error	Error Threshold	Description	Calculation	Postage Assessment
Entry Facility	Entry Facility Handling Unit	2%	<p>An Entry Facility Handling Unit error is logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of a handling unit, without a container, not a valid Postal Service location in the Facility File of Drop-Ship Product File</p> <p>This error is logged at the handling unit level</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Full-Service Orphan Handling Units with Entry Facility Errors in eDoc}}{\text{Total \# of Orphan Handling Units Submitted in Full-Service and Mixed-Service eDoc}}$	<p>For handling units in error over the error threshold, each piece within the container is assessed the full-service discount amount, based on the mail class of the piece</p> <p>If the handling unit in error is part of a logical handling unit, each piece within the logical handling unit is assessed the full-service discount amount</p>
Unlinked Copal	Unlinked Copal	5%	<p>An Unlinked Copal Error is logged when a tray/virtual sack is marked for copalletization at origin but no eDoc is submitted with the tray/virtual sack on a pallet</p> <p>This verification is logged against the handling unit (either tray or virtual sack) and is checked against the error threshold by comparing the number of handling units with an unlinked copal error / total number of handling units</p> <p>This was previously called an OCI error</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Full-Service Handling Units with Unlinked Copal Errors in eDoc}}{\text{Total \# of Full-Service Handling Units Submitted in eDoc}}$	<p>For handling units in error over the error threshold, each piece within the container is assessed the full-service discount amount, based on the mail class of the piece</p> <p>If the handling unit in error is part of a logical handling unit, each piece within the logical handling unit is assessed the full-service discount amount</p>
<p><b>*Note:</b> A custom By/For Error threshold may be set for a mailer who accepts more than 5% of volume from small mailers presenting less than 5,000 pieces per mailing</p>					

**Table 45: Full-Service**

## B.2. Move Update

Move/Update verification data is located on the Electronic Verification tab of the Mailer Scorecard. The error calculation only applies to those who submit full-service pieces.

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Move Update	TBDTBD	<p>A Move/Update error is logged when the address on the mailpiece has not been updated due to a COA record where the more current of the COA Move Effective and COA Create date is between 95 days and 18 months of the postage statement finalization date</p> <p>This error is derived from scans</p>	$\frac{\text{\# of COA Errors}}{\text{\# of Move Update Eligible Pieces Submitted in eDoc}}$	<p>The pieces in error above the error threshold will be assessed the appropriate Move Update surcharge</p>

Table 46: Move Update

### B.3. eInduction

eInduction verification data is located on the eInduction tab of the Mailer Scorecard. Mail Owners will only be able to see eInduction verification results on the Mailer Scorecard for containers where they have pieces in which they are identified as the Mail Owner.

Error Type	Error Threshold	Description	Calculation	Postage Assessment
(Extra) Undocumented	0.00%	An Undocumented Error is logged when a scanned Intelligent Mail container barcode (IMcb) is not found in any eDoc or is included in an eDoc and associated to a postage statement in EST status. Continuous Mailers have a 10 day grace period to upload the eDoc after the container is scanned. No additional verifications are performed on Undocumented containers. This error is derived from scans	$\frac{\text{\# of Scanned eInduction Containers with Undocumented Errors}}{\text{Total \# of Scanned eInduction Containers}}$	<p>Each container above the error threshold will be assessed the 30-day average postage for all containers and mail classes mailed by the eDoc submitter CRID</p> <p>Seamless mailers will not be assessed for eInduction Undocumented Errors</p>
Payment	0.0%	A Payment Error is logged when the postage statements for a scanned container are not in an FIN or FPP status This error is derived from scans	$\frac{\text{\# of Scanned Containers with Payment Errors}}{\text{Total \# of Scanned eInduction Containers}}$	<p>Each container above the error threshold will be assessed the appropriate container charge as found on the unfinalized postage statement</p> <p>Seamless mailers will not be assessed for eInduction Payment Errors</p>

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Duplicate	0.17%	<p>A Duplicate Error is logged when the same IMcb is used on two or more containers within 45 days of the eDoc Postage Statement Mailing Date. An error is logged for the second and any subsequent containers received on different appointments greater than 4 hours of the original container scan.</p> <p>This error is derived from scans</p>	$\frac{\text{\# of Scanned eInduction Containers with Duplicate Errors}}{\text{Total \# of Scanned eInduction Containers}}$	<p>Each container above the error threshold will be assessed the 30-day average postage for all containers and mail classes mailed by the eDoc submitter CRID</p> <p>Only containers over the error threshold will be assessed</p>
Misshipped	1.05%	<p>A Misshipped Error is logged when the container is scanned at an incorrect entry location, per the Mail Direction File. The correct entry location is based on the Container Destination ZIP and container-level entry facility type provided in the eDoc. Misshipped Errors are only logged on containers that claim a destination entry discount.</p> <p>This error is derived from scans</p>	$\frac{\text{\# of Scanned eInduction Containers with Misshipped Errors}}{\text{Total \# of Scanned eInduction Containers}}$	<p>Additional postage will be determined by re-calculating the postage with entry discount ="None" and calculating the difference between the postage paid and the recalculated postage. The new postage amounts will be the difference between the correct postage and the postage paid.</p> <p>Only containers over the error threshold will be assessed</p>

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Entry Point Discount	0.51%	<p>An Entry Point Discount Error is logged when one or more pieces on a container claim an entry discount level that is not available at the location where the container was entered. The Mail Direction File defines the available entry discount levels for each entry location. EPD Errors are only logged on containers that claim a destination entry discount.</p> <p>This error is derived from scans</p>	$\frac{\text{\# of Scanned eInduction Containers with Entry Point Discount Errors}}{\text{Total \# of Scanned eInduction Containers}}$	<p>Additional postage will be determined by re-calculating the postage with the correct entry discount and calculating the difference between the postage paid and the recalculated postage. The new postage amount will be the difference between the correct postage and the postage paid.</p> <p>Only containers over the error threshold will be assessed</p>
Zone Discount (Periodicals and BPM Only)	0.01%	<p>A Zone error is logged when one or more pieces on a container claim a lower entry Zone than the Zone calculated between the location where the container was entered and the destination from the eDoc. Zones are defined using the Postal Service Zone chart. Zone errors are only logged on containers that claim a zone discount.</p> <p>This error is derived from scans</p>	$\frac{\text{\# of Scanned eInduction Containers with Zone Discount Errors}}{\text{Total \# of Scanned eInduction Containers}}$	<p>Additional postage will be determined by re-calculating the postage with correct zone discount and calculating the difference between the postage paid and the recalculated postage. The new postage amounts will be the difference between the correct postage and the postage paid.</p> <p>Only containers over the error threshold will be assessed</p>

**Table 47: eInduction**

## B.4. Seamless Acceptance

Seamless Acceptance verification data is located on the Seamless tab of the Mailer Scorecard, but is only displayed in the eDoc Submitter view. Since May 2015, Mail Owners have had access to the Seamless tab of the Mailer Scorecard. Mail Owners will only be able to see results for pieces in which they are identified as the Mail Owner in eDoc.

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Undocumented	.3%**	<p>An Undocumented piece error is logged when a piece cannot be associated with a valid eDoc submission over the past 45 days. This error is logged at the piece level.</p> <p>This error is derived from scans</p>	$\frac{\text{\# of MPE Undocumented pieces} + \text{Sampling Undocumented Pieces}}{\text{\# of MPE Undocumented Pieces} + \text{Pieces in eDoc that received an MPE Scan}}$	<p>Each piece in error above the error threshold will be assessed the current month average postage paid by mail class for the CRID to which the undocumented piece has been associated. If the current month average postage cannot be determined for the mail class and CRID then the previous month average postage should be used. If an average postage paid cannot be determined for either the current or previous month for a mail class for the CRID then the average postage by mail class for all eDoc Submitters for the previous month will be used.</p>
Delivery Point	2%	<p>A Delivery Point Error is logged when the delivery point provided in eDoc is either not valid or contains generic +4 information with an address record type that is not General Delivery</p> <p>This error is derived from eDoc only</p>	$\frac{\text{\# of Seamless Acceptance Pieces with Delivery Point Errors}}{\text{\# of Seamless Acceptance Pieces Submitted in eDoc}}$	<p>Each piece in error above the error threshold will lose the automation discount and will be charged the appropriate non-auto rate for the mail class, processing category, and weight as identified in eDoc</p> <p>The assessment will calculate the difference between the original piece postage and the new piece postage</p>

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Nesting/Sortation (Mail Processing Equipment)	1%	<p>A Nesting/Sortation (MPE) error is logged when the piece scanned is nested in a different tray or bundle than the tray or bundle that was identified in eDoc</p> <p>This error is derived from scans</p>	$\frac{\text{\# of Seamless Acceptance Pieces with Nesting/Sortation Errors}}{\text{\# of Seamless Acceptance Pieces Submitted in eDoc}}$	<p>Each piece in error above the error threshold will be charged at the appropriate mixed rate (Mixed Automatic Area Distribution Center (AADC) /Mixed Area Distribution Center (ADC)) by mail class, processing category and weight as identified in eDoc</p> <p>The assessment will calculate the difference between the original piece postage and the new piece postage</p>

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Error Type	Error Threshold	Description	Calculation	Postage Assessment
Postage (Sampling)	General PAF 1.05***	<p>A Postage Error is logged when the postage recorded by the FS-IMD scan is less than the postage affixed specified in eDoc</p> <p>This error is derived from scans</p>	$\frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Postage, Weight) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled pieces}}$	<p>If the postage affixed on the piece is different than the postage affixed in eDoc, the additional postage for each piece will be determined by calculating the delta between the postage affixed and the eDoc postage. If the eDoc claimed that postage was affixed and the sample postage payment method does not require postage to be affixed, then additional postage due will be the amount of affixed postage claimed in eDoc.</p> <p>Ad percentage is not recalculated The new piece rates will be factored into the PAF calculation. For more information on how the PAF is calculated and assessed, please refer to the Seamless Guide.</p>
Weight (Sampling)	General PAF 1.05***	<p>A Weight Error is logged with the weight recorded by the FS-IMD scan is more than the weight specified in eDoc</p> <p>This error is derived from scans</p>	$\frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Postage, Weight) + eDoc Postage for Pieces Aampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}}$	<p>Pieces in error will be charged using the rate of sampled piece weight by mail class and processing category as identified in eDoc</p> <p>The new piece rates will be factored into the PAF calculation. For more information on how the PAF is calculated and assessed, please refer to the Seamless Guide.</p>

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Mail Characteristic (Sampling)	PAF 1.05***	<p>A Mail Characteristic Error is logged when the Processing Category or Mail Class recorded in the FS-IMD Scan does not match what was submitted in the eDoc submission</p> <p>This error is derived from scans</p>	$\frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors} + \text{eDoc Postage for Pieces Sampled not in Error} + \text{eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}}$	<p>Processing Category errors: Piece price is recalculated using the sampled processing category</p> <p>Standard Mail Eligibility errors: Will be charged at first class rate</p> <p>Nonprofit Eligibility errors: Will lose the Nonprofit discount</p> <p>The new piece rates will be factored into the PAF calculation. For more information on how the PAF is calculated and assessed, please refer to the Seamless Guide.</p>
Barcode Quality (Sampling)	PAF 1.05***	<p>A Barcode Quality Error is logged when the scan of the sampled piece had an unreadable barcode or had no barcode on an automation piece</p> <p>This error is derived from scans</p>	$\frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors} + \text{eDoc Postage for Pieces Sampled not in Error} + \text{eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}}$	<p>Pieces in errors will lose the automation discount and the full-service discount, and will be charged the non-auto rate</p> <p>The new piece rates will be factored into the PAF calculation. For more information on how the PAF is calculated and assessed, please refer to the Seamless Guide.</p>
<p><b>** Note:</b> As of July 1, 2015 the Undocumented Error threshold has been reduced to .3%</p> <p><b>*** Note:</b> Three PAFs - General (for sampling Postage Errors, and Weight Errors), Mail Characteristic and Barcode Quality—are applied to Seamless Acceptance sampling verification.</p>				

**Table 48: Seamless Acceptance**

# APPENDIX C: VERIFICATION ASSESSMENT CALCULATION EXAMPLES

## C.1. Full-Service Assessment Calculation Examples

### C.1.1. Assessment Calculation Example For MID Container Errors

The below example explains the process and calculation of assessments for MID Container errors. Errors at the container level require an additional step to identify the count of nested pieces prior to the calculation of additional postage due. The mailer in the scenario only exceeds the monthly error threshold for MID Container errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total Full-Service Containers in eDoc	800
Total Full-Service Pieces in eDoc	8,085,600
eDoc Mail Class	First Class
eDoc Mail Shape	Letter
Full-Service Discount per Piece	\$.003
Total Full-service Discount Received	\$24,256.80

**Table 49: Assessment Calculation Example Parameters**

#### Monthly Full-Service Verification Results:

Error Level	Error Type	# of Errors	# eDoc Full-Service Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	MID	45	800	5.63%	2.00%	29

**Table 50: Assessment Calculation Example Results**

The process to calculate MID Container error verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Full-Service Containers with MID Errors in eDoc}}{\text{Total \# of Containers Submitted in Full-Service and Mixed-Service eDoc}} \\
 &= \frac{45 \text{ Containers}}{800 \text{ Containers}} \\
 &= 5.63\%
 \end{aligned}$$

**2. Pieces Above Error Threshold Calculation:**

For container errors, this is a two-step process. First, the number of containers above the error threshold is calculated. Then, the number of pieces nested to the containers above the error threshold is identified.

$$\begin{aligned}
 \text{Containers Above Error Threshold} &= \text{\# of Full-Service Containers with MID Errors in eDoc} - \left( \text{Total \# of Containers Submitted in Full-Service and Mixed-Service eDoc} \times \text{Error Threshold Percentage} \right) \\
 &= 45 \text{ Containers} - (800 \text{ Containers} \times .02) \\
 &= 29 \text{ Containers}
 \end{aligned}$$

Number of eDoc full-service pieces nested to containers above error threshold: 523,000 pieces

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\
 &= 523,000 \text{ Pieces} \times \$0.003 \\
 &= \$1,569.00
 \end{aligned}$$

**C.1.2. Assessment Calculation Example For MID Piece Errors**

The below example explains the process and calculation of assessments for MID Piece errors. The mailer in the scenario only exceeds the monthly error threshold for MID Piece errors.

**Example Mailer eDoc:**

Category	Example Parameters
Total Full-Service Pieces in eDoc	71,250,400
eDoc Mail Class	First Class
eDoc Mail Shape	Letter
Full-Service Discount per Piece	\$.003
Total Full-Service Discount Received	\$219,460.04

**Table 51: Assessment Calculation Example Parameters**

**Monthly Full-Service Verification Results:**

Error Level	Error Type	# of Errors	# eDoc Full-Service Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Piece	MID	1,486,000	71,250,400	2.09%	2.00%	60,992

**Table 52: Assessment Calculation Example Results**

The process to calculate MID Piece error verification results and assessments is below:

**1. Error Percentage Calculation:**

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Full-Service Pieces with MID Piece Errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}} \\
 &= \frac{1,486,000 \text{ Pieces}}{71,250,400 \text{ Pieces}} \\
 &= 2.09\%
 \end{aligned}$$

**2. Pieces Above Error Threshold Calculation:**

$$\begin{aligned}
 \text{\# Pieces Above Error Threshold} &= \text{\# of Full-Service Pieces with Barcode Uniqueness Errors in eDoc} - \left( \text{Total \# of Full-Service Pieces Submitted in eDoc} \times \text{Error Threshold Percentage} \right) \\
 &= 1,486,000 \text{ Pieces} - (71,250,400 \text{ Pieces} \times .02) \\
 &= 60,992 \text{ Pieces}
 \end{aligned}$$

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\
 &= 60,992 \text{ Pieces} \times \$0.03 \\
 &= \$182.98
 \end{aligned}$$

### C.1.3. Assessment Calculation Example For STID Errors

The below example explains the process and calculation of assessments for STID Errors. The mailer in the scenario only exceeds the monthly error threshold for STID Errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total Full-Service Pieces in eDoc	85,163,350
eDoc Mail Class	First Class
eDoc Mail Shape	Letter
Full-Service Discount per Piece	\$.003
Total Full-Service Discount Received	\$255,490.05

**Table 53: Assessment Calculation Example Parameters**

#### Monthly Full-Service Verification Results

Error Level	Error Type	# of Errors	# eDoc Full-Service Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Piece	STID	2,534,260	85,163,350	2.98%	2.00%	830,993

**Table 54: Assessment Calculation Example Results**

The process to calculate STID Error verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Full-Service Pieces with STID Errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}} \\
 &= \frac{2,534,260 \text{ Pieces}}{85,163,350 \text{ Pieces}} \\
 &= 2.98\%
 \end{aligned}$$

**2. Pieces Above Error Threshold Calculation:**

$$\begin{aligned}
 \text{Pieces Above Error Threshold} &= \text{\# of Full-Service Pieces with STID Errors in eDoc} - \left( \text{Total \# of Full-Service Pieces Submitted in eDoc} \times \text{Error Threshold Percentage} \right) \\
 &= 2,534,260 \text{ Pieces} - (85,163,350 \text{ pieces} \times .02) \\
 &= 830,993 \text{ Pieces}
 \end{aligned}$$

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\
 &= 830,993 \text{ Pieces} \times \$0.003 \\
 &= \$2,492.98
 \end{aligned}$$

**C.1.4. Assessment Calculation Example For By/For Errors**

The below example explains the process and calculation of assessments for By/For Errors. The mailer in the scenario only exceeds the monthly error threshold for By/For Errors.

**Example Mailer eDoc:**

Category	Example Parameters
Total Full-Service Pieces in eDoc	73,263,740
eDoc Mail Class	First Class
eDoc Mail Shape	Letter
Full-Service Discount per Piece	\$.003
Total Full-Service Discount Received	\$219,791.22

**Table 55: Assessment Calculation Example Parameters**

**Monthly Full-Service Verification Results:**

Error Level	Error Type	# of Errors	# eDoc Full-Service Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Piece	By/For	3,755,620	73,263,740	5.13%	5.00%	92,433

**Table 56: Assessment Calculation Example Results**

The process to calculate By/For Error verification results and assessments is below:

**1. Error Percentage Calculation:**

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Full-Service Pieces with By/For Errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}} \\
 &= \frac{3,755,620 \text{ Pieces}}{73,263,740 \text{ Pieces}} \\
 &= 5.13\%
 \end{aligned}$$

**2. Pieces Above Error Threshold Calculation:**

$$\begin{aligned}
 \text{Pieces Above Error Threshold} &= \text{\# of Full-Service Pieces with By/For Errors in eDoc} - \left( \text{Total \# of Full-Service Pieces Submitted in eDoc} \times \text{Error Threshold Percentage} \right) \\
 &= 3,755,620 \text{ Pieces} - (73,263,740 \text{ pieces} \times .05) \\
 &= 92,433 \text{ Pieces}
 \end{aligned}$$

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\
 &= 92,433 \text{ Pieces} \times \$0.03 \\
 &= \$277.30
 \end{aligned}$$

### C.1.5. Assessment Calculation Example For Barcode Uniqueness Container Errors

The below example explains the process and calculation of assessments for Barcode Uniqueness Container errors. Errors at the container level require an additional step to identify the count of nested pieces prior to the calculation of additional postage due. The mailer in the scenario only exceeds the monthly error threshold for Barcode Uniqueness Container errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total Full-Service Containers in eDoc	759
Total Full-Service Pieces in eDoc	7,075,642
eDoc Mail Class	First Class
eDoc Mail Shape	Letter
Full-Service Discount per Piece	\$.003
Total Full-service Discount Received	\$21,277.00

**Table 57: Assessment Calculation Example Parameters**

#### Monthly Full-Service Verification Results:

Error Level	Error Type	# of Errors	# eDoc Full-Service Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	Barcode Uniqueness	45	759	5.93%	2.00%	29

**Table 58: Assessment Calculation Example Results**

The process to calculate Barcode Uniqueness Container error verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Full-Service Containers with Barcode Uniqueness Errors in eDoc}}{\text{Total \# of Containers Submitted in Full-Service and Mixed-Service eDoc}} \\
 &= \frac{45 \text{ Containers}}{759 \text{ Containers}} \\
 &= 5.93\%
 \end{aligned}$$

**2. Pieces Above Error Threshold Calculation:**

For container errors, this is a two-step process. First, the number of containers above the error threshold is calculated. Then, the number of pieces nested to the containers above the error threshold is identified.

$$\begin{aligned}
 \text{Containers Above Error Threshold} &= \text{\# of Full-Service Containers with Barcode Uniqueness Errors in eDoc} - \left( \text{Total \# of Containers Submitted in Full-Service and Mixed-Service eDoc} \times \text{Error Threshold Percentage} \right) \\
 &= 45 \text{ Containers} - (759 \text{ Containers} \times .02) \\
 &= 29 \text{ Containers}
 \end{aligned}$$

Number of eDoc full-service pieces nested to containers above error threshold: 453,000 pieces

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\
 &= 435,000 \text{ Pieces} \times \$0.003 \\
 &= \$1,305.00
 \end{aligned}$$

**C.1.6. Assessment Calculation Example For Barcode Uniqueness Piece Errors**

The below example explains the process and calculation of assessments for Barcode Uniqueness Piece errors. The mailer in the scenario only exceeds the monthly error threshold for Barcode Uniqueness Piece errors.

**Example Mailer eDoc:**

Category	Example Parameters
Total Full-Service Pieces in eDoc	73,153,346
eDoc Mail Class	First Class
eDoc Mail Shape	Letter
Full-Service Discount per Piece	\$.003
Total Full-Service Discount Received	\$219,460.04

**Table 59: Assessment Calculation Example Parameters**

**Monthly Full-Service Verification Results:**

Error Level	Error Type	# of Errors	# eDoc Full-Service Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Piece	Barcode Uniqueness	1,585,820	73,153,346	2.17%	2.00%	122,753

**Table 60: Assessment Calculation Example Results**

The process to calculate Barcode Uniqueness Piece error verification results and assessments is below:

**1. Error Percentage Calculation:**

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Full-Service Pieces with Barcode Uniqueness Errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}} \\
 &= \frac{1,585,820 \text{ Pieces}}{73,153,346 \text{ Pieces}} \\
 &= 2.17\%
 \end{aligned}$$

**2. Pieces Above Error Threshold Calculation:**

$$\begin{aligned}
 \text{Pieces Above Error Threshold} &= \text{\# of Full-Service Pieces with Barcode Uniqueness Errors in eDoc} - \left( \text{Total \# of Full-Service Pieces Submitted in eDoc} \times \text{Error Threshold Percentage} \right) \\
 &= 1,585,820 \text{ Pieces} - (73,153,346 \text{ pieces} \times .02) \\
 &= 122,753 \text{ Pieces}
 \end{aligned}$$

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\
 &= 122,753 \text{ Pieces} \times \$0.003 \\
 &= \$368.26
 \end{aligned}$$

### C.1.7. Assessment Calculation Example For Entry Facility Container Errors

The below example explains the process and calculation of assessments for Entry Facility Container errors. Errors at the container level require an additional step to identify the count of nested pieces prior to the calculation of additional postage due. The mailer in the scenario only exceeds the monthly error threshold for Entry Facility Container errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total Full-Service Containers in eDoc	810
Total Full-Service Pieces in eDoc	9,100,550
eDoc Mail Class	First Class
eDoc Mail Shape	Letter
Full-Service Discount per Piece	\$.003
Total Full-service Discount Received	\$27,301.65

**Table 61: Assessment Calculation Example Parameters**

#### Monthly Full-Service Verification Results:

Error Level	Error Type	# of Errors	# eDoc Full-Service Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	Entry Facility	50	810	6.17%	2.00%	33

**Table 62: Assessment Calculation Example Results**

The process to calculate Entry Facility Container error verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Full-Service Containers with Entry Facility Errors in eDoc}}{\text{Total \# of Containers Submitted in Full-Service and Mixed-Service eDoc}} \\
 &= \frac{50 \text{ Containers}}{810 \text{ Containers}} \\
 &= 6.17\%
 \end{aligned}$$

## 2. Pieces Above Error Threshold Calculation:

For container errors, this is a two-step process. First, the number of containers above the error threshold is calculated. Then, the number of pieces nested to the containers above the error threshold is identified.

$$\begin{aligned} \text{Containers Above Error Threshold} &= \text{\# of Full-Service Containers with Entry Facility Errors in eDoc} - \left( \text{Total \# of Containers Submitted in Full-Service and Mixed-Service eDoc} \times \text{Error Threshold Percentage} \right) \\ &= 50 \text{ Containers} - (810 \text{ Containers} \times .02) \\ &= 33 \text{ Containers} \end{aligned}$$

Number of eDoc full-service pieces nested to containers above error threshold: 552,000 pieces

## 3. Postage Assessment Calculation:

$$\begin{aligned} \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\ &= 552,000 \text{ Pieces} \times \$0.003 \\ &= \$1,656.00 \end{aligned}$$

### C.1.8. Assessment Calculation Example For Unlinked Copal Handling Units

The below example explains the process and calculation of assessments for Unlinked Copal Handling Unit errors. Errors at the handling unit level require an additional step to identify the count of nested pieces prior to the calculation of additional postage due. The mailer in the scenario only exceeds the monthly error threshold for Unlinked Copal Handling Unit.

#### Example Mailer eDoc:

Category	Example Parameters
Total Full-Service Handling Units in eDoc	760
Total Full-Service Pieces in eDoc	7,340,780
eDoc Mail Class	First Class
eDoc Mail Shape	Letter
Full-Service Discount per Piece	\$.003
Total Full-service Discount Received	\$22,022.34

**Table 63: Assessment Calculation Example Parameters**

#### Monthly Full-Service Verification Results:

Error Level	Error Type	# of Errors	# eDoc Full-Service Handling Units	Error Percentage	Error Threshold	Errors Above Error Threshold
Handling Unit	Unlinked Copal	40	760	5.26%	5.00%	2

**Table 64: Assessment Calculation Example Results**

The process to calculate Unlinked Copal verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Full-Service Handling Units with Unlinked Copal Errors in eDoc}}{\text{Total \# of Full-Service Handling Units Submitted in eDoc}} \\
 &= \frac{40 \text{ Handling Units}}{760 \text{ Handling Units}} \\
 &= 5.26\%
 \end{aligned}$$

## 2. Pieces Above Error Threshold Calculation:

For container errors, this is a two-step process. First, the number of handling units above the error threshold is calculated. Then, the number of pieces nested to the handling units above the error threshold is identified.

$$\begin{aligned} \text{Handling Units Above Error Threshold} &= \text{\# of Full-Service Handling Units with Unlinked Copal Errors in eDoc} - \left( \text{Total \# of Full-Service Handling Units Submitted in eDoc} \times \text{Error Threshold Percentage} \right) \\ &= 40 \text{ Handling Units} - (760 \text{ Handling Units} \times .05) \\ &= 2 \text{ Handling Units} \end{aligned}$$

Number of eDoc full-service pieces nested to handling units above error threshold: 190,350 pieces

## 3. Postage Assessment Calculation:

$$\begin{aligned} \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\ &= 190,350 \text{ Pieces} \times \$0.003 \\ &= \$571.05 \end{aligned}$$

## C.2. Move Update Assessment Calculation Examples

### C.2.1. Assessment Calculation Example For Move Update Errors

The below example explains the process and calculation of assessments for Move Update errors. The mailer in the scenario only exceeds the monthly error threshold for Move Update errors.

**\*Note:** The threshold and prices used are for example calculation purposes only and are subject to change.

#### Example Mailer eDoc:

Category	Example Parameters
Move Update Eligible Pieces Submitted in eDoc	120,000
Move Update Penalty per Piece	\$.07

**Table 65: Assessment Calculation Example Parameters**

#### Monthly Move Update Verification Results:

Error Level	Error Type	# COA Errors	# eDoc Move Update Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Piece	Move Update	2,400	120,000	2.00%	0.8%	1,440

**Table 66: Assessment Calculation Example Results**

The process to calculate Move Update verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of COA Errors}}{\text{\# of Move Update Eligible Pieces Submitted in eDoc}} \\
 &= \frac{2,400 \text{ Pieces}}{120,000 \text{ Pieces}} \\
 &= 2.00\%
 \end{aligned}$$

## 2. Pieces Above Error Threshold Calculation

$$\begin{aligned} \# \text{ Pieces Above Error Threshold} &= \# \text{ of COA Errors} - \left( \begin{array}{l} \# \text{ of Move} \\ \text{Update Eligible} \\ \text{Pieces} \\ \text{Submitted in} \\ \text{eDoc} \end{array} \times \text{Error Threshold Percentage} \right) \\ &= 2,400 \text{ Pieces} - (120,000 \text{ Pieces} \times .008) \\ &= 1,440 \text{ Pieces} \end{aligned}$$

## 3. Postage Assessment Calculation:

$$\begin{aligned} \text{Additional Postage Due} &= \# \text{ Pieces Above Error Threshold} \times \text{Address Quality Assessment Charged} \\ &= 1,440 \text{ Pieces} \times \$0.07 \\ &= \$100.80 \end{aligned}$$

## C.1. eInduction Assessment Calculation Examples

### C.3.1. Assessment Calculation Example For Undocumented Container Errors

The below example explains the process and calculation of assessments for Undocumented Container errors. The mailer in the scenario only exceeds the monthly error threshold for Undocumented Container errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total eInduction Containers Scanned	5790
Total Mailer Submitted Containers (eInduction and non-eInduction)	9731
Total Adjusted Postage	\$5,655,313.91
Average Postage per Container	\$581.16

**Table 67: Assessment Calculation Example Parameters**

#### Monthly eInduction Verification Results:

Error Level	Error Type	# of Errors	# eDoc EIN Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	Undocumented	39	5790	.67%	0.00%	39

**Table 68: Assessment Calculation Example Results**

The process to calculate Undocumented Error verification results and assessments is below:

#### 4. Error Percentage Calculation:

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Scanned eInduction Containers with Undocumented Errors}}{\text{Total \# of Scanned eInduction Containers}} \\
 &= \frac{39 \text{ Containers}}{5790 \text{ Containers}} \\
 &= .67\%
 \end{aligned}$$

## 5. Containers Above Error Threshold Calculation

$$\begin{aligned} \text{Containers Above Error Threshold} &= \text{\# of eInduction Containers with Undocumented Errors} - \left( \text{Total \# of Scanned eInduction Containers} \times \text{Error Threshold Percentage} \right) \\ &= 39 \text{ Containers} - ( 5790 \text{ Containers} \times .00 ) \\ &= 39 \text{ Containers} \end{aligned}$$

## 6. Average Postage Calculation

For Undocumented Errors, an additional step of calculating a mailers total average postage per container is required.

$$\begin{aligned} \text{Average Postage Per Container} &= \frac{\text{Total Adjusted Postage}}{\text{Total Mailer Submitted Containers (eInduction and non-eInduction)}} \\ &= \frac{\$5,655,313.91}{9731 \text{ Containers}} \\ &= \$581.16 \end{aligned}$$

## 7. Postage Assessment Calculation:

$$\begin{aligned} \text{Additional Postage Due} &= \text{Average Postage per Container} \times \text{\# of eInduction Containers with Undocumented Errors} \\ &= \$581.16 \times 39 \\ &= \$22,665.24 \end{aligned}$$

### C.3.2. Assessment Calculation Example For Payment Errors

The below example explains the process and calculation of assessments for Payment Errors. The mailer in the scenario only exceeds the monthly error threshold for Payment Errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total eInduction Containers in eDoc	628
eDoc Mail Class	First-Class
eDoc Mail Shape	Letter
Price for Container 1	\$621.78
Price for Container 2	\$534.91

**Table 69: Assessment Calculation Example Parameters**

#### Monthly eInduction Verification Results:

Error Level	Error Type	# of Errors	# eDoc EIN Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	Payment	2	628	0.32%	0.00%	2

**Table 70: Assessment Calculation Example Results**

The process to calculate Undocumented Error verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Scanned eInduction Containers with Payment Errors}}{\text{Total \# of Scanned eInduction Containers}} \\
 &= \frac{2 \text{ Containers}}{628 \text{ Containers}} \\
 &= 0.32\%
 \end{aligned}$$

**2. Containers Above Error Threshold Calculation:**

$$\begin{aligned}
 \text{Containers Above Error Threshold} &= \text{\# of eInduction Containers with Payment Errors} - \left( \text{Total \# of Scanned eInduction Containers} \times \text{Error Threshold Percentage} \right) \\
 &= 2 \text{ Containers} - (628 \text{ Containers} \times .00) \\
 &= 2 \text{ Containers}
 \end{aligned}$$

Prices for Containers 1 and 2 with Payment Errors are \$621.78, and \$534.91, respectively.

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{Payment Error Container 1} + \text{Payment Error Container 2} \\
 &= \$621.78 + \$534.91 \\
 &= \$1,156.69
 \end{aligned}$$

**C.3.3. Assessment Calculation Example For Duplicate Errors**

The below example explains the process and calculation of assessments for Duplicate Errors. The mailer in the scenario only exceeds the monthly error threshold for Duplicate Errors.

**Example Mailer eDoc:**

Category	Example Parameters
Total eInduction Containers in eDoc	9301
Total Mailer Submitted Containers	9731
Total Adjusted Postage	\$5,655,313.91
Average Postage per Container	\$581.16

**Table 71: Assessment Calculation Example Parameters**

**Monthly eInduction Verification Results:**

Error Level	Error Type	# of Errors	# eDoc EIN Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	Duplicate	19	9301	.20%	0.17%	3

**Table 72: Assessment Calculation Example Results**

The process to calculate Duplicate Error verification results and assessments is below:

**1. Error Percentage Calculation:**

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Scanned eInduction Containers with Duplicate Errors}}{\text{Total \# of Scanned eInduction Containers}} \\
 &= \frac{19 \text{ Containers}}{9301 \text{ Containers}} \\
 &= 0.20\%
 \end{aligned}$$

**2. Containers Above Error Threshold Calculation**

For Duplicate Errors, the containers above the error threshold are rounded down to the nearest whole number. Mailers must have more than one container above the error threshold to be assessed additional postage.

$$\begin{aligned}
 \text{Containers Above Error Threshold} &= \text{\# of eInduction Containers with Duplicate Errors} - \left( \text{Total \# of Scanned eInduction Containers} \times \text{Error Threshold Percentage} \right) \\
 &= 19 \text{ Containers} - (9301 \text{ Containers} \times .0017) \\
 &= 3.19 \text{ Containers (without rounding)} \\
 &= 3 \text{ Containers}
 \end{aligned}$$

### 3. Average Postage Calculation

For Duplicate Errors, an additional step of calculating a mailers total average postage per container is required.

$$\begin{aligned}
 \text{Average Postage Per Container} &= \frac{\text{Total Postage}}{\text{Total Mailer Submitted Containers (eInduction and non-eInduction)}} \\
 &= \frac{\$5,655,313.91}{9731 \text{ Containers}} \\
 &= \$581.16
 \end{aligned}$$

### 4. Postage Assessment Calculation:

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{Average Postage per Container} \times \text{\# of eInduction Containers with Duplicate Errors Above Threshold} \\
 &= \$581.16 \times 3 \\
 &= \$1,743.48
 \end{aligned}$$

#### C.3.4. Assessment Calculation Example For Misshipped Errors

The below example explains the process and calculation of assessments for Misshipped Errors. The mailer in the scenario only exceeds the monthly error threshold for Misshipped Errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total Containers in eDoc	967
Pieces Per Container	1,000
Claimed Piece Rate	\$0.435
Mail Type	Standard Mail flats weighing under 3.3 ounces at a 3-digit sortation claiming a Destination Sectional Center Facility (DSCF) entry point

**Table 73: Assessment Calculation Example Parameters**

**Monthly eInduction Verification Results:**

Error Level	Error Type	# of Errors	# eDoc EIN Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	Misshipped	21	967	2.17%	1.05%	10

**Table 74: Assessment Calculation Example Results**

The process to calculate Misshipped Container Error verification results and assessments is below:

**1. Error Percentage Calculation:**

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Scanned eInduction Containers with Misshipped Errors}}{\text{Total \# of Scanned eInduction Containers}} \\
 &= \frac{21 \text{ Containers}}{967 \text{ Containers}} \\
 &= 2.17\%
 \end{aligned}$$

**2. Containers Above Error Threshold Calculation:**

For Misshipped Errors, the containers above the error threshold are rounded down to the nearest whole number.

$$\begin{aligned}
 \text{Containers Above Error Threshold} &= \text{\# of eInduction Containers with Misshipped Errors} - \left( \text{Total \# of Scanned eInduction Containers} \times \text{Error Threshold Percentage} \right) \\
 &= 21 \text{ Containers} - (967 \text{ Containers} \times .0105) \\
 &= 10.84 \text{ Containers (without rounding)} \\
 &= 10 \text{ Containers}
 \end{aligned}$$

### 3. eDoc Original Postage Calculation:

In this example, the mailer's entire mailing was comprised of Standard Mail flats weighing under 3.3 ounces at a 3-digit sortation claiming a DSCF entry point, claiming a piece rate of \$0.435.

$$\begin{aligned} \text{Original Postage Paid} &= \text{\# Total Containers Above Error Threshold} \times \text{\# of Pieces Per Container} \times \text{eDoc Piece Rate} \\ &= 10 \times 1,000 \times \$0.435 \\ &= \$4,350.00 \end{aligned}$$

### 4. Correct Postage Calculation

The piece rate for Standard Mail flats weighing under 3.3 ounces at a 3-digit sortation with entry discount of "None" is \$.479

$$\begin{aligned} \text{Correct Postage Amount} &= \text{\# Total Containers Above Error Threshold} \times \text{\# of Pieces Per Container} \times \text{Correct Piece Rate} \\ &= 10 \times 1,000 \times \$0.479 \\ &= \$4,790.00 \end{aligned}$$

### 5. Postage Assessment Calculation:

$$\begin{aligned} \text{Additional Postage Due} &= \text{Correct Postage Amount} - \text{eDoc Postage Amount} \\ &= \$4,790 - \$4,350 \\ &= \$440 \end{aligned}$$

### C.3.4 Assessment Calculation Example For Zone Discount Errors

The below example explains the process and calculation of assessments for Zone Discount Errors. The mailer in the scenario only exceeds the monthly error threshold for Zone Discount Errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total eInduction Containers in eDoc	500
eDoc Mail Description	Bound Printed Matter-Flats, Presorted
Periodical Weight	8 ounces (0.5 lbs.)
BPM Piece Price for Presorted	\$1.293
Zone 1 Rate Per Pound (Claimed Zone)	\$0.141
Zone 5 Rate Per Pound (Actual Zone)	\$0.257

**Table 75: Assessment Calculation Example Parameters**

#### Monthly eInduction Verification Results:

Error Level	Error Type	# of Errors	# eDoc EIN Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	Zone Discount	3	500	0.60%	0.01%	2

**Table 76: Assessment Calculation Example Results**

The process to calculate Zone Discount Error verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Scanned eInduction Containers with Zone Discount Errors}}{\text{Total \# of Scanned eInduction Containers}} \\
 &= \frac{3 \text{ Containers}}{500 \text{ Containers}} \\
 &= 0.60\%
 \end{aligned}$$

**2. Containers Above Error Threshold Calculation:**

For Zone Discount Errors, the containers above the error threshold are rounded down to the nearest whole number.

$$\begin{aligned}
 \text{Containers Above Error Threshold} &= \text{\# of eInduction Containers with Zone Discount Errors} - \left( \text{Total \# of Scanned eInduction Containers} \times \text{Error Threshold Percentage} \right) \\
 &= 3 \text{ Containers} - (500 \text{ Containers} \times .0001) \\
 &= 2.95 \text{ Containers (without rounding)} \\
 &= 2 \text{ Containers}
 \end{aligned}$$

Number of eDoc pieces nested to containers above error threshold: 15,278 pieces

**3. Postage Assessment Calculation:**

The piece price for presorted numeric zone-rated BPM flats does not vary by zone (\$1.293), therefore the postage calculation is only based on the pound rate:

$$\begin{aligned}
 \text{Additional Postage Due} &= \left( \text{\# Pieces Above Error Threshold} \times \text{Weight Per Piece} \right) \times \left( \text{Correct Pound Rate} - \text{eDoc Pound Rate} \right) \\
 &= 15,278 \text{ Pieces} \times (.5 \text{ lb./piece}) \times (\$0.257 - \$0.141) \\
 &= \$886.65
 \end{aligned}$$

### C.3.5 Assessment Calculation Example For EPD Errors

The below example explains the process and calculation of assessments for EPD Errors. The mailer in the scenario only exceeds the monthly error threshold for EPD Errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total eInduction Containers in eDoc	705
eDoc Mail	Standard Letters Automation Under 3.3 oz., 3 Digit
eDoc Piece Rate (DSCF Entry)	\$0.238
Correct Piece Rate (DNDC Entry)	\$0.247

**Table 77: Assessment Calculation Example Parameters**

#### Monthly eInduction Verification Results:

Error Level	Error Type	# of Errors	# eDoc EIN Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	EPD	11	705	1.56%	0.51%	7

**Table 78: Assessment Calculation Example Results**

The process to calculate EPD Error verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Scanned eInduction Containers with EPD Errors}}{\text{Total \# of Scanned eInduction Containers}} \\
 &= \frac{11 \text{ Containers}}{705 \text{ Containers}} \\
 &= 1.56\%
 \end{aligned}$$

#### 2. Containers Above Error Threshold Calculation

$$\begin{aligned}
 \text{Containers Above Error Threshold} &= \text{\# of Scanned eInduction Containers with EPD Errors} - \left( \text{Total \# of Scanned eInduction Containers} \times \text{Error Threshold Percentage} \right) \\
 &= 11 \text{ Containers} - (705 \text{ Containers} \times 0.0051)
 \end{aligned}$$

$$= 7.40 \text{ Containers (without rounding)}$$

$$= 7 \text{ Containers}$$

Number of eDoc pieces nested to containers above error threshold: 22,793 pieces

**3. Postage Assessment Calculation:**

$$\begin{aligned} \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \left( \text{Correct EPD} - \text{eDoc EPD} \right) \\ &= 22,793 \text{ Pieces} \times (\$0.247 - \$0.238) \\ &= \$205.14 \end{aligned}$$

## C.1. Seamless Acceptance Assessment Calculations

### C.4.1. Assessment Calculation Example for Undocumented (Piece) Errors

The below example explains the process and calculation of assessments for Undocumented Piece errors. For Undocumented (Piece) Errors, an additional step of calculating a mailers total average postage per pieces is required. The mailer in the scenario only exceeds the monthly error threshold for Undocumented Piece errors. Additionally, the average postage and all undocumented pieces are from the same mail class.

#### Example Mailer eDoc:

Category	Example Parameters
Total Pieces in eDoc that received an MPE Scan	10,000
Mailers Average Postage Per Piece	\$.286

**Table 79: Assessment Calculation Example Parameters**

#### Monthly Seamless Acceptance Verification Results:

Error Level	Error Type	# of MPE Errors	# of Sampling Errors	# eDoc SA Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Piece	Undocumented	437	10	10,000	4.28%	0.3%	417

**Table 80: Assessment Calculation Example Results**

The process to calculate Undocumented (Piece) Error verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Undocumented Error Percentage} &= \frac{\# \text{ of MPE Undocumented Pieces} + \# \text{ of Sampling Undocumented Pieces}}{\# \text{ of MPE Undocumented Pieces} + \# \text{ of Sampling Undocumented Pieces} + \# \text{ of Pieces in Electronic Documentation that received an MPE Scan}} \\
 &= \frac{437 + 10 \text{ Pieces}}{437 + 10 + 10,000 \text{ Pieces}} \\
 &= 4.28\%
 \end{aligned}$$

## 2. Pieces Above Error Threshold Calculation

$$\begin{aligned}
 \text{Pieces Above Error Threshold} &= \text{\# of Seamless Acceptance Piece with Undocumented Errors} - \left( \text{Total \# of Scanned Seamless Acceptance Pieces} \times \text{Error Threshold Percentage} \right) \\
 &= 447 \text{ Pieces} - (10,000 \text{ Pieces} \times .3) \\
 &= 417 \text{ Pieces}
 \end{aligned}$$

## 3. Postage Assessment Calculation:

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{Average Postage per Container} \times \text{\# of Seamless Acceptance Pieces with Undocumented Errors Over Threshold} \\
 &= \$ .286 \times 417 \text{ pieces} \\
 &= \$119.26
 \end{aligned}$$

### C.4.2. Assessment Calculation Example for Delivery Point Errors

The below example explains the process and calculation of assessments for Delivery Point Errors. The mailer in the scenario only exceeds the monthly error threshold for Delivery Point Errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total Seamless Acceptance pieces in eDoc	5908
# of Delivery Point Error Pieces	209
eDoc Mail Profile	First Class Letters, under 1 oz., Automation, 3-digit presort
eDoc Piece Rate	\$0.416
Correct Piece Rate	\$0 .485

**Table 81: Assessment Calculation Example Parameters**

**Monthly Seamless Acceptance Verification Results:**

Error Level	Error Type	# of Errors	# eDoc Seamless Acceptance Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Pieces	Delivery Point	20900	590800	3.54%	2.00%	9084

**Table 82: Assessment Calculation Example Results**

The process to calculate Delivery Point Error verification results and assessments is below:

**1. Error Percentage Calculation:**

$$\begin{aligned}
 \text{Delivery Point Error Percentage} &= \frac{\text{\# of Seamless Acceptance Pieces with Delivery Point Errors}}{\text{\# of Seamless Acceptance Pieces Submitted in eDoc}} \\
 &= \frac{20900 \text{ Pieces}}{590800 \text{ Pieces}} \\
 &= 3.54\%
 \end{aligned}$$

**2. Pieces Above Error Threshold Calculation:**

$$\begin{aligned}
 \text{Pieces Above Error Threshold} &= \text{\# of Seamless Acceptance Pieces with Delivery Point Errors in eDoc} - \left( \text{Total \# of Seamless Acceptance Pieces Submitted in eDoc} \times \text{Error Threshold Percentage} \right) \\
 &= 20900 \text{ Pieces} - (590800 \text{ Containers} \times .02) \\
 &= 9,084 \text{ Pieces}
 \end{aligned}$$

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# of Pieces Above Error Threshold} \times \left( \text{Correct Piece Rate} - \text{eDoc Piece Rate} \right) \\
 &= 9,084 \text{ Pieces} \times (\$.485 - \$.416) \\
 &= \$627.87
 \end{aligned}$$

### C.4.3. Assessment Calculation Example for Nesting/Sortation Errors

The below example explains the process and calculation of assessments for Nesting/Sortation (MPE) errors. The mailer in the scenario only exceeds the monthly error threshold for Nesting/Sortation (MPE) errors.

#### Example Mailer eDoc:

Category	Example Parameters
Total Seamless Acceptance pieces in eDoc	113,110
# of Nesting/Sorting Error Pieces	4,580
eDoc Mail Profile	Frist Class Letters, under 1 oz., Automation
eDoc Piece Rate (3-Digit)	\$0.416
Corrected rate (mixed ADC)	\$ 0.439

**Table 83: Assessment Calculation Example Parameters**

#### Monthly Seamless Acceptance Verification Results:

Error Level	Error Type	# of Errors	# eDoc Seamless Acceptance Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Pieces	Nesting/Sorting	4,580	113,110	4.05%	1.00%	3,448

**Table 84: Assessment Calculation Example Results**

The process to calculate Nesting/Sortation (MPE) error verification results and assessments is below:

#### 1. Error Percentage Calculation:

$$\begin{aligned}
 \text{Nesting/Sortation Error Percentage} &= \frac{\text{\# of Seamless Acceptance Pieces with Nesting/Sortation Errors}}{\text{\# of Seamless Acceptance Pieces Submitted in eDoc}} \\
 &= \frac{4580 \text{ Pieces}}{113,110 \text{ Pieces}} \\
 &= 4.05\%
 \end{aligned}$$

## 2. Piece Above Threshold Calculation

$$\begin{aligned} \text{Pieces Above Error Threshold} &= \text{\# of Seamless Acceptance Pieces with Nesting and Sorting Errors in eDoc} - \left( \text{Total \# of Seamless Acceptance Pieces Submitted in eDoc} \times \text{Error Threshold Percentage} \right) \\ &= 4,580 \text{ Pieces} - (113,110 \text{ Containers} \times .01) \\ &= 3,448 \text{ Pieces} \end{aligned}$$

## 3. Postage Assessment Calculation

$$\begin{aligned} \text{Additional Postage Due} &= \text{\# of Pieces Above Error Threshold} \times \left( \text{Correct Piece Rate} - \text{eDoc Piece Rate} \right) \\ &= 3,448 \text{ Pieces} \times (\$.536 - \$.391) \\ &= \$79.30 \end{aligned}$$

#### C.4.4. Assessment Calculation Example for Postage Verification Error

The below example explains the process and calculation of assessments for Sampling Postage Errors. The mailer in the scenario only exceeds the monthly error threshold for Sampling Postage Errors.

##### Example Mailer eDoc:

Category	Example Parameters
Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors	\$359
eDoc Postage for Pieces Sampled not in Error	\$1,550
eDoc Postage for Pieces with Sampling Errors not Statistically Significant	\$467
Sum of eDoc Postage for all Sampled Pieces	\$2,200
Original eDoc Postage in Calendar Month	\$10,000

**Table 65: Assessment Calculation Example Parameters**

##### Monthly Seamless Acceptance Verification Results:

Error Level	Error Type	Sum of Adjusted Postage	Sum of eDoc Postage	PAF	PAF Threshold	Errors Above Error Threshold
Pieces	Postage	\$2,376	\$2,200	1.08	1.05	0.03

**Table 66: Assessment Calculation Example Results**

The process to calculate Postage Verification error verification results and assessments is below

##### 1. PAF Calculation:

$$\begin{aligned}
 \text{General PAF} &= \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Postage, Weight)} + \text{eDoc Postage for Pieces Sampled not in Error} + \text{eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}} \\
 &= \frac{\$2,376}{\$2,200} \\
 &= 1.08
 \end{aligned}$$

## 2. Pieces Assessment Calculation:

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{Original eDoc Postage} \times \left( \text{PAF} - \text{PAF Threshold} \right) \\
 &= \$ 10,000 \times ( 1.08 - 1.05 ) \\
 &= \$300
 \end{aligned}$$

### C.4.5. Assessment Calculation Example for Weight Verification Errors

The below example explains the process and calculation of assessments for sampling-based Weight Errors. The mailer in the scenario only exceeds the monthly error threshold for sampling-based Weight Errors.

#### Example Mailer eDoc:

Category	Example Parameters
Adjusted Postage for Pieces Sampled with Stats. Significant Sampling Errors	\$ 371
eDoc Postage for Pieces Sampled not in Error	\$ 1,885
eDoc Postage for Pieces with Sampling Errors not Statistically Significant	\$ 469
Sum of eDoc Postage for all Sampled Pieces	\$ 2,500
Total Adjusted Postage Amount	\$10,000

**Table 70: Assessment Calculation Example Parameters**

#### Monthly Seamless Acceptance Verification Results:

Error Level	Error Type	Sum of Adjusted Postage	Sum of eDoc Postage	PAF	PAF Threshold	Errors Above Error Threshold
Pieces	Postage	2725	2500	1.09	1.05	0.04

**Table 71: Assessment Calculation Example Results**

The process for calculation Weight Verification error verification and assessments is below:

**1. PAF Calculation:**

$$\begin{aligned}
 \text{General PAF} &= \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Postage, Weight) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}} \\
 &= \frac{\$2,725}{\$2,500} \\
 &= 1.09
 \end{aligned}$$

**2. Pieces Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{Total Adjusted Postage Amount} \times \left( \text{PAF} - \text{PAF Threshold} \right) \\
 &= \$10,000 \times (1.09 - 1.05) \\
 &= \$400
 \end{aligned}$$

**C.4.6. Assessment Calculation Example For Mail Characteristic PAF**

The below example explains the process and calculation of assessments for Mail Characteristic Errors. The mailer in the scenario only exceeds the monthly error threshold for Mail Characteristic Errors. It is important to note that the Mail Characteristic PAF is applied to the eDoc Submitter/Mail Owner combination portion of the total monthly eDoc postage due.

**Example Mailer eDoc:**

Category	Example Parameters
Adjusted Postage: Sampled Pieces with Statistically Significant Sampling Errors	\$450.40
eDoc Postage: Sampled Pieces not in Error	\$2,512.43
eDoc Postage: Sampled Pieces with Errors not Statistically Significant	\$90.67
eDoc Postage: All Sampled Pieces	\$2,801.38
eDoc Postage: Across Month	\$43,582.17

**Table 85: Assessment Calculation Example Parameters**

**Monthly Seamless Acceptance Verification Results:**

Error Level	Error Type	Total Postage	PAF Percentage	PAF Threshold
Mailpiece	Mail Characteristic PAF	\$43,582.17	1.09	1.05

**Table 86: Assessment Calculation Example Results**

The process to calculate Seamless mail characteristic verification results and assessments is below:

**1. PAF Calculation:**

$$\begin{aligned}
 \text{Barcode Quality PAF} &= \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors} + \text{eDoc Postage for Pieces Sample not in Error} + \text{eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}} \\
 &= \frac{\$450.40 + \$2,512.43 + \$90.67}{\$2,801.38} \\
 &= 1.09
 \end{aligned}$$

**2. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= (\text{Mail Characteristic PAF} - \text{PAF Threshold}) \times \text{eDoc Monthly Postage} \\
 &= (1.09 - 1.05) \times \$43,582.17 \\
 &= \$1,743.29
 \end{aligned}$$

### C.4.7. Assessment Calculation Example For Barcode Quality PAF

The below example explains the process and calculation of assessments for Barcode Quality Errors. The mailer in the scenario only exceeds the monthly error threshold for Barcode Quality Errors. It is important to note that the Barcode Quality PAF is applied to the eDoc Submitter/Mail Owner combination portion of the total monthly eDoc postage due.

#### Example Mailer eDoc:

Category	Example Parameters
Adjusted Postage: Sampled Pieces with Statistically Significant Sampling Errors	\$910.20
eDoc Postage: Sampled Pieces not in Error	\$3,108.98
eDoc Postage: Sampled Pieces with Errors not Statistically Significant	\$201.78
eDoc Postage: All Sampled Pieces	\$3,802.67
eDoc Postage: Across Month	\$52,927.39

**Table 87: Assessment Calculation Example Parameters**

#### Monthly Seamless Verification Results:

Error Level	Error Type	Total Postage	PAF Percentage	PAF Threshold
Mailpiece	Barcode Quality PAF	\$52,927.39	1.11	1.05

**Table 88: Assessment Calculation Example Results**

The process to calculate barcode quality verification results and assessments is below:

#### 1. PAF Calculation:

$$\begin{aligned}
 \text{Barcode Quality PAF} &= \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors} + \text{eDoc Postage for Pieces Sample not in Error} + \text{eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}} \\
 &= \frac{\$910.20 + \$3,108.98 + \$201.78}{\$3,802.67} \\
 &= 1.11
 \end{aligned}$$

**2. Postage Assessment Calculation:**

$$\begin{aligned} \text{Additional Postage Due} &= (\text{Barcode Quality PAF} - \text{PAF Threshold}) \times \text{eDoc Monthly Postage} \\ &= (1.11 - 1.05) \times \$52,927.39 \\ &= \$3,175.64 \end{aligned}$$

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## APPENDIX D: REFERENCE LIST

- DMM
  - [http://pe.usps.com/text/dmm300/dmm300\\_landing.htm](http://pe.usps.com/text/dmm300/dmm300_landing.htm)
- IMcb Reference Page
  - <http://beta.postalpro.usps.com/node/859>
- IM Tray Label Reference Page
  - <http://beta.postalpro.usps.com/node/863>
- IMb for Mailpieces Reference Page
  - <http://beta.postalpro.usps.com/node/858>
- Full-Service Palletization Fact Sheet
  - <http://beta.postalpro.usps.com/node/650>
- Guide to Customer Supplier Agreements
  - <http://beta.postalpro.usps.com/node/1133>
- Quick Step Guide to MID and/or CRID Acquisition
  - <http://beta.postalpro.usps.com/node/1134>
- Mail.dat and Mail.XML Technical Specifications
  - <http://beta.postalpro.usps.com/node/1137>
- TEM Guides
  - <http://beta.postalpro.usps.com/node/1138>
- Notice 123
  - <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>
- Ancillary Services STID Detailed Explanation
  - <http://beta.postalpro.usps.com/node/461>
- Drop Ship File Download
  - <https://fast.usps.com/fast/fastApp/resources/dropShipFileDownload.action>
- Guide to Move Update
  - <http://beta.postalpro.usps.com/node/1116>
- 99 Percent Testing Page
  - <http://beta.postalpro.com/node/1136>

- Publication 804
  - <http://about.usps.com/publications/pub804.pdf>
- Nonprofit Qualifications
  - <http://pe.usps.com/businessmail101/misc/nonprofitQualifications.htm>
- Automation Guidelines for Letters and Cards
  - <http://pe.usps.com/businessmail101/misc/autoLetters.htm>
- Automation Guidelines for Flats
  - <http://pe.usps.com/businessmail101/misc/autoFlats.htm>
- Full-Service Annual Presort Fee Waivers Fact Sheet
  - <http://beta.postalpro.usps.com/node/703>

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