

Publication 401

Guide to the Manifest Mailing System

January 17, 2016

This page intentionally left blank



Summary of Publication 401 Changes January 17, 2016

Global	Action	Description of Change
USPS eliminated various services	Delete	Eliminated: Global Direct Canada
USPS eliminated various services	Delete	Eliminated: Critical Mail
USPS consolidated services	Same pricing	Parcel Select Lightweight Irregular and Machinable parcels single pricing. Codes and preparation remain separate.
Standard Post and Parcel Select Nonpresort	Replace	Standard Post with USPS Retail Ground and Parcel Select Nonpresort with Parcel Select Ground
Regional Ground	Update	Regional Ground to NSA only
USPS eliminated various services	Delete	References to First-Class Package Service Commercial Plus prices
USPS eliminated various services	Delete	Priority Mail Regional Rate Box C
USPS eliminated various services	Delete	Parcel Select ONDC Presort and NDC Presort
Chapter 9	Add	Update to include details on accepting manifests with Extra Services.

Chapter/Exhibit Changes	Action	Description of Change
Chapter 2	Change	Authorization Term: New MMS authorizations will be temporary.
Chapter 9	Add	Added sampling chart and procedures regarding Extra Service Verification.
Exhibit 24	Change	Updated Combined Mixed Class Parcel Price Codes to correct weight errors, added BP9 to BPM – Parcels for Zone 9.
Exhibit 24	Add/Delete	Updated price codes to remove codes eliminated with the price change and added code for BPM flats DFSS
Exhibit 24	Change	First Class: Commercial Base changed to Commercial and Commercial Plus changed to Commercial NSA
Exhibit 24	Add	Parcel Select Machinable broken out into two codes: DSCF 5 Digit and DSCF 3 Digit
Exhibit 24	Change	Parcel Select Regional Ground SCF and NDC changed to NSA Only
Exhibit 24	Delete	Priority Mail Regional Box C eliminated both Domestic and International

This page intentionally left blank

Contents

Chapter 1	1
Manifest Mailing — The Basics	1
1-1 What Is Manifest Mailing?	1
1-2 Getting Started	1
1-3 What May Be Manifested	1
1-4 Minimum Volume Requirements	2
1-5 Exceptions to the Minimum Volume Requirements	2
1-6 Mailpiece Identification Numbers	2
1-7 Determining Piece Weights	3
1-8 Types of Manifest Formats	4
1-9 Verifying the Accuracy of the MMS	4
1-10 The MAC™ Program	4
1-11 Pickup Service for Manifest Mailings	5
1-12 Where to Obtain Information	5
Chapter 2	7
How to Apply	7
2-1 Completing the Application	7
2-2 Providing Support Documentation	7
2-3 Authorization	8
2-4 Mailing Under Temporary Authorization	8
2-5 If Application Is Denied	9
2-6 Authorization Term	9
Chapter 3	11
Quality Control	11
3-1 Purpose	11
3-2 Program Elements	11
3-3 Checking Postage Payment and Mail Preparation Accuracy	12
3-4 Retaining Quality Control Documents	12
Chapter 4	13
Manifest Documentation	13
4-1 Required Documents	13
4-2 Submitting Manifests Electronically	13
4-3 Submitting Postage Statements	14
4-4 Retaining Manifest Documents	14
4-5 Refunds/Adjustments	15
Chapter 5	17
Itemized Manifest	17
5-1 Description	17
5-2 Assigning Unique Identification Numbers	17
5-3 Itemized Manifest Format	18
5-4 Adjusting for Damaged or Withdrawn Mail	20
Chapter 6	21
Batch Manifest	21
6-1 Description	21
6-2 Keyline Information — Format	21
6-3 Keyline Location	23
6-4 Batch Type	23

6-5	Batch Manifest Format	24
6-6	Adjusting for Damaged or Withdrawn Mail	26
Chapter 7		27
Extra Services		27
7-1	General Information Chart	27
7-2	Privately Printed Extra Services Labels	29
7-3	Placement of Extra Services Labels	29
7-4	Registered Mail Manifests	29
7-5	Extra Services Manifest Format	30
7-6	PS Form 3877 for Accountable Mail and PS Form 3665 for Certificate of Mailing- Firm (Domestic)	30
7-7	Format of PS Form 3877 and PS Form 3665 Facsimiles	31
7-8	Duplicate Copies of PS Forms 3877	31
7-9	Use of Electronic Media PS Form 3877	32
Chapter 8		33
Postal Service Management Responsibilities		33
8-1	Overview	33
8-2	Managers' Responsibilities	33
8-3	Authorization Process	34
8-4	Authorization Term	36
8-5	System/Authorization Changes	36
8-6	Pickup Service for Manifest Mailings	37
8-7	Refunds	37
Chapter 9		41
Acceptance Procedures		41
9-1	General Instructions	41
9-2	Postage Verification Frequency	41
9-3	Sample Size	42
9-4	Postage Verification	42
9-5	Calculating the Postage Adjustment Factor	46
9-6	Exceptions to Calculating Postage Adjustment Factor (PAF)	47
9-7	Critical Errors	47
9-8	Retaining Verification Documents	48
Chapter 10		49
Administrative Procedures		49
10-1	Effective Administration	49
10-2	Administering Post Office Responsibilities	49
10-3	District Responsibilities	50
10-4	Business Mailer Support Responsibilities	52
Chapter 11		53
Alternative MMS Programs		53
11-1	Minimum Volume Reduction Provision (MVRP)	53
11-2	MAC™ Gold Pre-Approved MMS	57
11-3	Upgrading Alternative MMS	62
Exhibits		63

Chapter 1

Manifest Mailing — The Basics

1-1 What Is Manifest Mailing?

- 1-1.1 Manifest mailing is an automated system that allows a mailer to document postage and fees for all pieces in a mailing paid via permit imprint indicia. Each piece in the mailing is assigned a unique identification number that may be compared with the manifest. Using a permit imprint indicia eliminates the need to affix postage (metered or stamped). The Manifest Mailing System (MMS) may be used to pay domestic or international postage, as well as fees for extra services.
- 1-1.2 To participate in the MMS program, the mailer must develop or use a computerized system that generates documentation to support mailings. This documentation must meet postal standards for format, completeness, accuracy, timeliness, and proper payment of postage. The mailer may present manifest documentation in hardcopy or in an electronic format (see chapter 4).

1-2 Getting Started

To set up and maintain an MMS, the mailer will need to:

- 1-2.1 Plan, develop, test, and install a computer system in-house or acquire a system from a vendor, including systems that are Internet based.
- 1-2.2 Develop and administer effective quality control procedures that ensure the integrity of the system (see chapter 3).
- 1-2.3 Enhance or modify the system as necessary to allow for adjustments, such as changes in postage prices, presort requirements, or zones.

1-3 What May Be Manifested

- 1-3.1 All classes of domestic mail, except Priority Mail Express® items and Periodicals, qualify for manifest mailing under the standards in this publication.
- 1-3.2 Manifesting for International mail is limited to First-Class Mail International™ and Priority Mail International™.
- 1-3.3 Priority Mail Express® may be manifested under the standards of Publication 97, Express Mail Manifesting Technical Guide.

- 1-3.4 Consult *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) and *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) for the requirements for eligibility, mail preparation, processing categories, price markings, and endorsements.

1-4 Minimum Volume Requirements

- 1-4.1 The minimum volume for each manifest mailing is 50 pieces or 50 pounds of mail.
- 1-4.2 For single-piece price mail, all classes and processing categories of domestic and international mail may be applied toward meeting the 50-piece or 50-pound minimum if presented to the Postal Service™ for acceptance at the same time and reported on the same manifest.

Note: International Mail may be presented on a separate manifest. The international and domestic manifests must be presented at the same time. The total of both manifests must meet the minimum volume in 1-4.1.

1-5 Exceptions to the Minimum Volume Requirements

- 1-5.1 Some types of presorted mailings may require different piece or weight minimums (such as 500 pieces for a Presorted First-Class Mail® mailing).
- 1-5.2 Qualified manifest mailers may submit less than minimum volumes for a specified period of time. (See 11-1 for more details.)
- 1-5.3 Less than minimum volumes may be accepted occasionally from mailers who usually meet minimums. Typically, this is caused by an infrequent low-volume day or production problem.
- 1-5.4 A Registered Mail™ or Registered Mail Collect On Delivery (COD) manifest mailing, which by standard requires a separate manifest listing, may contain fewer than 50-pieces or 50-pounds of mail if presented at the same time with another manifest mailing that meets the minimum volume requirements.
- 1-5.5 The residual portion of a presorted manifest is not required to meet an additional minimum volume when presented with the presort manifest.
- 1-5.6 Mailings consisting of pieces that weigh less than 1 pound, but are paid for at the single-piece 1-pound price and have a minimum of 50 pieces, are eligible as a permit imprint manifest mailing.
- 1-5.7 Letters and Flats only-*PostalOne!* supports the submission of electronic documentation (Mail.dat or Mail.XML) for single-piece mail from volumes as low as a one mailpiece. Alternatively, residual single piece mail can be included in the same electronic documentation submission with the presorted portion of the mailing. When presort mailings are presented, the electronic documentation should include at least the required minimum number of pieces for the mail class for presort eligibility.

1-6 Mailpiece Identification Numbers

- 1-6.1 In a manifesting system, each mailpiece is identified either with a unique identification number or with a keyline containing a unique identification number and price information about the piece.
- 1-6.2 The identification number may be shown as a barcode, but if a barcode is used, the identification number must also be shown in human-readable characters.

1-7 Determining Piece Weights

Accurate piece weights are required to ensure proper postage payment.

- 1-7.1 Piece weights may be determined by scales or by a method of predetermining the weights.
- 1-7.2 If scales are used, they must be zero-balanced daily and maintained to the manufacturer's specifications.
- 1-7.3 For predetermined weights, a written explanation of how the piece weights are calculated is required. Weights must be updated when new shipments are received, suppliers are changed, or items are added to the inventory.
- 1-7.4 There is an option to overstate piece weights to prevent the underpayment of postage when using predetermined weights. To avoid underpayment of postage for pieces at or near the weight or price break point, the mailer may overstate the weight and postage. When this occurs, the actual postage will be recorded as the same as the manifest postage during postage sampling, and these pieces will not be charged as incorrect. If this option is chosen, it will be included in the District authorization letter or Business Mailer Support (BMS) authorization. (See **Exhibit 4A through 4B**.)
- 1-7.5 The postage or weight for each piece is recorded on the manifest by the computer. The weights must be reported to two decimal places for Priority Mail Express®, Priority Mail, Parcel Select, Bound Printed Matter, Media Mail, and Library Mail prices. For all other mailpiece, express all single-piece weights in decimal pounds rounded off to four decimal places. If the manifest document cannot report to four decimal places, the Postal Service will consider the additional digits as zeros for computation purposes.
- 1-7.6 Piece weights for some prices may be shown as rounded to whole numbers, and the postage would not be affected. For example, a weight of 2.2545 pounds for a piece could be shown on the manifest as 2.25 or 3.00, and the price would be the same.
- 1-7.7 If the weights are rounded to whole numbers, then the actual total weight of the mailing must be shown on the postage statement, except if the mailing is prepared according to 1-5.6, and then the weight reported on the postage statement would be the rounded weight. If it is a plant-verified drop shipment mailing, the actual weight must also be shown on PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*.
- 1-7.8 Priority Mail® dimensional weight pieces have a calculated weight on which postage is based. Both actual weight and the postage based weight must be reflected on the manifest.

1-8 Types of Manifest Formats

- 1-8.1 *Itemized Processing*. Each piece of mail is individually listed by unique identification number, weight, and other pertinent information (see chapter 5). This option is not available for First-Class Mail presorted letter-size mailings and piece price Standard Mail® letter-size mailings.
- 1-8.2 *Batch Processing*. The mailing is divided into groups of mailpieces with consecutive identification numbers. Only the identification numbers of the first and last pieces of each group are listed, along with the piece count and the total postage charges for the entire batch. This method is limited to piece and piece/pound price letter-size and flat-size mailings (see chapter 6).

1-9 Verifying the Accuracy of the MMS

The Postal Service verifies the accuracy of the MMS by selecting mailpieces at random and comparing the pieces with the manifest.

- 1-9.1 If the sampling indicates that the total postage or total weight of the pieces sampled is understated by more than 1.5 percent, the Postal Service adjusts the total postage for the mailing accordingly.
- 1-9.2 If postage is overstated by more than 1.5 percent, no postage adjustments are made. (See **Exhibit 22** for examples of these calculations.)
- 1-9.3 The Postal Service uses the ± 1.5 -percent accuracy level to determine the quality of the manifest system. Continual submissions of mailings that exceed the ± 1.5 -percent accuracy level may result in suspension of MMS privileges.
- 1-9.4 The mailer has the option to rework a mailing rather than pay a postage adjustment. The entire mailing must be reprocessed and submitted with new documentation.

1-10 The MAC™ Program

- 1-10.1 The Postal Service has a voluntary program for vendors who supply manifest software. The Manifest Analysis and Certification (MAC™) program tests vendor-supplied manifesting software to determine whether it calculates postage and fees accurately and is able to produce listings of mailpieces, facsimile postage statements, and other documentation that meet applicable Postal Service standards. If the software successfully passes the MAC™ test, it is certified by the Postal Service. A list of MAC™ vendors is published periodically in the Postal Bulletin and may be obtained from the business mail entry manager or found on the Internet at <http://ribbs.usps.gov>. Mailers who develop manifesting software in-house may also apply for certification.
- 1-10.2 Using MAC™ software expedites the authorization process. However, the use of the software, the equipment supporting the system (such as scales and computers), and the quality control implemented by the mailer must be reviewed at each mailer site before the system is approved by the Postal Service.
- 1-10.3 For First-Class Mail, Standard Mail, and Bound Printed Matter, documentation to support mail volume and preparation must be produced by standardized documentation according to Domestic Mail Manual. Documentation produced by Presort Accuracy Validation and Evaluation (PAVE)-certified or Manifest Analysis and Certification (MAC™) software is considered standardized documentation.

1-11 Pickup Service for Manifest Mailings

- 1-11.1 Manifest mailings may be collected by the Postal Service at the mailer's facility for transport to the business mail entry unit prior to acceptance and payment, if the Postal Service determines that this service is mutually beneficial.
- 1-11.2 If the mailer requests pickup service, the mailer may enter into a No Fee Pickup Service Agreement (using PS Form 5543), which is normally initiated by USPS Sales. The pickup fee will not be applied if the mailer meets the terms and conditions of the No Fee Pickup Service Agreement and the responsible USPS function agrees to perform the pickup as outlined in the agreement. If the terms and conditions outlined in the agreement are not met, all applicable fees for pickup service apply.

1-12 Where to Obtain Information

1-12.1 *Postal Service Contacts*

Mailer may contact the local Post Office™ for information regarding manifest mailing. The mailer may also call the National Customer Support Center at 800-238-3150 — ask for the “MAC™ Department” to be connected with a specialist who can provide the telephone number for the “Manifest Mailing Team” in their area. The mailer will need to provide the ZIP Code™ of the Post Office where they will deposit their manifest mailings. *Publications Available On-Line*

The following publications are available electronically via the Postal Service web page at *usps.com*:

- a. The Domestic Mail Manual (DMM) and the International Mail Manual (IMM).
- b. The *Postal Bulletin*.

This page intentionally left blank.

Chapter 2

How to Apply

2-1 Completing the Application

Complete the application included as **Exhibit 1**. If the mailer has questions about any part of the form, the local Postal Service representative can provide assistance.

Prior to submitting the application, develop quality control (QC) procedures for preparing a manifest mailing (see chapter 3).

2-2 Providing Support Documentation

With the application, provide samples of the following support documentation:

- 2-2.1 A detailed written description of mailer's internal quality control and the forms used to document quality control procedures.
- 2-2.2 An example of each type of manifest that will be used, correctly formatted and listing sample pieces. (Supply applicable summary information when required. For MAC™ software, the product name and version number shown must be on the most current MAC™ listing.)
- 2-2.3 Separate Presort documentation is required for all presorted manifest mailings, unless the manifest provides presort information.
- 2-2.4 Mailpieces or mailing labels that correspond to the sample manifest(s) showing format and location of the unique identification number or keyline and permit imprint indicia. If multiple permit imprint indicias will be combined in a mailing, include a sample of each indicia.

Note: Different permit imprint indicias are permitted in manifest mailings. However, postage must be paid from a single permit imprint trust account, and all the permits must be authorized in the city where postage is paid on the mailing. A separate annual mailing fee must be paid for each permit imprint included in a Standard Mail mailing, as applicable.

- 2-2.5 Completed postage statements corresponding to the sample manifest(s). These must be by electronic or computer-generated facsimiles containing all information on the current Postal Service forms. Facsimiles need not contain price information for prices not claimed in a mailing.

Note: For plant-verified drop shipment (PVDS) mailings, a consolidated postage statement and register of mailings are required.

- 2-2.6 Completed computer-generated facsimile PS Form 3877, *Firm Mailing Book for Accountable Mail* (manual, if applicable), corresponding to the sample manifest(s), if extra services (excluding domestic Certificate of Mailing) are used and the information required by PS Form 3877 is not reported on the manifest.
- 2-2.7 Completed computer-generated facsimile PS Form 3665, *Certificate of Mailing – Firm (Domestic)* corresponding to the sample manifest(s), if Certificate of Mailing services are claimed. **Notes:** If Certificate of Mailing service is claimed, every piece listed on the manifest must claim the service. Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665 until June 2, 2017. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate of Mailing (permitted until June 2, 2017), no other extra service can be listed on the firm sheets and every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.
- 2-2.8 Any Postal Service–approved privately printed extra services labels, if applicable.
- 2-2.9 Price tables and zone charts, if available.

2-3 Authorization

- 2-3.1 Submit the application and supporting documentation to the local Post Office or appropriate Postal Service representative.
- 2-3.2 The application is forwarded to the district manager serving the Post Office where the application was submitted. .
- 2-3.3 The district manager ensures that the application is complete and on site review is conducted at the mailer’s facility. Prior to onsite review, the BMS Database Collection worksheet must be completed and forwarded to the BMS Analyst, so the information can be entered into the BMS database. The acceptance employee must be trained on performing the MMS verification sampling via *PostalOne!* during the onsite visit.
- 2-3.4 Based on this information and depending on the type of manifest mailing system, the district manager will take one of the following actions:
 - a. Notify the mailer of the corrective actions that must be taken before authorization is provided (See 2.5)
 - b. Issue an authorization letter for a district-authorized MMS. This authorization describes the mailer responsibilities. The mailer may begin mailing once authorized.
 - c. Issue a temporary authorization letter (See 2-4.) for BMS-authorized system. The mailer may begin mailing once authorized.

2-4 Mailing Under Temporary Authorization

Within 90 days after temporary authorization has been given, Business Mailer Support will conduct a review of mailer’s system.

- 2-4.1 If mailer system meets the standards, a MMS authorization will be provided.
- 2-4.2 If mailer system is not functioning properly, authorization may be suspended or revoked.

2-5 If Application Is Denied

2-5.1 District-authorized systems:

- a. If mailer is unable to take corrective actions to meet the standards for a manifest mailing system, the application will be denied. Written notification will be provided.
- b. The mailer may file a written appeal with the district manager within 15 days of receiving the notice. The mailer's appeal should include any additional evidence that supports the application. The appeal is forwarded to the Manager, Business Mailer Support (BMS), who advises mailer in writing, of the final decision.

2-5.2 BMS-authorized systems:

- a. If the mailer is unable to take corrective actions to meet the standards for a manifest mailing system, the application will be denied. Written notification will be provided.
- b. The mailer may file a written appeal with the BMS manager within 15 days of receiving the notice. The appeal should include any additional evidence that supports the application. The appeal is forwarded to the VP, Mail Entry and Payment Technology (MEPT), who advises the mailer in writing, of the final decision.

2-6 Authorization Term

New MMS authorizations will be considered temporary in anticipation of Seamless Acceptance and eVS migration. Transition to these programs will eliminate the need for Manifest Mailing Systems. During the transition, if Postal Service periodic reviews or mailer supplied information indicates a need for modifications of this authorization, then the authorization will be modified by Manager, BMS and mailer representative.

This page intentionally left blank.

Chapter 3

Quality Control

3-1 Purpose

- 3-1.1 To participate in the Manifest Mailing System (MMS), the mailer must implement a documented quality control (QC) program that ensures the following:
 - a. Integrity of the system.
 - b. Accuracy of the documentation.
 - c. Eligibility of the mailings for the postage prices claimed.
 - d. Ability to take corrective actions.
- 3-1.2 The mailer's QC procedures and reporting documents must be approved by the Postal Service and described in an attachment to the authorization letter. Sample QC procedure attachments are shown in **Exhibits 2A** through **2F**.

3-2 Program Elements

- 3-2.1 An effective QC program identifies potential or actual system failures at the earliest possible stage in mail preparation and documentation.
- 3-2.2 A QC program must ensure that the MMS meets the following standards:
 - a. Postage price tables and zone charts in the system are accurate and can be updated as necessary.
 - b. Piece weights are accurate. (For predetermined weight systems, piece weights must be updated whenever piece weight factors change.)
 - c. Procedures are established to ensure that the scales are maintained to manufacturer's specifications. Each scale must be tested for accuracy with standard test weights before use each day and documented.
 - d. Identification numbers are unique within the same mailing.
 - e. Pieces subject to surcharges are identified.
 - f. All pieces are listed on the appropriate manifest and directed to the proper staging area or vehicle.
 - g. All requirements for requested extra services are met.

- h. Pieces of different classes (unless authorized to combine Standard Mail and Package Services machinable parcels) or processing categories are physically separated and matched with the corresponding manifest summary and postage statement when taken to the Postal Service for verification and acceptance.
 - i. Pieces qualify for the class, processing category, and levels of presort reported on the manifest as stated in the DMM and IMM.
 - j. Mailings are correctly sorted when required for the price requested. The contents of packages, sacks, trays, and pallets are properly labeled.
 - k. Actual samples from mailings are compared with the corresponding documentation.
 - l. Manifest summary totals agree with the numbers reported on the postage statement before these documents are submitted to the Postal Service.
- 3-2.3 The Postal Service may require mailers to implement other reasonable or appropriate QC procedures to ensure proper payment of postage, if the current QC procedures are inadequate.

3-3 Checking Postage Payment and Mail Preparation Accuracy

The mailer must check their manifest mailings for proper postage payment and mail preparation and/or sortation according to the terms of their authorization.

- 3-3.1 To check postage payment accuracy, mailers may use the Postal Service verification procedures described in chapter 9, or mailers may develop their own procedures based on this section.
- 3-3.2 If the mailer prepares mailings subject to sortation requirements, the mailer must check to ensure that the mail is properly sorted. **Exhibits 2E** and **2F** describe a simple method to accomplish this type of verification. The mailer's local Postal Service representative can also supply mailer with the necessary information and training to do this.

3-4 Retaining Quality Control Documents

- 3-4.1 Retain quality control sampling reports (as described in the mailers authorization letter) for 90 days.
- 3-4.2 If the mailer detects errors during mailer's sampling process, the mailer must describe the corrective action taken on the sampling report and reports will be retained for at least one year.
- 3-4.3 This same procedure must also be followed when the Postal Service finds and reports errors to the mailer.

Chapter 4

Manifest Documentation

4-1 Required Documents

- 4-1.1 A manifest listing, summary and postage statement are required for each mailing.
- 4-1.2 The mailer may present manifests in hardcopy or electronic media.
- 4-1.3 When articles with extra services (excluding domestic Certificate of Mailing) are included in a manifest mailing, a completed PS Form 3877, *Firm Mailing Book for Accountable Mail*, or USPS-approved facsimile is required, unless all the information required by PS Form 3877 is shown on the manifest. PS Form 3877 may also be presented electronically.
- 4-1.4 When mailpieces are included in a manifest mailing claiming domestic Certificate of Mailing service, a completed PS Form 3665, Certificate of Mailing-Firm (Domestic), or USPS-approved facsimile is required, unless all of the information required by PS Form 3665 is shown on the manifest. PS Form 3665 may also be presented electronically. See chapter 7 for more information about extra services including Certificate of Mailing. **Notes:** If Certificate of Mailing service is claimed, every piece listed on the manifest must claim the service. Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665 until June 2, 2017.
- 4-1.5 Separate presort documentation, such as an USPS Qualification Report, is required for all presorted manifest mailings, unless the manifest documentation provides all the required presort information.

4-2 Submitting Manifests Electronically

Submitting manifests electronically is encouraged because it reduces paper and printer costs. It also saves production time when closing out the manifest for submission. Manifests may be submitted electronically using the procedures described in Option A or B below. An electronic manifest must be in the same format and contain the same elements, including page totals and cumulative page or line totals, as a hardcopy manifest (see chapters 5 and 6).

4-2.1 **Option A — Electronic Manifest at Mailer's Plant**

To present mail for verification at the mailer's plant and use an electronic manifest, the mailer must meet all the following conditions:

- a. Be authorized by the Postal Service to have mail verified at their plant by a Postal Service acceptance clerk.

- b. Make available to the Postal Service acceptance clerk a computer terminal or a personal computer (PC) and a printer to access the electronic manifest and print selected pages, if necessary.
- c. Train the Postal Service acceptance clerk to access and use the mailer's electronic system on an as-needed basis and provide a simple user's guide.

4-2.2 **Option B — Electronic Manifest at Post Office**

To present mail for verification at the accepting Post Office and use an electronic manifest, the mailer must meet all the following conditions:

- a. The Post Office where the mailer will submit manifests in electronic form must already have the necessary computer hardware. If it does not, the mailer will be responsible for providing the hardware compatible with the mailer's electronic manifests. The manifest file may be submitted on a CD or sent via e-mail.
- b. If there is a computer available at the Post Office, the mailer's software must be compatible with the Post Office's system.
- c. The mailer's software must be menu-driven and easy to use.
- d. The mailer must train Postal Service acceptance clerks to use their software and provide a simple user's guide.

4-2.3 **Software Requirements**

In Options A and B, the mailer must use software that allows the acceptance clerk to do the following:

- a. Move from one screen (page) of the manifest to the next easily.
- b. Locate individual identification numbers immediately.
- c. Go directly to the summary page
- d. Print any page of the manifest.

4-3 **Submitting Postage Statements**

- 4-3.1 With each mailing, an electronic or computer-generated postage statement facsimile must be submitted containing all information on the current Postal Service forms
- 4-3.2 When presenting mixed-class manifest mailings, submit separate postage statements for each class and subclass.
- 4-3.3 Facsimiles must be the latest version of each Postal Service form and show the form date on the facsimile.

4-4 **Retaining Manifest Documents**

- 4-4.1 The mailer must retain the following documents (in hardcopy or electronic media) for 90 days:
 - a. Manifest listings.
 - b. Summary.
 - c. Postage statement(s).
- 4-4.2 The mailer must retain copies of PS Forms 3877 and/or 3665 or facsimiles (in hardcopy or electronic media) for 1 year to support extra services claims.

4-5 Refunds/Adjustments

MMS system related postage refunds may be authorized by the district manager for district-authorized systems and by the BMS manager for BMS-authorized systems.

Refund requests and supporting documentation for district-authorized systems should be forwarded to the Manager, Business Mail Entry.

Refund requests and supporting documentation for BMS-authorized systems should be forwarded to the following email address: SPPSRefunds@usps.gov

The mailer must provide the following documentation:

- a. Detailed description of the issue
- b. Dollar amount of the request
- c. The number of pieces affected
- d. Date the system or procedural failure occurred
- e. Mailer's Tax Identification Number (TIN)
- f. Corrective action to prevent recurrence
- g. Other pertinent information
 1. Postage Statements
 2. Qualification Reports
 3. MMS supporting documents, etc.

Any requests for a postage refund or adjustment for postage underpayment for system related issues, must be documented, clearly explaining the reason for the discrepancy and what corrective action is being taken to ensure it does not recur.

NOTE: See Chapter 8-7 for more details on refunds

This page intentionally left blank.

Chapter 5

Itemized Manifest

5-1 Description

- 5-1.1 Itemized processing produces a manifest of each piece in ascending alpha-numeric order or in ascending order by presort level. Itemized processing is generally used for mixed-class single-piece price, Standard Mail piece/pound price, and Package Services mailings.
- 5-1.2 Single-piece price mail of different classes and/or processing categories may be listed on the same itemized manifest.
- 5-1.3 Itemized processing must be used for:
 - a. Mailings with extra services (including mailings with Certificate of Mailing service).
 - b. Mailings that combine different classes or subclasses of mail.
 - c. Combined Parcels of Package Services, Standard Mail Parcels, and Parcel Select Parcels.

5-2 Assigning Unique Identification Numbers

- 5-2.1 Assign a unique identification number before or after producing the piece. The ID number is required for reconciling individual mailpieces to a manifest to ensure that postage was calculated correctly and all pieces are listed.
- 5-2.2 Do not duplicate an ID number in a mailing.
- 5-2.3 Print the ID number on the address side of each piece in 8-point type or larger.
- 5-2.4 List each number in ascending order on the manifest, followed by the information related to the calculation of postage for the piece.
- 5-2.5 Always list the ID numbers on the manifest in ascending order whether they are composed only of numbers or are alpha-numeric.

Note: A computer-generated number, product number, or other number may be used, as appropriate. A USPS Tracking™ or Signature Confirmation™ number is also acceptable. Mailer must provide guidance to acceptance employee regarding which number is being used.

Note: The ID number may be shown as a barcode, but if a barcode is used, the ID number must also be shown in human-readable characters.

5-3 Itemized Manifest Format

This section describes the itemized manifest format. Specific formats by class and subclass may be found in the Exhibits section.

5-3.1 Header

The header on the first page of the manifest includes the following:

- a. Mailer's name and address.
- b. Date of mailing.
- c. Origin Post Office (office where postage is paid), including ZIP Code.
- d. Permit imprint number.
- e. Class of mail. (For mixed-class manifests, enter "Mixed" or leave blank.)
- f. Manifest sequence number.
 - 1) This is a mailer-selected number shown on each MMS document to relate it to a specific manifest mailing. The following are the format requirements:
 - (a) Numbers must be consecutive by manifest type.
 - (b) For mailers with multiple mailing sites, numbers must be consecutive by mailing site and manifest type.
 - (c) Numbers must not repeat within a 12-month period.
 - 2) Gaps in consecutive numbers must be explained when requested by the administering Post Office.
 - 3) Show this number on summaries, postage statement(s), PS Form(s) 8125 for plant-verified drop shipment (PVDS) mailings, PS Form 3877 when extra services are used for pieces reported on the manifest, or with PS Form 3665 for domestic Certificate of Mailing pieces. **Notes:** If Certificate of Mailing service is claimed, every piece listed on the manifest must claim the service. Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665 until June 2, 2017.
- g. If using MAC™ software, the product name and version number; if not using MAC™ software, the software version number.
- h. Processing category.
- i. For presorted mailings the Domestic Mail Manual (DMM) reference for preparation method used is required.

5-3.2 Body

The body of the manifest is made up of data elements — some required and some optional — about the pieces being mailed.

- a. The manifest must list the pieces in ascending order by identification number. If it is a presorted mailing, then list the piece ID numbers by ZIP Code in presort order.
- b. Enough elements must be listed to allow the Post Office to determine whether proper postage is paid for all pieces and proper fees are paid for any pieces using extra services.

- c. Identify all pieces using extra services, the service(s) used, the value of the individual piece (if applicable), and the fee(s) for that service(s).
- d. Each destination entry for PVDS mailings requires a separate manifest and summary. The individual manifests may be formatted and presented as a single document as long as each entry remains separate and identifiable.
- e. Combined Parcels manifest mailers should review the standards in DMM for documentation and preparation requirements.

5-3.3 Footer

The footer at the bottom of each page of the manifest must show the following:

- a. Individual page totals for pieces, weight, and/or postage and fees.
- b. Cumulative page totals if the manifest does not include a cumulative postage column (and fees, if applicable) for piece price mailings or a cumulative weight column and piece count column for piece/pound price mailings.
- c. Page totals and cumulative page totals as needed when using an asterisk to identify Delivery/Signature Confirmation or nonbarcoded pieces.

5-3.4 Summary

The summary consolidates and summarizes the detailed information about the mailing. Examples of summaries are shown in the Exhibits section following the applicable manifest category.

- a. If there are more than one class or subclass of mail reported on a manifest, the mailer must produce a separate summary for each class or subclass and a grand total summary.
- b. PVDS mailings require both a line item summary by entry point and a grand total summary.
- c. The summary must include all information necessary to complete a postage statement.
- d. A system-generated summary is required for all manifests except those produced by a MAC™ Gold system.
- e. A summary for extra services fees is also required when articles using extra services are included in a manifest mailing. The summary must show a subtotal for each type of extra services fee included on the manifest, a grand total of all extra services fees, and a listing of total extra services fees paid per postage statement

5-4 Adjusting for Damaged or Withdrawn Mail

The manifest must be adjusted if mail that is reported on the manifest is damaged during processing and cannot be presented or if mail is withdrawn for any other reason.

To adjust for damaged or withdrawn mail, follow the instructions in *either* item a or b below:

- a. Line out the identification number, weight, and postage information on the itemized manifest (line out the piece on PS Forms 3877, or PS Form 3665).
Notes: If Certificate of Mailing service is claimed, every piece listed on the manifest must claim the service. Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665 until June 2, 2017.

- b. Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement, and write the following information about each damaged or withdrawn mailpiece on a separate listing:
 - 1) Unique identification number.
 - 2) Piece weight.
 - 3) Postage (and fee amount if applicable).

Chapter 6

Batch Manifest

6-1 Description

- 6-1.1 Batch processing produces an abbreviated manifest. Each piece has a unique identification number printed within a keyline.
- 6-1.2 This method is available for letter-size at per piece price and flat-size mail at the piece and piece/pound price.
- 6-1.3 The mailing is divided into batches of mailpieces with consecutive identification numbers.

6-2 Keyline Information — Format

Each mailpiece must have a properly formatted keyline. The keyline must contain the following required information printed in 8-point type or larger from left to right with at least one space between data elements:

- a. Consecutive identification numbers in ascending or descending order and not reversed sequence within a tray or package. ECR mailings must be in ascending order.
- b. Weight increment of the mailpiece. (Not required for Standard Mail.)
- c. Two-letter abbreviations for the qualified price category of the mailpiece listed in Table 6-2a or Table 6-2b.

Note: Mailpieces that qualify for more than one discount must show each price category abbreviation separated by a slash in the keyline. For example, a Standard Mail piece that qualifies for the 5-digit automation price and is entered at the destination SCF must have a keyline that includes both “AV” and “DS” separated by a slash (AV/DS).

- d. Total postage paid (based on weight increment and price category).
- e. Codes for internal use (the mailer’s codes may be printed to the right of the postage paid information. Leave at least two spaces between the postage paid and any internal code information.)

Table 6-2a

Price Category Codes — First-Class Mail

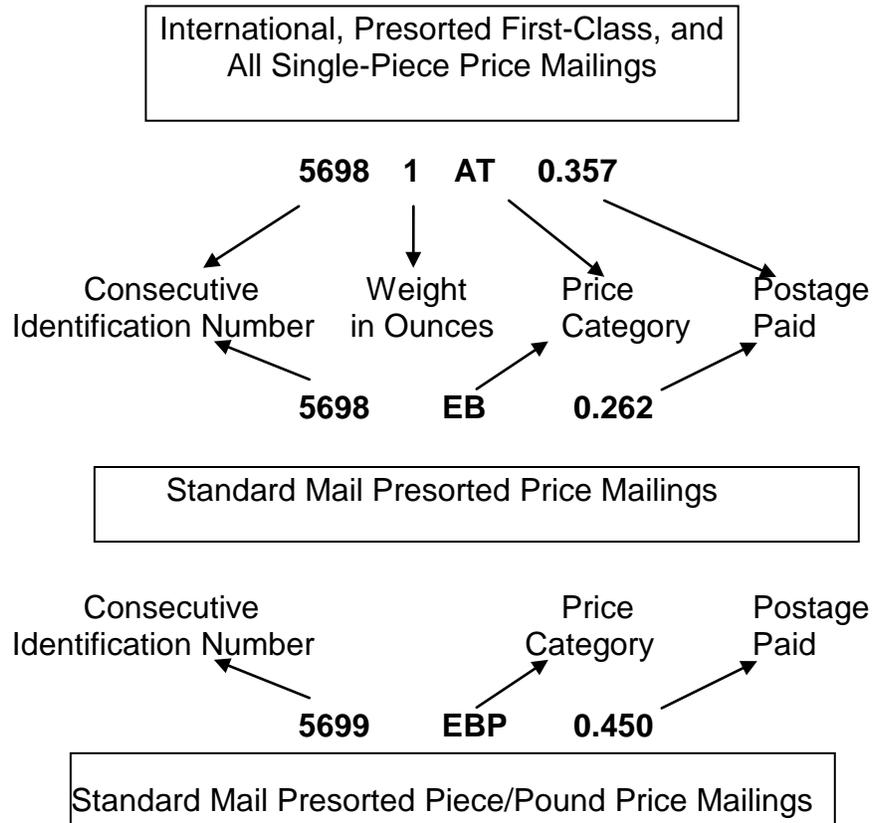
Code	Price Category
AV	Automation 5-Digit
AT	Automation 3-Digit
AB	Automation AADC Letters and Automation ADC Flats
MB	Automation Mixed AADC Letters and Automation Mixed ADC Flats
FP	Presorted Machinable Letters and Flats
NP	Presorted Nonmachinable Letters
SP	Single-Piece Price

Table 6-2b

Price Category Codes — Standard Mail

Code	Price Category
AV	Automation 5-Digit
AT	Automation 3-Digit
AB	Automation AADC Letters and Automation ADC Flats
MB	Automation Mixed AADC Letters and Automation Mixed ADC Flats
MA	Machinable AADC Letters
MM	Machinable Mixed AADC Letters
NV	Nonmachinable 5-Digit Letters
NT	Nonmachinable 3-Digit Letters
NA	Nonmachinable ADC Letters
NM	Nonmachinable Mixed ADC Letters
FV	Nonautomation 5-Digit Flats
FT	Nonautomation 3-Digit Flats
FA	Nonautomation ADC Flats
FB	Nonautomation Mixed ADC Flats
EB	Enhanced Carrier Route Basic
EH	Enhanced Carrier Route High Density
EP	Enhanced Carrier Route High Density Plus
ES	Enhanced Carrier Route Saturation
EI	Basic-CR Bundles/Pallet
FS	Flats Sequencing System (FSS) Scheme Pallet
FO	Flats Sequencing System (FSS) Other
FC	Flats Sequencing System (FSS) Scheme Container
FF	Flats Sequencing System (FSS) Facility Container
DB	Destination Network Distribution Center (DNDC)
DF	Destination Flats Sequencing System (DFSS)
DS	Destination Sectional Center Facility (DSCF)
DD	Destination Delivery Unit (DDU)
P	Standard Mail Piece/Pound Add "P" to price codes listed above for Standard Mail pieces claimed at piece/pound price

Keyline Format Examples



6-3 Keyline Location

- 6-3.1 The keyline must be readily identifiable.
- 6-3.2 The keyline must be placed on the address side anywhere that does not conflict with other postal requirements.
- 6-3.3 Keylines printed on inserts in window envelopes must be entirely visible with at least 1/8-inch clearance between the keyline and the edge of the window.

6-4 Batch Type

- 6-4.1 One of two batch types may be chosen:
 - a. Fixed.
 - b. Floating.

- 6-4.2 **Fixed Batch.** Choose a suitable maximum batch size of 10 or more pieces. Divide the pieces in each required (or authorized optional) destination sortation level into batches of that size. The last batch size may contain fewer pieces when necessary to complete the sortation level. A batch may not be split between containers.

Example:

In a carrier route presort mailing, a mailer establishes a batch size of 20 pieces and has 45 pieces for a particular carrier route. The pieces for that carrier route are listed on the manifest in three batches, as follows:

- a. Two batches of 20 pieces.
- b. One batch of 5 pieces.

However, a carrier route with fewer than 20 pieces is listed in a single batch of 10 to 19 pieces. As a general rule, choose the fixed batch size so that at least half of the batches are of the established batch size.

Exception: When a scheme sort exists, documentation standards require the listing of each 5-digit or 3-digit ZIP Code within the scheme. When this occurs, there may be more than one batch of less than the fixed size for that scheme.

- 6-4.3 **Floating Batch.** The size of each batch may correspond to the number of pieces for a destination sortation level or the number of pieces in an individual package. However, the batch size may not exceed 300 pieces or the contents of a single tray or sack, whichever is less.

Exception: In letter-size automation or machinable mailings, a batch may exceed 300 pieces but may not exceed one tray.

Example:

One batch may be prepared in one of the following ways:

- a. All the pieces for a 3-digit package.
- b. All the packages for any single 3-digit ZIP Code area placed in the same tray or sack.
- c. All mail for any single 3-digit/scheme ZIP Code placed in the same tray.

If the pieces in a single destination sortation level must be placed in two or more trays or sacks, the pieces in each tray or sack must be listed as separate batches.

6-5 Batch Manifest Format

This section describes the batch manifest format. Specific formats by class and subclass may be found in the Exhibits section of this publication.

6-5.1 Header

The header on the first page of the manifest includes the following:

- a. Mailer's name and address.
- b. Date of mailing.
- c. Origin Post Office (office where postage is paid), including ZIP Code.
- d. Permit imprint number.
- e. Class(es) of mail.
- f. Manifest sequence number.

This is a mailer-selected number shown on each MMS document to relate it to a specific manifest mailing. The following are the format requirements:

- (a) Numbers must be consecutive by manifest type.
- (b) For mailers with multiple mailing sites, numbers must be consecutive by mailing site and manifest type.
- (c) Numbers must not repeat within a 12-month period.

Gaps in consecutive numbers must be explained when requested by the administering Post Office.

- g. Show this number on summaries, postage statement(s), PS Form(s) 8125 for plant-verified drop shipment (PVDS) mailings.
- h. If using MAC™ software, the product name and version number; if not using MAC™ software, the software version number.
- i. Processing category.
- j. For presorted mailings the DMM reference for preparation method used is required.

6-5.2 **Body**

The listing includes the identification numbers for the first and last pieces in each batch and the total number of pieces in each batch.

- a. Mailpieces must be listed in ascending consecutive identification number order with no breaks in number sequence.
- b. The manifest lists the batches consecutively by ZIP Code; in presort order if required, for that particular type of mailing.
- c. The postage for each batch and cumulative postage must be listed.
- d. For Standard Mail piece/pound price mailings the weight for each batch and cumulative weight must be listed.
- e. Manifests for enhanced carrier route mailings must list the total number of pieces to each carrier route within a 5-digit ZIP Code area.
- f. When claiming automation-based prices, show the following:
 - 1) Total number of pieces in each batch.
 - 2) Subtotals for each presort level in the mailing. (Letters: carrier route, 5-digit, 3-digit, AADC, and mixed AADC. Standard Mail flats: 5-digit, 3-digit, ADC, and mixed ADC.)
- g. When claiming carrier-route prices, show the following:
 - 1) Total number of pieces in each batch.
 - 2) Listed by 5-digit ZIP Codes and within each, by carrier route
 - 3) Total number of active and possible deliveries (high-density; total number of active possible residential deliveries and the number and percentage to which pieces are addressed or total number of all active possible deliveries and number and percentage to which mailpieces are addressed (saturation density)' and total number of addressed pieces.
- h. Each destination entry for PVDS mailings requires separate manifests and summaries. The individual manifests may be formatted and presented as a single document as long as each entry remains separate and identifiable.

6-5.3 Footer

The footer of the manifest must show the following:

- a. Individual page totals for pieces, weight and/or postage, and fees.
- b. Cumulative page totals if the manifest does not include a cumulative postage column for piece price mailings.

6-5.4 Summary

The summary consolidates the detailed information about the mailing. Examples of summaries are shown in the Exhibits section following the applicable manifest category.

- a. If there are more than one class or subclass of mail reported on a manifest, the mailer must produce a separate summary for each class or subclass and a grand total summary.
- b. PVDS mailings require both a line item summary by entry point and a grand total summary.
- c. The summary must include all information necessary to complete a postage statement.
- d. A system-generated summary is required for all manifests.

6-6 Adjusting for Damaged or Withdrawn Mail

The mailer must adjust the manifest if mail that is reported on the manifest is damaged during processing and cannot be presented or if mail is withdrawn for any other reason. To adjust for damaged or withdrawn mail, follow these steps:

6-6.1 Write the following information about each damaged or withdrawn mailpiece on the manifest or on a separate listing:

- a. Unique identification number.
- b. Piece weight.
- c. Postage amount.

6-6.2 Deduct the total number of pieces, piece weight, and postage from the batch and summary totals on the manifest and the postage statement.

Note: Vendor-supplied software that assigns consecutive identification numbers at the end of processing may require a different method of determining adjustments for damaged or withdrawn mail. With this kind of vendor-supplied system, mail that is damaged during processing will probably not be included as part of the manifest listing because the consecutive identification number and keyline information have not been applied yet.

Chapter 7

Extra Services

7-1 General Information Chart

The following chart lists the various types of extra services offered by the Postal Service. Fees for these services may be paid through the manifest mailing system.

Service	Form/Label/Endorsement	Observations
Adult Signature Required Adult Signature Restricted Delivery	Requires mailer generated label.	Priority Mail, First-Class Mail parcels, First-Class Package Service, Parcel Select, Parcel Select Lightweight, Bound Printed Matter, Library Mail and Media Mail parcels.
Certificate of Mailing-Firm (Domestic)	PS Form 3665-Firm (every piece listed on the manifest must be included)	Available for single-piece First-Class Mail, First-Class Package Service, Priority Mail), USPS Retail Ground, Parcel Return Service Bound Printed Matter, Library Mail and Media Mail parcels.
Certified Mail™ Certified Mail Restricted Delivery Certified Mail Adult Signature Required Certified Mail Adult Signature Restricted Delivery	PS Form 3800 (or Label 3800-N used in conjunction with a barcoded shipping label)	Available for matter paid at First-Class Mail, First-Class Package Service, or Priority Mail.
Collect on Delivery (COD)	PS Form 3816	Maximum amount collectible \$1,000. Must show amount due sender. Available for First-Class Mail, First-Class Package Service, Priority Mail, USPS Retail Ground, Package Services, Parcel Select, Bound Printed Matter, Library Mail and Media Mail.
USPS Tracking	PS Form 314 (Electronic)	Available for Standard Mail parcels.

Service	Form/Label/Endorsement	Observations
Signature Confirmation Signature Confirmation Restricted Delivery	PS Form 315 (Electronic)	Available for First-Class Mail parcels, First-Class Package Service, Priority Mail, Standard Mail parcels, USPS Retail Ground, Package Services parcels, Parcel Select, Parcel Select Lightweight, Bound Printed Matter, Library Mail and Media Mail.
Insured for \$500 or less	PS Form 3813	Insurance coverage for amounts up to \$500. Available for First-Class Mail, First-Class Package Service, and Priority Mail if it contains matter that is eligible to be mailed at Standard Mail or Package Services prices, USPS Retail Ground, Package Services, and Parcel Select.
Insured for more than \$500 Insurance Restricted Delivery	PS Form 3813-P	Insurance coverage for more than \$500, and amounts up to \$5,000. Available for First-Class Mail, First-Class Package Service, and Priority Mail (if it contains matter that is eligible to be mailed at Standard Mail or Package Services prices, USPS Retail Ground, Package Services, Parcel Select,
Insurance, Bulk	PS Form 3877	Standard Mail (non-profit) parcels and Parcel Select Lightweight.
Insured international	PS Form 3877	Maximum insurance varies by country. Available only for matter paid at Priority Mail International prices.
Registered Mail With Insurance Registered Mail Restricted Delivery	Label 200 (or Label 200-N used in conjunction with a barcoded shipping label)	Maximum insurance up to \$50,000; available for First-Class Mail, First-Class Package Service, and Priority Mail), including if being returned under merchandise return service and for official mail for which insurance is not requested.
Registered Mail Without Insurance	Label 200 (or Label 200-N used in conjunction with a barcoded shipping label)	Available for First-Class Mail, First-Class Package Service, or Priority Mail
Registered Mail COD	Label 200 (or Label 200-N used in conjunction with a barcoded shipping label) and PS Form 3816	Available for First-Class Mail, First-Class Package Service, or Priority Mail
Registered international mail	Label 200	Maximum indemnity payment is limited (See IMM for limitations). Available for Priority Mail International flat-rate envelope and Small Flat Rate Priced Boxes, Priority Mail and First-Class International items, including free matter for the blind.

Service	Form/Label/Endorsement	Observations
Return receipt domestic mail	PS Form 3811	Available with Certified Mail, Registered Mail, COD, if insured for more than \$500, or with Signature Confirmation Restricted Delivery.
Return receipt international mail	PS Form 2865	Available for mail sent Registered or insured.
Return receipt for merchandise	PS Form 3804 (and PS Form 3811)	Available for merchandise sent as Priority Mail, Standard Mail machinable and irregular parcels, USPS Retail Ground, Package Services, Parcel Select, Bound Printed Matter, Library and Media Mail. .
Special handling-Fragile	Endorsed "Special Handling-Fragile or S.H.-Fragile"	Available for First-Class Mail, First-Class Package Service, Priority Mail USPS Retail Ground, Package Services, and Parcel Select, Bound Printed Matter and Media Mail.
Parcel airlift	PAL marking	Available for USPS Retail Ground, Package Services, or Parcel Select not exceeding 30 pounds in weight or 60 inches in length and girth combined, when mailed at or addressed to any overseas military Post Office outside the 48 contiguous states.

Note: Refer to the DMM or IMM for detailed descriptions of specific extra services and the technical requirements for using them.

7-2 Privately Printed Extra Services Labels

The mailer may use privately printed extra services labels. These labels must be approved by the National Customer Support Center — call 800-238-3150, option 0.

7-3 Placement of Extra Services Labels

The mailer must place the required endorsement, form, or label on pieces with extra services above the address and to the right of the return address.

7-4 Registered Mail Manifests

Registered Mail service must be reported on a separate manifest. Additionally, the fee paid for Registered Mail service must be shown within the permit imprint. An example of the permit imprint format for Registered Mail service is shown below.

<p>First-Class Mail U.S. Postage Paid Fee \$ 13.10 Indianapolis, IN Permit No. 200</p>

7-5 Extra Services Manifest Format

- 7-5.1 For mailings that include pieces using extra services, use the itemized manifest process and format.
- 7-5.2 The extra services number, such as the insured or USPS Tracking number may be used as the piece identification number.
- 7-5.3 The manifest must also identify all pieces using extra services including Certificate of Mailing service, the service used, and the fee for each service. Report the information requested on PS Form 3877, *Firm Mailing Book for Accountable Mail* or PS Form 3665, *Certificate of Mailing-Firm*, as applicable. Note: Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665 until June 2, 2017.

7-6 PS Form 3877 for Accountable Mail or PS Form 3665 for Certificate of Mailing-Firm (Domestic)

- 7-6.1 Manifest mailings that include pieces with extra services, list the pieces on a computer-generated facsimile PS Form 3877. For Certificate of Mailing service, list the pieces on a computer-generated facsimile PS Form 3665. **Notes:** If Certificate of Mailing service is claimed, every piece listed on the manifest must claim the service. Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665 until June 2, 2017. If using existing USPS-approved forms for Certificate of Mailing mailpieces, the acceptance employee will postmark (date-stamp) every page of the facsimile, including the USPS Certification section located on the last page of the form. This will serve as the mailer's record of the pieces mailed.
- 7-6.2 PS Form 3877 or PS Form 3665 may be prepared as follows:
 - a. Combined with the postage payment information on the manifest.
 - b. A separate computer-generated facsimile form. The form must state "PS Form 3877 (Facsimile)" or "PS Form 3665 (Facsimile-also see Notes under 7-6.1)."
 - c. If there are 15 pieces of accountable mail (excludes Certificate of Mailing) or less the mailer may prepare a manual PS Form 3877.

Note: The manifest can serve as PS Form 3877 or PS Form 3665 if all the information required by PS Form 3877 and PS Form 3665 is reported on the manifest. See **Exhibit 30** for sample format of PS Form 3877 and manifest combined.

7-7 Format of PS Form 3877 and PS Form 3665- Firm Facsimiles

- 7-7.1 Below are the format requirements for a PS Form 3877 facsimile. See **Exhibit 30C**.
 - a. Header: Sender's name, manifest sequence number
 - b. Number of article (extra services number and unique ID number, if the numbers are different).
 - c. Complete name and address, city, state, and ZIP Code of the addressee.
 - d. Postage.
 - e. Extra services fee(s) and other values:

- 1) Registered Mail fee based on the actual (full) value of the piece.
- 2) Insured value and insured fee based on the amount of indemnity coverage.
- 3) Amount due the sender for COD mail.
- 4) Handling charges for domestic Registered Mail, if applicable.
- 5) Other extra services fees, as applicable.
- f. Total charges (line item for total postage and fees paid).
- g. Page totals and cumulative page totals for fees.
- h. USPS certification section on last page for facsimile PS Form 3877 and postmark (date-stamp) each page.
- i. Facsimile PS Form 3665 will have the certification section on every sheet for the USPS employee to postmark (date-stamp) each page and sign the final Certification page. USPS Certification Postmark (Round Stamp) Date of Receipt block must be shown on every page for Certificate Of Mailing service.

7-7.2 Below are the format requirements for a PS Form 3665 facsimile.

- a. Header: Sender's name and manifest sequence number
- b. Number of articles (USPS tracking or firm specific identifier)
- c. Complete name, address, city, state, and ZIP Code of the addressee.
- d. Postage.
- e. Fee.
- f. Special handling (if applicable)
- g. Parcel Airlift (if applicable)

7-8 Duplicate Copies of PS Form 3877

7-8.1 Duplicate copies are required for each type as follows:

- a. Domestic Registered Mail.
- b. Domestic Registered COD mail.
- c. Domestic COD mail.
- d. International registered mail.

7-8.2 The acceptance employee will sign and date the USPS Certification section located on the last page. The second copy is returned to the mailer and serves as the mailer's receipt. Retain PS Form(s) 3877 or facsimile(s) for one year to support extra services claims. For mailings of Certificate of Mailing on existing facsimiles of PS Form 3877 (permitted until June 2, 2017), each page of the facsimile must be postmarked (date-stamped).

7-9 Use of Electronic Media PS Form 3877

7-9.1 Mailers may provide PS Form 3877 in electronic media for all extra services options except registered or COD mail.

7-9.2 Electronic Media PS Form 3877 requires the submission of a hardcopy summary. The summary must show a subtotal for each type of extra services fee included on the manifest and a total of all extra services fees.

7-9.3 When filing a claim, submit the original Postal Service date-stamped hardcopy summary page and either of the following for the pieces subject to claim:

- a. A CD with the manifest and PS Form 3877.
- b. A hardcopy manifest and PS Form 3877.

Chapter 8

Postal Service Management Responsibilities

8-1 Overview

- 8-1.1 The Manifest Mailing System (MMS) allows mailers who pay postage by permit imprint to combine identical or nonidentical weight pieces into a single mailing through the use of an automated system. Instructions for preparation of manifest mailings and documentation requirements are described in chapters 1 through 7.
- 8-1.2 Management employees who review, authorize, and administer an MMS must be thoroughly familiar with the procedures in this publication. They ensure proper postage is paid, mailers maintain a quality system, and acceptance employee complete all required procedures.
- 8-1.3 The acceptance employees assigned to verify and accept mailings under an MMS authorization letter must be trained in the following:
 - a. Mail verification and acceptance procedures.
 - b. Administration of the authorization.

8-2 Managers' Responsibilities

8-2.1 District Manager

- a. Administers MMS authorizations for mailers in district Post Office service area.
- b. Ensures acceptance employees have received training on MMS procedures prior to accepting MMS mailings.
- c. Issues the authorization letter (**Exhibit 4C**) for district-authorized systems or a temporary authorization letter (**Exhibit 4B**) for BMS-authorized systems.
- d. Authorizes systems that produce mailings of:
 - 1) Any class or mixed classes of single-piece price domestic or international mail, including mailings with extra services and predetermined weights. (Priority Mail Express® and Periodicals are excluded.)
 - 2) Presorted First-Class Mail letter systems not exceeding 25,000 pieces per manifest and not exceeding 50,000 pieces total daily manifested mail volume.
- e. May not authorize any MMS that produces presorted mailings, including First-Class Mail (except as noted in 8-2.1c), Standard Mail, Package Services, and PVDS mailings.

- f. Ensures that the implementation and administration of any MMS meets the requirements in the authorization letter
- g. May suspend any MMS authorization when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.
- h. May rescind district authorizations when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.

8-2.2 **Administering Postmaster**

- a. Verifies and accepts manifest mailings from authorized mailers.
- b. Ensures that the terms of the authorization/agreement are administered effectively.
- c. May suspend, upon notification to the district manager, an MMS when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.

8-2.3 **Manager of Business Mailer Support**

- a. Issues final authorization for all manifest systems that produce presorted mailings, including First-Class Mail (except as noted in 8-2.1c), Standard Mail, Package Services, and PVDS mailings.
- b. Ensures that the implementation and administration of any system authorized by BMS meets the requirements in the authorization.
- c. May suspend or rescind any BMS authorization/agreement when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.

8-3 Authorization Process

8-3.1 **MMS Application Requirements**

- a. Submit the application and supporting documentation to the local Post Office or appropriate Postal Service representative.
- b. The MMS application is included as **Exhibit 1**. For the mailer's requirements, see chapters 2 and 3 in this publication.
- c. The application must include the following:
 - 1) A description of the mailer's quality control (QC) procedures.
 - 2) A sample of QC worksheets.
 - 3) A sample of each type of manifest to be used.
 - 4) A completed copy of each computer-generated postage statement facsimile, unless the mailer is authorized to use Postal Wizard.
 - 5) Separate presort documentation, such as an USPS Qualification Report, is required for all presorted manifest mailings, unless the manifest provides presort information.
 - 6) Sample mailpieces or labels showing the permit imprint and the unique identification number or keyline.
 - 7) Completed PS Form(s) 3877 (manual or computer facsimile) corresponding to the sample manifest(s), if extra services (except Certificate of Mailing-see item 8. below) are used and the information required by PS Form 3877 is not reported on the manifest.

- 8) Completed PS Form 3665, *Certificate of Mailing – Firm (Domestic)* (manual or computer facsimile), corresponding to the sample manifest(s), if Certificate of Mailing service is claimed and the information required by PS Form 3665 is not reported on the manifest. Note: Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665 until June 2, 2017.
- 9) A written explanation of how predetermined weights are determined.
- 10) Price tables and zone charts, if available.
- 11) Privately printed extra service labels, if applicable.

8-3.2 Review by Administering Post Office

Administering Post Office reviews the application and supporting documentation using the *MMS Application Review Checklist* in **Exhibit 3** to verify the following:

- a. The application is complete.
- b. The required supporting documentation is supplied.
- c. The proposed QC procedures are sound and will ensure that mailings are properly prepared and that correct postage and fees are paid.
- d. Qualified Postal Service personnel and resources are available to administer the proposed manifest mailing system.

Postmaster (or designee) signs and dates the completed *MMS Application Review Checklist* and sends it, along with the application and the supporting documentation, to the district manager.

8-3.3 District Review

The district manager (or designee) schedules and conducts an onsite review of the mailer's system and the administering Post Office procedures used to verify and accept manifest mailings using **Exhibit 6A**, *District MMS Authorization Checklist*. During this review, the mailer must produce a sample mailing and supporting documentation.

8-3.4 District Approval Procedures

- a. If the results of the review are favorable and the application and District MMS Authorization Checklist, Parts A and B, are complete, the district manager (or designee) issues *one* of the following:
 - 1) An MMS authorization letter for district-authorized systems (**Exhibit 4C**).
 - 2) A temporary authorization letter (**Exhibit 4B**) for BMS-authorized systems.
- b. If Parts A or B of the review reveals deficiencies requiring corrective action, the district manager (or designee) notifies the mailer in writing. A MMS authorization letter is issued after the mailer has corrected the deficiencies noted during the review. The mailer may begin to mail once the authorization letter is issued.
- c. The district manager (or designee) will, within 15 business days from the date of the on-site review, complete Part C of the *District MMS Authorization Checklist* (**Exhibit 6A**). If Part C of the review reveals deficiencies the district manager (or designee) notifies the appropriate party in writing of the actions that must be taken.

- d. The business mail entry manager completes a BMS Database Collection sheet for new manifest systems and forwards to the BMS Analyst.
- e. The business mail entry manager notifies the BMS analyst (by telephone, memo, or e-mail) immediately.
- f. For BMS-systems, the initial review of the mailer's application and system (using **Exhibit 6A**) and issues the 90-day temporary authorization letter (using **Exhibit 4B**).
- g. A completed application and *MMS Application Review Checklist*, along with all documentation required by the application, and the temporary authorization letter must be submitted to the BMS analyst within 7 days after the temporary authorization is granted.

8-3.5 Review by BMS Manager

- a. After receiving a copy of the District temporary MMS authorization letter and supporting documents, the BMS manager ensures that an onsite review is scheduled. This review will be conducted (using **Exhibit 6B**) prior to the expiration of the temporary 90-day authorization of the MMS.
- e. If the results of the review are favorable, the BMS manager will issue the MMS temporary authorization
- f. If the BMS review indicates the system should not receive authorization, the BMS manager notifies the mailer in writing.

8-4 Authorization Term

All new MMS authorizations will be temporary because USPS intends to replace SPPS verifications with census based verifications in the Seamless Acceptance program and eVS. The minimum requirements for all new SPPS temporary authorizations are to prepare at least 90% of total eligible mail volume as Full Service and be actively participating in the eInduction program. For parcels, we would expect participation in the eVS program. If Postal Service periodic reviews or mailer supplied information indicates a need for modifications of this authorization, then the authorization will be modified by Manager, BMS and mailer representative.

8-5 System/Authorization Changes

- 8-5.1 For any manifest system changes, the mailer must submit a sample manifest(s) and updated quality control procedures to the administering Post Office. The request is forwarded to the district for review.
- 8-5.2 For any changes to original authorization the mailer must notify the administering Post Office, at least 30-days prior to the change.

8-6 Pickup Service for Manifest Mailings

8-6.1 Manifest mailings may be collected at the mailer's plant if it is determined by the postmaster, the district plant manager, and the district manager (or designee) to be mutually beneficial to the mailer and the Postal Service.

8-6.2 Pickup service requires a standard operating procedure (SOP) that has been developed and approved by the administering Post Office, the district plant manager, and the district manager or designee). The SOP must be attached to the MMS authorization letter.

8-6.3 The written SOP describing the pickup process must meet the following conditions (see **Exhibit 5** for a sample SOP):

- a. Minimum volume for this service is 50 pieces or 50 pounds for single-piece price mail, unless the Minimum Volume Reduction Provision is authorized. Presorted mail must meet minimums as required by the DMM.
- b. Mail must be accompanied by the appropriate postage statements, manifest and other support documentation as required by standards (such as presort documentation).
- c. Sufficient funds must be available at the Post Office where the permit is held.
- d. The Postal Service employee who picks up the mail must present the mail to the business mail entry unit or equivalent verification and acceptance point approved by the Postal Service.
- e. The Postal Service employee who picks up the mail must be given instructions that specify types of mail picked up (including separations of mailings) and required documentation.
- f. The standards for postage sampling and verification procedures must be followed.
- g. The SOP must describe the mailer's responsibility and Postal Service safeguards established to ensure proper revenue protection for the pickup of manifest mail.
- h. If the pickup SOP is authorized, then the following clause must be included in the MMS authorization letter:

“The Mailer and the Postal Service agree to meet the conditions as described in Attachment (X) for pickup service.”

8-7 Refunds

8-7.1 General

MMS system related postage refunds may be authorized by the district manager for district-authorized systems and by the BMS manager for BMS-authorized systems. Refund requests and supporting documentation for BMS-authorized systems should be forward to the following email address: SPPSRefunds@usps.gov.

At the minimum, the mailer must provide the following documentation:

1. Detailed description of the issue
2. Dollar amount of the request
3. The number of pieces affected
4. Date the system or procedural failure occurred
5. Mailer's Tax Identification Number (TIN)
6. Corrective action to prevent recurrence
7. Other pertinent information
 - Postage Statements
 - Qualification Reports
 - MMS supporting documents, etc.

8-7.2 District Manager

- a. District-authorized systems:
 - 1) Reviews the refund request and supporting documentation.

- 2) If the district manager (or designee) approves the mailer's refund request, the mailer is notified in writing as well as the administering Post Office
- 3) If the district manager (or designee) determines that excess postage was paid because of an error by the Postal Service a refund of the authorized amount of postage overpaid is made. The mailer is notified in writing.
- 4) If the district manager (or designee) determines that the refund request is valid and excess postage was paid because of an error by the mailer, a refund of the authorized amount of postage overpaid is made, under the following procedures:
 - (a) The total administrative costs incurred to validate the refund request must be documented.
 - (b) The administrative costs must be paid by the mailer. Mailers have two options when paying the administrative cost:
 - 1: Pay administrative cost to local postmaster prior to issuance of refund; or
 - 2: Request in writing that the administrative cost be deducted from the refund amount.
- 5) If a decision is made to deny the refund, the district manager notifies the mailer and the postmaster of the decision in writing. The mailer may submit a written appeal to the manager of Business Mailer Support at Postal Service Headquarters. The appeal must be submitted, through the district manager, within 15 days of the mailer's receipt of the denial letter. The district manager forwards the mailer's appeal, along with the original file and any additional information, to the manager of Business Mailer Support at Postal Service Headquarters for a final decision.

Note: Postage statements must not be reversed and rebilled unless they can be accomplished on the original date of mailing. All other adjustments, reversals, or re-billings must be considered an MMS refund and the mailer notified of the correct procedures.

8-7.3 Manager of Business Mailer Support

- 1) Reviews the refund request and supporting documentation.
- 2) If the BMS, Manager approves the mailer's refund request, the mailer is notified in writing as well as the administering Post Office
- 3) If the BMS, Manager determines that excess postage was paid because of an error by the Postal Service, a refund of the authorized amount of postage overpaid is made. The mailer is notified in writing
- 4) If the BMS, Manager determines that the refund request is valid and excess postage was paid because of an error by the mailer, a refund of the authorized amount of postage overpaid is made, under the following procedures:
 - (a) The total administrative costs incurred to validate the refund request must be documented.
 - (b) The administrative costs must be paid by the mailer. Mailers have two options when paying the administrative cost:

1: Pay administrative cost to local postmaster prior to issuance of refund; or

2: Request in writing that the administrative cost be deducted from the refund amount

5) If a decision is made to deny the refund, the BMS, Manager notifies the mailer and the administering postmaster of the decision in writing. The mailer may submit a written appeal to the VP, MEPT. The appeal must be submitted, through the BMS, Manager, within 15 days of the mailer's receipt of the denial letter. The BMS Manager forwards the mailer's appeal, along with the original file and any additional information, to the VP, MEPT for a final decision.

This page intentionally left blank.

Chapter 9

Acceptance Procedures

9-1 General Instructions

- 9-1.1 Postal Service employees must verify mailings either at the Post Office or at the mailer's facility, as determined by the administering postmaster with concurrence of the district office. When verifications are done at the mailer's facility, Postal Service employees must have sufficient time to verify the mail before the scheduled dispatches.
- 9-1.2 Acceptance employees must complete the following steps when MMS samplings are prompted by *PostalOne!* or manual MMS sampling is performed:
 - a. Review each manifest for manual corrections to verify that the numbers on the summary and postage statements are properly adjusted.
 - b. Compare manifest totals with manifest summary and postage statement(s).
 - c. Retain a copy of the sampling/postage adjustment worksheet and the postage statement in the administrative file and provide a copy of these to the mailer if a scheduled postage sampling shows that the accuracy level exceeds ± 1.5 percent.
 - d. Deduct the additional postage from the mailer's account.
 - e. If provided, scan the barcode on PS Form 3152, *Confirmation Services Certification*, for mailings using Confirmation Services. The PS Form 3152 may be included on the manifest rather than as a separate form.
 - f. Record required data on the Quarterly MMS Accuracy Worksheet (see chapter 10).
 - g. If mail is accepted at a detached mail unit, ensure that verified mailings are not left unsecured before dispatch. (**Exception:** Not required for PVDS mailings.)

9-2 Postage Verification Frequency

- 9-2.1 For all new systems, verify the first five mailings or five days, whichever occurs first. After that period:

For Non-*PostalOne!* sites, if the next mailing does not exceed the ± 1.5 -percent accuracy level, the frequency may be reduced to the schedule noted in Table 9-2.1

For *PostalOne!* sites follow Performance Based Verification (PBV) or Verification Results Storage Record (VRSR).

Table 9-2.1

Postage Verification Frequency for Non-PostalOne! sites

Number of Mailings Per Week	Number of Verifications Per Week
10+	1 per 5 mailings
2–9	1
1 or fewer	Verify each mailing

NOTE: for Registered Mail and Certificate of Mailing Manifests, the Extra Services Verification sampling must be conducted on every mailing.

- 9-2.2 Non-PostalOne! sites, if any mailing exceeds the ± 1.5 -percent accuracy level, the next mailing must be sampled. However, if the next mailing is a re-entered mailing, then sample that mailing and the next mailing. Each mailing must be within the ± 1.5 -percent accuracy level before the reduced frequency sampling schedule may resume.

For PostalOne! sites follow Performance Based Verification (PBV) or Verification Results Storage Record (VRSR).

- 9-2.3 BMS may authorize an alternate verification schedule once the system has been given final approval.

9-3 Sample Size

At Non-PostalOne! the sample sizes required to verify a manifest mailing are shown in Exhibit 20 for itemized manifests and Exhibit 21 for batch manifests.

For PostalOne! sites follow PBV or VRSR.

9-4 Postage Verification

9-4.1 Itemized Manifest Mailings

Non-PostalOne! sites, the postage verification sampling for itemized mailings will be performed manually as follows:

- PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet — Itemized Manifest Mailings* (**Exhibit 17**).
- PS Form 8160, *MMS Sampling/Postage Adjustment Worksheet — Standard Mail Piece and Piece/Pound Price Mailings* (**Exhibit 18**).
- PS Form 8161, *MMS Sampling/Postage Adjustment Worksheet — Presorted and Carrier Route Bound Printed Matter Mailings* (**Exhibit 19**).

Instructions for conducting those verifications and completing PS Forms 8159, 8160, and 8161 are detailed in **Exhibits 17A, 18A, and 19A**, respectively.

PostalOne! sites, the postage verification sampling for itemized mailings will be performed within the Manifest Mailing System option within PostalOne!

9-4.2 Mixed Classes of Single-Piece Price Mail

1. For Non-PostalOne! sites, a mailing that combines classes or processing categories is considered a single mailing. Follow these procedures to conduct the postage sampling:

- Perform a single postage sampling using PS Form 8159.
- The number of pieces must be considered when determining the verification sample size as described in **Exhibit 20**. Try to choose the number of pieces

from each class of mail in proportion to the volume of that class or subclass in the overall mailing.

- c. If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), calculate the corrected postage as specified on the worksheet.
- d. The additional postage due is determined by subtracting the mailer's declared postage on the manifest summary from the corrected postage. The additional postage due is deducted from the mailers account.
- e. Ensure totals of all postage statements match the manifest summary.

2. For *PostalOne!* Sites:

- a. Follow PBV or VRSR,
- b. If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), the adjustment is calculated using the appropriate postage statement for the class of mail sampled.
- c. The additional postage due is deducted from the mailers account.

9-4.3 **Combined Mailings of Standard Mail and Package Services (DMM 705.6)**

1. For Non-*PostalOne!* sites, when conducting postage verifications of combined mailings of Standard Mail parcels, Package Services and Parcel Select parcels, follow these procedures:

- a. Perform a separate postage sampling verification on each manifest submitted for each class or subclass of mail as described in Exhibit 20.
- b. The number of pieces on each manifest must be considered when determining the verification sample size, as described in **Exhibit 20**. For example, if the mailing consists of 500 pieces of Standard Mail, and 500 pieces of Library Mail reported on separate manifests, the acceptance employee would select 30 sample pieces of each class or subclass. If it is not possible to locate enough pieces for each class or subclass, then obtain the minimum sample size from the classes available.
- c. Postage adjustments are considered separately by class or subclass for each manifest type submitted. Use PS Form 8159 to sample, Media Mail®, or Library Mail; use PS Form 8160 to sample Standard Mail; and use PS Form 8161 to sample Presorted Bound Printed Matter.
- d. The additional postage due is determined by subtracting the mailer's declared postage on the manifest summary from the corrected postage for the class or subclass that exceeded the 1.015 postage adjustment factor. It is therefore possible to adjust postage for the Package Services portion of the mailing, but not the Standard Mail portion. The additional postage due is deducted from the mailer's account

Be sure to verify that the totals of the postage statements equal the total postage reported on the applicable manifest.

2. For *PostalOne!* Sites:

- a. Follow PBV or VRSR,

- b. If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), the adjustment is calculated using the appropriate postage statement for the class of mail sampled.
- c. The additional postage due is deducted from the mailers account.

9-4.4 **Optional Combined Parcel Mailings (DMM 705.21.0)**

Package Services parcels, Parcel Select parcels and Standard Mail parcels in a combined parcel mailing must be supported by the appropriate documentation and verified as follows:

- a. Each combined mailing must be supported by the following documentation:
 - 1) A Package Services manifest representing all Package Services subclasses included in the mailing. See **Exhibit 43** for an example.
 - 2) A Standard Mail manifest representing all processing categories included in the mailing. See **Exhibit 37** for an example. If Standard Mail Regular and Nonprofit prices are included, separate manifests for Regular and Nonprofit prices would be acceptable if the mailer is unable to produce a manifest consolidating both.
 - 3) For each class and subclass, a summary that matches the postage claimed on the postage statements. See **Exhibits 37F** and **43A** for examples.
 - 4) A separate Qualification report to support how the mailing has been sorted. See **Exhibit 37G** for an example of the Qualification report and **Exhibit 24** for the required codes. This Qualification report will show to where each piece is sorted.
 - 5) For each class, subclass, and processing category (as defined by the DMM), a separate postage statement.
 - 6) For a plant-verified drop shipment, a register of mailings and the appropriate PS Form 8125.

Note: The items noted in 9-4.4a1–4 represent general guidelines. Business Mailer Support may authorize other acceptable formats.

- b. Each combined mailing must be verified as follows:
 - 1) Use the MMS OCP Sampling Workbook provided by Business Mailer Support.
 - 2) When one or more of the postage statements are entered and PBV prompts either a presort or manifest sampling verification, then the Combined Parcels workbook is used.
 - 3) The sample size will always be 100 pieces and is not determined by PBV. Reference the Combined Parcels workbook for instructions. Smaller sizes may not be utilized.
- Note:** Selecting a certain number of pieces of each class or subclass is not required. Simply select the required number of pieces from the sacks or pallet containers.
- 4) Complete the MMS OCP Sampling Workbook sampling, which will automatically calculate any additional postage owed due to presort or postage payment errors.

- 5) The additional postage due is deducted from the mailer's account.
- 6) Provide a copy of the sampling form to the mailer if additional postage is due or upon the mailer's request.

9-4.5 Batch Manifest Mailings

1. For Non-*PostalOne!* sites,
 - a. Perform a PS Form 8158, *MMS Sampling/Postage Adjustment Worksheet — Batch Manifest Mailings*, (**Exhibit 16**)
 - b. The number of pieces must be considered when determining the verification sample size as described in **Exhibit 21**.
 - c. If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), calculate the corrected postage as specified on the worksheet.
 - d. The additional postage due is determined by subtracting the mailer's declared postage on the manifest summary from the corrected postage. The additional postage due is deducted from the mailers account.
2. For *PostalOne!* Sites:
 - a. Follow PBV or VRSR,
 - b. If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), the adjustment is calculated using the appropriate postage statement for the class of mail sampled.
 - c. The additional postage due is deducted from the mailers account

9-4.6 Registered Mail

Register Mail procedures must be followed immediately upon mail arrival. Acceptance employees must ensure the mail is never left unattended until it is officially released to the registry section.

Perform Postage Verification sampling for Non-*PostalOne!* sites according to Publication 401, Exhibit 20 or *PostalOne!* sites follow PBV/VRSR. For Registered Mail Manifests, the **Extra Services Verification** sampling must be conducted on every mailing, not just those requiring a MMS Verification by PBV, VRSR, or manual process.

Follow the same postage verification procedures described in **Exhibit 17A** for PS Form 8159 and also do the following **Extra Services Verification**:

- a. Ensure that all registered articles are physically separated from other mail and reported on a separate manifest.
- b. Perform postage verification for Registered fees.
- c. Match each registered article against PS Form 3877, *Firm Mailing Book for Accountable Pieces* or computer-generated facsimile.
- d. Return a signed and round-dated copy to the mailer and retain a copy as required for claims and inquiry
- e. Mail is immediately transferred to registry section with a photocopy of PS Form 3877.

9-4.7 **Insured, COD, Certified, Certificate of Mailing, or Return Receipt for Merchandise Articles**

Registered Mail and Certificate of Mailing Articles must be on their own manifest and cannot be combined with pieces not claiming that service. Articles with Insurance, COD, Certified, or Return Receipt for Merchandise articles can be combined with pieces not requesting extra services.

Perform sampling for Non-*PostalOne!* sites according to Publication 401, Exhibit 20 or Exhibit 21 or *PostalOne!* sites follow PBV/VRSR and also do the following:

- a. Match the extra service article number, name and address from the selected sample against PS Form 3877.
- b. Scan the barcode on PS Form 3152 for mailings using Confirmation Services.
- c. Return a signed and round-dated copy of the summary to the mailer.
- d. For manifests with COD, retain a hardcopy of the manifest as required for claims and inquiry.

For Certificate of Mailing Manifests, the **Extra Services Verification** sampling must be conducted on every mailing, not just those requiring a MMS Verification by PBV, VRSR, or manual process.

Extra Services Verification

Articles in Mailing

3-299

300-1,999

2,000-3,999

4,000-5,999

6,000-7,999

8,000-9,000

10,000-99,999

100,000 – 499,999

Extra Services Sampling Size –Number of Articles

10% of the mailing (at least one piece)

30 articles

40 articles

50 articles

60 articles

70 articles

100 articles

130 articles

Match the name and address from the selected sample against PS Form 3877 or PS Form 3665 for Certificate of Mailing.

9-4.8 **International Mailings**

- a. For international mailings, follow the same postage verification procedures described for domestic mail and for articles containing extra services.
- b. International manifests must also show a country code and extra services (if applicable).

Verify the accuracy of the required information on the manifest for the pieces selected for the sample.

9-5 Calculating the Postage Adjustment Factor

9-5.1 Each of the sampling/postage adjustment worksheets provides instructions for calculating the postage adjustment factor. The calculation is to be rounded off to three decimal places. See **Exhibit 22** for examples of these calculations.

9-5.2 The mailer has the option to rework the entire mailing or pay a postage adjustment. For rework, the entire mailing must be reprocessed and submitted with new documentation.

- 9-5.3 Whether the mailer pays additional postage or reworks the mailings, enter the verification information results on PS Form 8075 Mailer Notification Log for Disqualified Mailings.

9-6 Exceptions to Calculating Postage Adjustment Factor (PAF)

9-6.1 Overstated Weights

If mailer uses overstated weights, then the following alternative procedures for completing the sampling forms are required to prevent incorrect calculations of the postage adjustment factor (PAF).

- a. When overstated single-piece price pieces are sampled and the actual weight is less than the stated weight and the postage for the weight reported is correct, then accept the manifest weight and postage as accurate and record the manifest postage amount for that piece in the actual postage column of the sampling form.
- b. If postage is calculated by weight, such as Standard Mail piece/pound price or Presorted Bound Printed Matter mailings, then accept the manifest weight as accurate and record the manifest weight in the actual weight column of the sampling form.
- c. Do not calculate the PAF or adjust postage if the only discrepancies involve overstated piece weights. All other calculations on the sampling form remain the same.

Note: *PostalOne!* sites must click on the check box for overstated weights when completing sampling worksheets.

9-6.2 Special Circumstances

Occasionally, the results of the postage sampling may be out of the ordinary. This may indicate that the system has failed and that usual postage adjustment procedures do not apply.

For example, if the PAF is unusually high, or is zero (caused by no sample pieces on the manifest), the acceptance employee must contact the mailer immediately for resolution. If the issue cannot be resolved the acceptance employee must contact the district business mail entry office for guidance and resolution.

9-7 Critical Errors

- 9-7.1 Critical errors are signs of potentially serious problems in the system. These errors require immediate corrective action by the mailer even though they may not require postage adjustments for individual mailings.
- 9-7.2 The following are considered critical errors:
- a. Pieces not listed on the manifest.
 - b. Weights understated or overstated by more than one price increment.
 - c. Incorrect zone, country, or price group claimed or used to calculate postage.
 - d. Errors from incorrect use of postage tables.
 - e. Surcharges not calculated correctly.
 - f. ID numbers duplicated on the manifest.
 - g. Any error relating to pieces for which extra services are requested.
 - h. Standard Mail pieces weighing 16 ounces or more.

- i. Misclassified pieces.

9-7.3 The following are some general guidelines on managing situations involving critical errors:

- a. Determine if the critical errors are isolated instances or are repetitive.

For example, samplings reveal a single instance of missing pieces over the course of several samplings versus missing pieces occurring over the course of several consecutive samplings.

- b. Isolated errors can be managed on a case-by-case basis, but if over time isolated errors cause the Quarterly Accuracy rating to fall below minimum requirements, the system needs to be managed according to 10-3.3.

- c. Repetitive errors may require more immediate action by the business mail entry manager according 10-3.4.

- 1) The mailer may not be able to correct some critical errors immediately — the solution may require reprogramming or vendor service. The mailer may be required to apply a short-term solution until the critical error is corrected. Any short-term solution must ensure that correct postage and fees are paid.

- 2) If no short-term solution is available, it may be necessary to suspend system authorization as described in 10-3.4.

9-8 Retaining Verification Documents

9-8.1 For each postage verification that does not require a postage adjustment, the acceptance unit must keep the following for 90 days after the mailing:

- a. A copy of the manifest summary (if required).
- b. For Non-*PostalOne!* sites only, a copy of the sampling/postage adjustment worksheet.

9-8.2 For each postage verification that requires a postage adjustment, attach the following to the postage statement and give copies to the mailer:

- a. The sampling/postage adjustment worksheet.
- b. The manifest summary (if required).

Chapter 10

Administrative Procedures

10-1 Effective Administration

Effective administration of an MMS requires more than verifications of individual mailings. There are other reviews and administrative procedures that help to monitor the mailer's overall MMS operations and Postal Service acceptance procedures to ensure that manifest mailing systems are effectively maintained. The following is a description of administrative responsibilities.

10-2 Administering Post Office Responsibilities

10-2.1 Quarterly MMS Accuracy Worksheet

- a. **Exhibit 23**, *Quarterly MMS Accuracy Worksheet*, is a log maintained by manifest type for each manifest mailer. For example, if one site had three different types of MMS — such as Priority Mail, mixed classes, and Standard Mail machinable parcels — then there would be three separate Quarterly MMS Accuracy Worksheets. However, if the site had just a mixed class manifest — with Priority Mail, nonpresorted Bound Printed Matter, and pieces — then there would be only one Quarterly MMS Accuracy Worksheet required.
- b. This report compares the number of manifest mailings that exceed the ± 1.5 -percent postage/weight sampling accuracy level with the total number of manifest mailings sampled during a Postal Service quarter.
- c. The acceptance employees at the administering Post Office must record specific data on the Quarterly MMS Accuracy Worksheet for manifest mailings that are submitted on a daily basis; even if no MMS samplings are prompted.
- d. If the administering Post Office does not have access to the *PostalOne!* system, then the Quarterly MMS Accuracy Worksheet must be maintained in hardcopy in the mailer's administrative file for two quarters, and the original, completed worksheet must be submitted to the business mail entry manager no later than 5 business days after the close of the quarter.

10-2.2 Mailer Administrative File

The mailer administrative file for each MMS must be maintained and contain the following:

- a. Copy of district authorization letter or BMS authorization.
- b. Plant load authorization (if applicable).
- c. Pickup service SOP (if applicable).

Non-PostalOne! sites must retain Quarterly MMS Accuracy Worksheets for last four quarters.

10-2.3 Ongoing Responsibilities

- a. The administering Post Office ensures the mailer does the following:
 - 1) Makes no change to production procedures or documentation specified in the authorization letter.
 - 2) Maintains an effective quality control program.
 - 3) Incorporates price, zone, and regulation changes when necessary.
 - 4) Documents damaged and withdrawn mail properly.
 - 5) Documents errors found and takes corrective action to prevent recurrence of errors.
 - 6) Retains documentation for 90 days.
- b. The administering Post Office ensures acceptance employees do the following:
 - 1) Conduct presort and postage verifications properly.
 - 2) Maintain documentation as required.
 - 3) Complete the *Quarterly MMS Accuracy Worksheet*, daily.
 - 4) Test scales daily.
 - 5) Provide sampling/postage adjustment worksheets to the mailer for corrective action when errors are found.

10-2.4 Corrective Action for Critical Errors

- a. Determine if the critical errors (See 9-7) are isolated instances or whether they are repetitive.
- b. Isolated errors can be managed on a case-by-case basis by the local Post Office through direct contact with the mailer.
- c. Repetitive errors may signal serious system issues and must be referred to the business mail entry manager.

10-3 District Responsibilities

10-3.1 Mailer Administrative File

The mailer administrative file for each MMS in the district must be maintained and contain the following:

- a. Application and supporting documentation (for example, sample manifests, mailer QC, sample labels).
- b. Copy of district authorization letter or BMS authorization.
- c. Plant-load agreement (if applicable).
- d. Pickup service SOP (if applicable).
- e. MMS Review Checklist, if applicable.

Non-PostalOne! sites must retain Quarterly MMS Accuracy Worksheets for the last four quarters.

10-3.2 Quarterly MMS Accuracy Worksheet Review

- a. The business mail entry manager is responsible for ensuring that the administering Post Offices are effectively managing their manifest mailing systems. The manager reviews the Quarterly MMS Accuracy Worksheets.
- b. If these reports indicate deficiencies or problems, action must be taken to resolve those issues. Deficiencies and actions taken must be noted on the last page of the Quarterly MMS Accuracy Worksheets. See 10-3.3 for instructions on managing deficient systems.
- c. For *Non-PostalOne!* sites:
 - 1) Enter accuracy rating (percentage) from the hardcopy Quarterly MMS Accuracy Worksheets into the electronic MMS/MMSD/MVRP Worksheet in *PostalOne!*.
 - 2) Forward copies of the Quarterly MMS Accuracy Worksheets for all BMS-authorized systems to the BMS analyst no later than 10 business days after the close of the quarter.
 - 3) Retain all worksheets and checklists in the administrative file for the last four quarters.
- d. For *PostalOne!* sites,
 1. Review electronic Quarterly MMS Accuracy Worksheets for all manifest systems.
 2. Detailed comments must be provided for any system below the 95% accuracy rating
 3. Submit to BMS no later than 10 business days after the close of the quarter.

10-3.3 Managing MMS Systems with Accuracy Levels Less than 95 Percent

1. Review the Quarterly MMS Accuracy Worksheet to determine if any system has an accuracy rating of less than 95 percent.
 - a. Thorough review of the sampling process and Quarterly MMS Accuracy Worksheets must ensure that sampling procedures have been performed correctly, on the required frequency, and calculations on the worksheets are accurate.

If there are three or more samplings out of tolerance during a quarter, notify the mailer that corrective action is necessary **(Exhibit 7)**.
2. Review the mailer's Quarterly MMS accuracy for the subsequent quarter to determine if the mailer's accuracy rating has improved to 95% or better. If not:
 - 1) For district-authorized systems:
 - a. Issue a letter **(Exhibit 7A)** notifying the mailer that the manifest accuracy has not sufficiently improved and that an onsite review will be conducted.
 - b. Conduct an onsite review using **Exhibit 6B** to analyze the effectiveness of the system.

- c. The district manager (or designee) must notify the mailer and the administering Post Office in writing of any issues that require corrective action. Use **Exhibit 7B**.
 - d. If the Quarterly MMS Accuracy Worksheet has an accuracy rating of less than 95 percent and has three or more out-of-tolerance samplings during the next full quarter after the review, the district manager may rescind the authorization using **Exhibit 7C**
- 2) For BMS-authorized systems:
- a. Submit a copy of the all notification letter to the BMS analyst.
 - b. BMS determines if an onsite review will be conducted and notifies the district of the next steps to be taken.

10-3.4 Corrective Action for Critical Errors

Upon notification by the administering Post Office of continuing critical errors as described in chapter 9, the business mail entry manager must take the following actions:

- a. Contact the mailer by telephone, discuss the critical errors, and obtain from the mailer a commitment to correct the system issues.
- b. Follow-up the telephone conversation with a letter by Certified Mail (**Exhibit 8**). The letter should include a description of the critical errors; a request for the mailer's planned corrective action, and a required response date.
- c. If the mailer does not respond or take corrective actions, a second letter by Certified Mail (**Exhibit 8A**) must be sent stating that the authorization will be rescinded if no response is received.
- d. When the mailer provides notification that the errors have been corrected, conduct an onsite review and postage sampling of the mailer's next mailing to determine if the noted critical errors have been corrected.
- e. If the review shows that the system is functioning correctly, reinstate the authorization using **Exhibit 8B**.
- f. If the mailer is unable or unwilling to make the necessary system corrections, rescind the authorization using **Exhibit 8C**.

10-4 Business Mailer Support Responsibilities

10-4.1 Quarterly MMS Accuracy Worksheet Review

- a. Once notified by the district review the data and determine if an onsite review is warranted.
- b. After review and/or onsite visit, notify the mailer and the administering Post Office in writing of any issues that require corrective action or if system is suspended/canceled

Chapter 11

Alternative MMS Programs

There are several options available to customers who previously were not able to participate in the MMS program. This chapter describes the terms for qualifying for those alternatives.

11-1 Minimum Volume Reduction Provision (MVRP)

11-1.1 Description

A permit imprint is used for manifest mailings, and each mailing must have at least 50 pieces or 50 pounds. That is the minimum volume that makes it cost effective to process permit imprint mailings.

However, the Postal Service recognizes that some businesses usually meet minimum volumes but on some mailing days cannot meet those minimum volumes, and it also recognizes that some new businesses often need a “ramp-up” period to build their mail volumes to the required minimums. In order to accommodate these situations, the Postal Service established the Minimum Volume Reduction Provision (MVRP). This provision allows a mailer to mail less than minimum volumes for a specified period of time if the Postal Service determines that it will be cost effective during the specified period. This provision also allows other mailers the flexibility of meeting the minimum volumes either by aggregating volumes from various mailing sites or by averaging the number of pieces from a single site mailed during a Postal Service quarter.

11-1.2 MVRP Options

The MVRP has three options:

a. Option 1: Aggregate

Under this option, a mailer with multiple distribution sites for mailing is allowed to meet minimum volume levels by aggregate counts. On some mailing days, there could be less than minimum volumes presented at some or all sites, but the aggregate total from all sites would meet the minimum volume standards (50 pieces or 50 pounds). The MMS authorization under the aggregate option is for 2 years and may be renewed in 2-year intervals.

b. Option 2: Average

Under this option, a mailer using a single distribution site for mailing is allowed to average his or her mailing volumes to meet the required minimum volumes. On some days the mailing volumes may be less than minimum, and on other days it may be more than minimum, provided that the total volume of all mailings for a Postal Service quarter divided by the total number of mailings during the same

period meets the standard minimum volume requirements. Time periods other than Postal Service quarters are permitted for averaging only if they are determined to be cost-effective for the Postal Service. The MMS authorization under the average option is for 2 years and may be renewed in 2-year intervals.

c. **Option 3: Ramp-up**

Under this option, a mailer is allowed to build its mail volumes up to the required minimum levels during the specified “ramp-up” period of its operation. No mailing is required to meet minimum volumes until the ramp-up period is completed. The time period for a manifest authorization under the ramp-up option is 6 months. One extension of 90 days is allowed if needed.

11-1.3 **MVRP Requirements**

- a. *Application.* Follow the standard MMS application procedures as described in chapter 2 using the standard MMS application (**Exhibit 1**) and providing all required documentation.
- b. *General Terms.* All mailings are submitted under the terms of the special MVRP Manifest Mailing System (MMS) authorization letter (**Exhibit 9**) and attachments and the applicable DMM standards.
- c. *MAC™ Certified.* The software used to produce the manifest must have been certified under the Manifest Analysis and Certification (MAC™) program.
- d. *Single-Piece Price Mail.* This provision is available only for single-piece price mail of the classes and subclasses described in the authorization letter.
- e. *Time Period.* The MVRP is valid for the time period authorized in the MVRP.
- f. *Required Approvals.* The MVRP must be approved by the regional manager of Sales prior to the review and approval of the MMS.

11-1.4 **Administrative Requirements**

a. **PCES Sales Manager**

The regional manager of Sales is the sole authority to approve the use of the MVRP. (The regional manager of Sales does not have authority to approve, suspend, or rescind the MMS authorization itself.) The regional manager of Sales has the following responsibilities:

- 1) Determine and document whether the initial use of the MVRP will be cost effective for the Postal Service. Documentation will be in the form of a cost-benefit analysis using projected customer mail volumes and associated Postal Service costs for accepting and handling mail.
- 2) Complete and sign the MVRP (**Exhibit 9A, B, or C**) according to the option required for the mailer.
- 3) Maintain documentation throughout the life of the MVRP that supports continued use of the MMS as a cost-effective arrangement for the Postal Service.

- 4) Review quarterly reports (including worksheets provided by business mail entry) on the mailing volumes and notify the mailer of any potential conflicts with volume requirements of the MVRP.
- 5) Forward quarterly reports (including worksheets provided by business mail entry) for mailers authorized Option 1 (Aggregate) to the regional manager of Sales responsible for the national MVRP administration of those mailers.
- 6) Notify the mailer of continuation or termination of the MVRP based on documentation supporting cost effectiveness.
- 7) Provide appropriate written notice on continuation or termination of any MVRP to the administering postmaster, the district BME manager, and the BMS manager.

b. District Manager

- 1) May rescind MVRP MMS authorization using the procedures outlined in 11-1.7 if the mailer is not meeting the MVRP requirements.
- 2) May suspend or rescind any MVRP MMS authorization using the procedures outlined in 11-1.7 if system reviews determine that postage is paid incorrectly and the mailer cannot or will not correct the system.

c. Business Mail Entry Manager

- 1) Ensure that all administrative procedures for single-piece price MMS described in this publication are followed unless otherwise allowed in this chapter.
- 2) Monitor compliance with terms of the MMS authorization and MVRP.
- 3) Forward MVRP Quarterly MMS Accuracy Worksheet to the regional manager of Sales who authorized the MVRP.

d. Administering Postmaster

Ensure that all administrative procedures for single-piece price MMS described in this publication are followed unless otherwise allowed in this chapter.

11-1.5 Alternate Mailer Quality Control Procedures

MVRP Manifest Mailing Systems are by definition smaller volume systems and will be used, in most instances, for Priority Mail or mailings, although any single-piece price pieces that can be paid with a permit imprint are acceptable. The risk of incorrect payment of postage is significantly reduced. Therefore, the mailer's quality control (QC) does not need to be as extensive as it is for the standard MMS.

The mailer's QC requirements are shown in Article 3 of the letter of authorization (**Exhibit 9**). These requirements may not be modified.

11-1.6 Alternate Acceptance Procedures

- a. Since the MVRP systems are smaller and less complex, the risk of incorrect postage payment is less. Therefore, the frequency of sampling these systems is reduced.
- b. Use **Exhibit 10** to determine the sampling frequency.

- c. The sampling size does not change — only the frequency of sampling changes from the usual MMS sampling frequency.
- d. There are no changes to the appropriate actions required when a postage deficiency is detected.

11-1.7 Termination of MVRP

- a. The MMS authorization and associated MVRP may be terminated as follows when a system review determines that postage is paid incorrectly and the mailer cannot or will not correct the system:
 - 1) The district manager rescinds the mailer's MMS authorization in writing (**Exhibit 7C**) with copies to the regional manager of Sales and administering postmaster. The mailer may appeal this in writing within 15 days of receipt of the notification to the manager of Business Mailer Support at Headquarters.

Note: Termination of Option 1 (Aggregate) may be done at a single local site without terminating the MVRP at other sites included in the national MVRP.

- 2) While the appeal is pending, no MMS mailings will be accepted.
- b. The MVRP may be terminated by either the regional manager of Sales or the district manager, as follows, when it is determined after reviewing the quarterly MVRP MMS Accuracy Worksheets that the mailer is not meeting the requirements of the MVRP:
 - 1) If the regional manager of Sales is terminating the provision, the manager provides a written notice to the mailer at least 30 days prior to the termination of this provision and provides copies of that notice to the district manager, the district manager of business mail entry, and the administering postmaster.
 - 2) If the mailer wants to continue the MMS authorization without the MVRP, the mailer may submit only mailings meeting minimum volumes and must submit a mailing within the next 30 days.
 - (a) If these conditions are not met, the district manager will rescind the Manifest Mailing System authorization including the MVRP in writing using **Exhibit 9D**.
 - (b) If the conditions are met, then a new, standard MMS authorization is issued to the mailer (**Exhibit 4C**).
 - 3) If the district manager is terminating either the Option 2 (Average) or Option 3 (Ramp-up) MVRP, the district manager provides a written notice (**Exhibit 9D**) to the mailer and provides copies of that notice to the responsible regional manager of Sales and the administering postmaster.

Note: The mailer may elect to continue using the MMS authorization as outlined in 11-1.7b2.
 - 4) For the Option 1 (Aggregate) MVRP, however, a particular MVRP might be cost-effective nationally but not locally. If the district manager wants to terminate the Option 1, the district manager must notify (**Exhibit 9E**) the regional manager of Sales (of the region serving the district) of the intent to rescind the MMS authorization. From the date of notification, the regional manager of Sales has 30 days to provide a justification to the district

manager that the Option 1 MVRP should be continued based on national volume and revenue information. If the regional manager of Sales does not provide written justification showing that the MVRP is cost effective locally, then the district manager may terminate the MVRP of the local site.

Note: The mailer may elect to continue using the MMS authorization as outlined in 11-1.7b2.

- c. The termination of the MVRP at the end of the authorization period occurs as follows:
 - 1) The regional manager of Sales provides a written notice to the mailer at least 30 days prior to the termination of this provision and provides copies of that notice to the district manager, the district manager of business mail entry, and the administering postmaster.
 - 2) If the mailer wants to continue the MMS authorization without the MVRP, the mailer may submit only mailings meeting minimum volumes, and the district manager must issue a new, standard MMS authorization.

11-2 MAC™ Gold Pre-Approved MMS

11-2.1 Description

Some Manifest Mailing System developers and their customers who ship packages might make a request for a pre-approved MMS. The developers want to provide a system to their customers that, once installed, needs no further approval at the local level so that the users may begin shipping packages immediately after the system is installed.

MAC™ Gold has been developed to meet this need. MAC™ Gold is a division of the MAC™ (Manifest Analysis and Certification) program currently administered by the National Customer Support Center (NCSC). When the NCSC approves an MMS product (software and hardware) under MAC™ Gold, that MMS product needs no further approval as long as it is installed and operated according to the manufacturer's instructions.

All MAC™ Gold systems, regardless of developer, produce manifests, postage statements, and shipping labels in identical formats.

11-2.2 Eligibility

MAC™ Gold is limited to manifest mailings of the following:

- a. First-Class Mail (Retail Price).
- b. Priority Mail - Commercial or Commercial Plus Price when Commercial or Commercial Plus Price requirements are met.
- c. Parcel Select (Barcoded Nonpresort).

MAC™ Gold systems must also support the following extra services, which are the only extra services available for MAC™ Gold:

- a. Signature Confirmation.
- b. Insurance.

11-2.3 Minimum Volume Requirements

- a. Mailers using a MAC™ Gold system must meet the minimum volume requirements of 50 pieces or 50 pounds, except as described in 1-5.6 and 11-2.3b.
- b. MAC™ Gold systems may be used in conjunction with the Minimum Volume Reduction Provision (MVRP) as described in 11-1 if the MVRP is approved prior to the start-up of the MAC™ Gold system. The MVRP must be signed and included as an addendum to the MAC™ Gold MMS authorization (**Exhibit 12**) and sent with the other required documents in the application package as described in 11-2.5.

11-2.4 How MAC™ Gold Works

- a. Under the traditional MAC™ program, the NCSC tests a developer's MMS software only by sending the developer an electronic test. The developer runs the test at his or her site and sends the output back to the NCSC, which then grades the results. This process has greatly improved the consistency and accuracy of MMS software, but each MMS installation still must be approved through a multi-level process.
- b. Under the MAC™ Gold program, however, a developer's entire system — software and hardware — is certified as compliant. The developer sends his or her software to the NCSC along with hardware specifications and instructions for use. The NCSC puts the developer's system through several tests to determine if it will function accurately under many conditions and on the specified hardware.
- c. If the results of the test are 100-percent accurate, then the MMS product is certified by product name and version number. The developer is given a MAC™ Gold certificate, and the information about the system is published in the MAC™ Gold Product Listing. The Product Listing states types of hardware the software will run on and the specific types of scales certified for use with that system. That list may be obtained on the Internet at <http://ribbs.usps.gov/files/mac/CSP>.
- d. When a MAC™ Gold system is sold, the supplier and the mailer follow the required MAC™ Gold application process. If that process is followed, then the mailer should be able to begin mailing on the mailer's desired start date with no approval needed at the local level.
- e. The software and hardware components are specifically certified. Use of non-certified components nullifies the MAC™ Gold MMS authorization.
- f. If the mailer will be using either pickup service (see 1-11) or the Minimum Volume Reduction Provision (see 11-2.3b), then these options must be approved prior to the start-up of the MAC™ Gold system.
- g. It is important to remember that, although MAC™ Gold systems are pre-approved, this pre-approval does not guarantee that errors in postage payment will not occur. MAC™ Gold MMS are still subject to postage sampling procedures and postage adjustments if required by the results.

11-2.5 MAC™ Gold Application Process**a. Supplier and Mailer Responsibilities**

As soon as the system is sold, the supplier and the mailer must follow these steps to ensure that the system is approved to begin mailing on the desired start date:

- 1) Complete and sign the MAC™ Gold Application (**Exhibit 11**).
- 2) Acquire a permit imprint account at the office of mailing, if the mailer does not already have one.
- 3) Complete and sign PS Form 1357-S, *Request for Computer Access*, if the use of USPS Tracking or Signature Confirmation is desired.
- 4) If applicable, include the Minimum Volume Reduction Provision signed by the regional manager of Sales (see 11-2.3b).
- 5) Mail the application and PS Form 1357-S to the MAC™ Gold Department at the NCSC (if desired, use Priority Mail Express® service for speedier delivery).

b. NCSC Responsibilities

The National Customer Support Center (NCSC) has the following principle responsibilities:

- 1) Log in receipt of the MAC™ Gold application.
- 2) Review the application for accuracy and completeness.
- 3) If there are any discrepancies with the application, contact the applicant to resolve them.
- 4) If all is acceptable, forward the application packet to the administering district. The application packet includes the following:
 - (a) Original signed application.
 - (b) MAC™ Gold certificate and product listing.
 - (c) Samples of manifest, postage statements, and shipping labels.

Note: These samples are generic samples produced from the approved MAC™ Gold product that the mailer will be using; they may not reflect the mailer's particular information, such as name and address or particular price category or combination of price categories he or she may mail. For example, the sample manifest shows Priority Mail and with USPS Tracking, but the mailer may be mailing only Priority Mail. The samples are reference material. It is important that the mailer's live output matches the format, but not necessarily the specific content.

c. District Responsibilities

The district has the following principle responsibilities:

- 1) Log in receipt of the application in the space provided on the reverse of the application form.
- 2) Review the application packet using the *MAC™ Gold MMS Application Review Checklist (Exhibit 11A)*.
 - (a) If there are any discrepancies with Part A, contact the MAC™ Gold Department at the NCSC to resolve them.
 - (b) Contact the administering Post Office to complete Part B and ensure that all is in order to accept the manifest mailings.
- 3) Contact the mailer to confirm start date.
- 4) Contact the administering Post Office to schedule training for acceptance employees. The training must be completed on or before mailer's start date.
- 5) Schedule the confirmation review.

Note: The preferred time for completing the confirmation review is the mailer's first day of mailing. If that is not possible, conduct the review within the first week of mailing.

11-2.6 MAC™ Gold Confirmation Process**a. Description**

MAC™ Gold systems are pre-approved, but it is necessary for the district to confirm that each system is an authorized MAC™ Gold product and that no critical errors occur due to incorrect use of the system.

b. District Responsibilities

The district has the following principle responsibilities:

- 1) Conduct a confirmation review using the *MAC™ Gold Confirmation Review Checklist (Exhibit 13)*. The checklist is self-explanatory and describes the actions required based on the results of the review.
- 2) If the review indicates discrepancies, proceed as directed by the checklist.
- 3) If the review is favorable, issue the MAC™ Gold MMS authorization letter (**Exhibit 12**).

11-2.7 Administrative Requirements**a. District Manager**

The district manager ensures that all administrative procedures for single-piece price MMS described in this publication are followed unless otherwise allowed in this chapter.

b. Business Mail Entry Manager

The business mail entry manager ensures that all administrative procedures for single-piece price MMS described in this publication are followed unless otherwise allowed in this chapter.

- 1) Conduct a review of the system using the *MAC™ Gold Manifest Mailing System Review Form (Exhibit 14)* if Quarterly MMS Accuracy Worksheets indicate the need as described in chapter 10.
- 2) Maintain an administrative file that contains the following:
 - (a) Copy of the application.
 - (b) Copy of the MAC™ Gold certificate.
 - (c) Copy of the authorization letter.
 - (d) Copies of the MAC™ Gold authorized sample manifest.
 - (e) Postage statements.
 - (f) Shipping labels.
 - (g) Quarterly MMS Accuracy Worksheets (2 years), for Non-*PostalOne!* sites.
 - (h) Review forms.
 - (i) Any other required authorizations, such as the plant load agreement or pickup service SOP.

c. Administering Postmaster

The administering postmaster performs the following tasks:

- 1) Follow all administrative procedures for single-piece price MMS described in this publication unless otherwise allowed in this chapter.
- 2) Accompany district on any needed reviews. (Note: No semiannual review is required.)
- 3) Maintain the administrative file for the term of the authorization. The file contains a copy of the authorization letter, the Quarterly MMS Accuracy Worksheets (two quarters), the plant load agreement (if applicable), and the pickup SOP (if applicable).

11-2.8 Alternate Mailer Quality Control Procedures

MAC™ Gold Manifest Mailing Systems are by definition high-quality systems and are usually smaller-volume systems. The risk of incorrect payment of postage is significantly reduced. Therefore, the mailer's quality control (QC) does not need to be as extensive as it is for the standard MMS.

The mailer's QC requirements are described in Article 5 of the authorization (**Exhibit 12**). These requirements may not be modified.

11-2.9 Alternate Acceptance Procedures

- a. Since the MAC™ Gold systems are smaller and less complex, the risk of incorrect postage payment is less. Therefore, the frequency of sampling these systems is reduced.
- b. Use **Exhibit 10** to determine the sampling frequency.
- c. The sampling size does not change — only the frequency of sampling changes from the usual MMS sampling frequency.
- d. There are no changes to the appropriate actions required when a postage deficiency is detected.

11-2.10 Rescinding a MAC™ Gold Authorization

Follow the procedures outlined in 10-3.3.

11-3 Upgrading Alternative MMS**11-3.1 Mailer's Responsibilities**

If an MVRP or MAC™ Gold mailer wants to expand mailing operations to include options not covered under the terms of the current authorization, the mailer might need to convert to a standard MMS authorization. The mailer must contact the administering business mail entry manager in writing requesting the new options. Depending on the requested options, the upgrade might require the mailer to provide more documentation and a change in quality control procedures. The BME manager informs the mailer of required changes.

11-3.2 Business Mail Entry Manager's Responsibilities

- a. Review the MVRP or MAC™ Gold mailer's request to add options not covered under the current authorization. As is done when adding options under a standard MMS authorization, the documentation must be reviewed to ensure that it supports the option requested.
- b. If the mailer is moving into mailing procedures that are not covered under MVRP or MAC™ Gold MMS procedures, follow the procedures stated in the standard MMS authorization and described in this publication.
- c. Ensure that the mailer has implemented the required documentation and quality control procedures. It is not necessary to reapprove the mailer with an extended sampling period or by completing the MMS Review Form, because this type of mailer is already familiar with manifest mailing procedures and has proven to be a quality mailer (with an accuracy rating of 95 percent or better).

Exhibits

Standard MMS Application

Exhibit 1 Manifest Mailing System ApplicationE-1

Mailer's Quality Control Procedures (Samples)E-5

Exhibit 2A Batch ManifestsE-7

Exhibit 2B Itemized ManifestsE-9

Exhibit 2C Standard Mail Piece and Piece/Pound Price Manifests.....E-11

Exhibit 2D Bound Printed Matter Manifests—Presorted or Carrier RouteE-13

Exhibit 2E Presorted ManifestsE-15

Exhibit 2F Mailer's Mail Preparation Review Record (Sample)E-17

Standard MMS Authorization Letters, Approval Forms, and Review ChecklistsE-19

Exhibit 3A MMS Application Review ChecklistE-21

Exhibit 3B BMS Data Collection Sheet for Data EntryE-23

Exhibit 4A MMS Temporary Agreement – BMS Administered SystemE-27

Exhibit 4B MMS Temporary Authorization Letter - BMS Administered SystemE-33

Exhibit 4C MMS Temporary Authorization Letter-District Administered SystemE-35

Exhibit 5 Pickup Service SOP (Example).....E-37

Exhibit 6A District MMS Authorization Checklist.....E-39

Exhibit 6B Manifest Mailing System Review Form.....E-47

System Management LettersE-53

Exhibit 7 Deficient System – Initial Notification Letter of MMS AccuracyE-55

Exhibit 7A Deficient System –Notification Letter of MMS AuditE-57

Exhibit 7B Deficient System –MMS Audit Results LetterE-59

Exhibit 7C Deficient System –MMS Authorization Cancellation LetterE-61

Exhibit 7D Deficient System – BMS MMS Authorization Cancellation Letter.....E-63

Exhibit 8 Critical Error – Notification Letter.....E-65

Exhibit 8A Critical Error – Suspension Letter.....E-67

Exhibit 8B Critical Error –Letter Lifting SuspensionE-69

Exhibit 8C Critical Error – MMS Authorization Cancellation LetterE-71

Exhibit 8D Critical Error – BMS Authorization Cancellation LetterE-73

MVRP DocumentsE-75

Exhibit 9 MMS Authorization Letter–Minimum Volume Reduction Provision (MVRP). ...E-77

Exhibit 9A Minimum Volume Reduction Provision Option 1 – AggregateE-79

Exhibit 9B Minimum Volume Reduction Provision Option 2 – AverageE-81

Exhibit 9C Minimum Volume Reduction Provision Option 3 – Ramp-upE-83

Exhibit 9D MVRP MMS Cancellation LetterE-85

Exhibit 9E	MVRP Notice to Sales of Cancellation	E-87
Exhibit 10	MVRP or MAC™ Gold System Alternative Postage Sampling Procedures	E-89
Exhibit 10A	MVRP Quarterly MMS Accuracy Worksheet	E-91
MAC™ Gold Documents		E-95
Exhibit 11	MAC™ Gold Manifest Mailing System Application	E-97
Exhibit 11A	MAC™ Gold MMS Application Review Checklist	E-101
Exhibit 11B	MAC™ Gold Notification Email.....	E-103
Exhibit 12	MAC™ Gold MMS Temporary Authorization Letter.....	E-105
Exhibit 13	MAC™ Gold Confirmation Review Checklist.....	E-107
Exhibit 14	MAC™ Gold Manifest Mailing System Review Form	E-109
Exhibit 15	MAC™ Gold Standardized Manifest Format	E-115
Postage Sampling Forms.....		E-117
Exhibit 16	Batch Manifest Mailings—PS Form 8158.....	E-119
Exhibit 16A	PS Form 8158 Instructions	E-121
Exhibit 17	Itemized Manifest Mailings—PS Form 8159	E-123
Exhibit 17A	PS Form 8159 Instructions	E-127
Exhibit 18	Standard Mail Piece and Piece/Pound Price Mailings—PS Form 8160.....	E-129
Exhibit 18A	PS Form 8160 Instructions	E-133
Exhibit 18B	Standard Mail Piece and Piece/Pound Price Mailings-Floating Batch Carrier Route Flats – PS Form 8160B.....	E-135
Exhibit 18C	PS Form 8160B Instructions.....	E-139
Exhibit 19	Presorted and Carrier Route Bound Printed Matter Mailings-- PS Form 8161.....	E-141
Exhibit 19A	PS Form 8161 Instructions	E-145
Sampling Plans and Accuracy Worksheets		E-147
Exhibit 20	Itemized Manifest Postage—Sampling Plan.....	E-149
Exhibit 21	Batch Manifest Postage—Sampling Plan	E-151
Exhibit 22	Examples of Postage Accuracy Verification Calculations	E-153
Exhibit 23	Quarterly MMS Accuracy Worksheet	E-155
Exhibit 23A	Instructions for Quarterly MMS Accuracy Worksheet.....	E-159
Codes and Abbreviations		E-161
Exhibit 24	Price and Fee Codes	E-163
Exhibit 25	Column Heading Abbreviations	E-171
Priority Mail Manifest Examples (Itemized).....		E-175
Exhibit 26	Commercial or Commercial Plus Prices with Cumulative Postage Column..... From 3877 Facsimile Not Incorporated within Manifest	E-177
Exhibit 26A	Summary	E-179

Exhibit 27	Commercial or Commercial Plus Prices With Confirmation Services Manifest and PS Form 3877 Facsimile Combined	E-181
Exhibit 27A	Summary for Priority Mail with Confirmation Services.....	E-183
Exhibit 28	Priority Mail Drop Shipment	E-185
Mixed Class Manifest Examples (Domestic) & PS Forms 3877 and 3665 Examples.....		E-187
Exhibit 29	Mixed Classes - Domestic Prices Nonbarcoded Machinable Pieces Denoted by Asterisk Following ID Number.....	E-189
Exhibit 29A	Mixed Classes - Domestic Prices Nonbarcoded Machinable Pieces Denoted in Separate Column	E-191
Exhibit 29B	Summary for Domestic Prices Mixed Classes	E-193
Exhibit 30	Domestic Prices with Extra Services Manifest and PS Form 3877 Facsimile Combined	E-195
Exhibit 30A	Domestic Prices with Extra Services without PS Form 3877 Facsimile.....	E-197
Exhibit 30B	Summary for Domestic Prices with Extra Services (Excluding Certificate of Mailing).....	E-199
Exhibit 30C	PS Form 3877 Facsimile (No Manifest).....	E-201
Exhibit 30D	PS Form 3665 Facsimile (No Manifest).....	E-203
First-Class Mail Manifest Examples.....		E-205
Exhibit 31	Presorted First-Class Mail	E-207
Exhibit 31A	Presorted First-Class Mail Summary.....	E-209
Exhibit 32	Nonautomation Presorted Machinable Letters (Floating Batch).....	E-211
Exhibit 33	Automation Presorted Letters/Cards (Floating Batch).....	E-213
Exhibit 34	Automation Discount Flats—Bundle Based (Floating Batch)	E-215
Exhibit 35	Automation Presorted Flats—Tray Based (Floating Batch).....	E-217
Standard Mail Manifest Examples (Itemized).....		E-219
Exhibit 36	Presort Piece/Pound Price Machinable Parcels Only—USPS Tracking and Bulk Insurance.....	E-221
Exhibit 36A	Summary for Piece/Pound Price Presort Machinable Parcels	E-223
Exhibit 37	Standard Mail, Parcel Select, Parcel Lightweight, and Package Services machinable parcels, and Standard Mail Marketing parcels (weighing over 6 oz.).....	E-225
Exhibit 37A	Standard Mail, Parcel Select, Parcel Select Lightweight, and Package Services irregular parcels and Marketing Parcels (weighing less than 6 oz.)	E-227
Exhibit 37B	Combined Mixed Class Parcels Qualification Report	E-229
Exhibit 37C	Standard Mail Marketing Parcels Piece and Piece/Pound Prices Irregular Parcels Less than 6 oz	E-231
Exhibit 37D	Standard Mail Presort Piece and Piece/Pound Prices Automation Flat-size	E-233

List of Exhibits

Exhibit 37E	Standard Mail Automation Flats Piece and Piece/Pound Prices	E-235
Exhibit 37F	Consolidated Postage Statement – Supplement Standard Mail and Nonprofit Standard Mail	E-237
Exhibit 37G	Itemized Manifest Summary - Standard Mail Marketing Parcels Piece/Pound Prices Machinable Parcels, Irregular Parcels, and Marketing Parcels Combined in 5-Digit/Scheme Sacks (Irregular Parcels and Marketing Parcels less than 6 Oz Combined Below the 5-Digit Presort Level)	E-239
Standard Mail Manifest Examples (Batch)		E-241
Exhibit 38	Enhanced Carrier Route Letters (Floating Batch)	E-243
Exhibit 39	Nonautomation Presort Nonmachinable Letters Weight 3.3 Ounces or Less (Floating Batch).....	E-245
Exhibit 40	Automation Flats (Sacked)—Weight 3.3 Ounces or Less (Fixed Batch).....	E-247
Exhibit 41	Nonautomation Flats (Sacked)-Weight 3.3 Ounces or Less (Floating Batch)...	E-249
Exhibit 42	Standard Mail Piece and Piece/Pound Price	E-251
Exhibit 42A	Summary Piece and Piece/Pound Price.....	E-253
Exhibit 42B	Consolidated Postage Statements—Supplement	E-255
Parcel Select Manifest Examples		E-257
Exhibit 43	DNDC Price or Multiple DNDC Entry	E-259
Exhibit 43A	Summary for DNDC Price or Multiple DNDC Entry	E-261
Exhibit 43B	Consolidated Postage Statement Register DNDC Parcel Select—Multiple Entries.....	E-263
Exhibit 43C	DSCF Price—Including Electronic Confirmation Services, DNDC, DDU, and Ground.....	E-265
Exhibit 43D	Summary for DSCF Price with Confirmation Service	E-267
Exhibit 43E	DDU Price.....	E-269
Exhibit 43F	Summary for DDU Price	E-271
Exhibit 43G	Parcel Select Lightweight –Parcels	E-273
Exhibit 43H	Summary for Parcel Select Lightweight –Parcels	E-275
Package Services Manifest Examples		E-277
Exhibit 44	Combining Parcels for DSCF and DDU Entry Including Presort, Retail Prices, and USPS Tracking.....	E-279
Exhibit 44A	Summary for Combining Parcels for DSCF and DDU Entry.....	E-281
Exhibit 47	Presorted Bound Printed Matter Price—Machinable Parcels, Flats, or Irregular Parcels	E-283
Exhibit 47A	Summary for Presorted Bound Printed Matter Price Parcels	E-285
Exhibit 47B	Summary for Presorted Bound Printed Matter Price Flats	E-287
Exhibit 47C	Presorted Bound Printed Matter Price—Machinable Parcels PVDS Option to a Destination Entry—DSCF and/or DDU.....	E-289
Exhibit 47D	Presorted Bound Printed Matter Price—Postage Statement Register and Consolidated Summary for DSCF and DDU Machinable Parcels	E-291

Exhibit 48	Media Mail or Library Mail—5-Digit and Basic Prices—Machinable Parcels	E-293
Exhibit 48A	Media Mail or Library Mail—5-Digit & Basic Prices—Flats or Irregular Parcels	E-295
Exhibit 48B	Summary for Media Mail or Library Mail	E-297
International Mail Manifest Exhibits		E-299
Exhibit 49	First-Class Mail International and Priority Mail International with Extra Services	E-301
Exhibit 49A	Summary for First-Class Mail International and Priority Mail International	E-303
Exhibit 49B	Mixed Classes—International and Domestic Prices	E-307
Exhibit 50	International Country Codes (Alphabetical by Country Name)	E-309
Exhibit 50A	International Country Codes (Alphabetical by Country Code)	E-311

NOTE: EXHIBIT 15 AND EXHIBITS 26 THROUGH 49B:

1. MAY NOT REFLECT THE ACTUAL CURRENT PRICES
2. MAY NOT REFLECT THE SECTIONS OR LINE ITEM NUMBERS OF THE CURRENT POSTAGE STATEMENTS

This page intentionally left blank.

Exhibit 1



Manifest Mailing System Application

Before completing this application, review Publication 401, *Guide to the Manifest Mailing System*.

Mailer Name and Address (Street, City, State, ZIP+4)	Name of mailer representative responsible for your manifest system
Mailer ID (MID) (MID required for use of IMpb)	Phone Number ()
e-mail Address	FAX ()

Signature: _____ Date: _____

Mailing Information

Check **ONLY** the class(es) and option(s) that are applicable to your system.

First-Class Mail:

Letters/Cards

- Automation Single-Piece
- Presorted DVD – Letters

Flats

- Automation Single-Piece
- Presorted DVD – Flats

Parcels

- Retail/Single-Piece

Priority Mail:

- Flats
- Parcels
- Flat-Rate Container

Standard Mail:

- Regular Prices Nonprofit Prices

Destination Entry Prices

- DNDC DSCF DDU DFSS

Letters

- Automation Enhanced Cr Rt
- Nonauto Mach Nonauto Nonmach

Flats

- Automation Presorted
- Enhanced Carrier Route

Package Services:

First-Class Package Service

- Single-Piece

Parcel Select

- DNDC
- DSCF
- DDU
- Ground
- Parcel Select Lightweight

Bound Printed Matter

- Flats Parcels
- Nonpresorted Presorted Carrier Route
- DNDC DSCF DDU DFSS

Media Mail

- Single-Piece 5-Digit Basic

Library Mail

- Single-Piece 5-Digit Basic

Combined Parcels (DMM 705.22)

- Optional Combined Parcels Mailing

Parcels

- Machinable Marketing Parcels
- Irregular Enhanced Carrier Route

Extra and Additional Services Options for Domestic Mail

- USPS Tracking
 - Electronic Retail
- Signature Confirmation
 - Electronic Retail
- Certified Mail (First-Class Mail only)
- Adult Signature Required
- Collect on Delivery (COD)
- Insurance Bulk Insurance
- Day Certain Delivery (NSA only)
- Extended Delivery Area Delivery Fee
- Certified Mail Restricted Delivery
- Insurance Restricted Delivery (over \$500)
- Collect on Delivery (COD) Restricted Delivery
- Registered Mail Restricted Delivery
- Signature Confirmation Restricted Delivery
- Registered Mail (First-Class Mail only)
- Return Receipt for Merchandise
- Return Receipt Electronic Retail
- Special Handling-Fragile Cremated Remains
- Live Animal Perishables Hazardous Materials
- Certificate of Mailing-Firm
- Adult Signature Restricted Delivery
- Parcel Airlift
- Picture Permit Imprint Indicia
- Sunday Delivery (NSA only)

International Mail Options

First-Class Mail International

- Postcards/Letters
- Large Envelopes (Flat)
- Packages (Small Packets)
- M-Bag

Priority Mail International

- Flats Flat Rate Container
- Parcels M-Bag

Extra Services Options for International Mail

- Insurance (Priority Mail parcels only)
- Registered Mail
- Return Receipt (Registered Mail and Insurance only)
- Certificate of Mailing

1. Post Office where permit imprint is authorized: City/State/ZIP+4: _____

2. Have prior arrangements been made for verification and acceptance of your manifest mail?

- Yes
- No Contact your Postmaster.

3. What days would you like to present your manifest mailings? [circle day(s)] M Tu W Th F Sa

4. Are your mailings seasonal?

- Yes Please describe: _____
- No

5. Will your firm develop the manifest system?

- Yes
- No Please give the name and address of the vendor developing your manifest system (including Internet-based systems): _____

6. Is your manifest software MAC™-certified? (The Postal Service Manifest Analysis and Certification program.)

- Yes State product name and version number: _____
- No

7. Postage payment:

- A. Will your manifest system prepare a computer-generated facsimile postage statement?
 Yes No
- B. Will you be using Postal Wizard to produce your postage statements?
 Yes No
8. Explain how your manifest system ensures against duplicate mailpiece identification numbers within a mailing. _____

9. Does your manifest system list identification numbers in alpha-numeric sequence?
 Yes
 No (Refer to chapters 5 and 6.)
10. How are piece weights determined?
 By weighing after the mailpiece is produced.
 By predetermined weight(s). Explain how predetermined weights are calculated and how often they are updated in your system. _____

- Other method. (Describe.)

11. What are the manufacturer's specifications for maintaining the calibration of the scales used by the system to determine piece weights and how will you meet those requirements?

12. How are your price and zone tables updated in your system? (Explain.)

13. Can you print price and zone tables from your manifest equipment?
 Yes Include copies with this application.
 No Explain how price tables are obtained. _____

14. Can your manifest system apply:
- A. The nonmachinable surcharge on letter-size mail?
 Yes No N/A
- B. The nonmachinable price for Parcel Select Destination Entry when applicable?
 Yes No N/A
- C. The nonbarcoded surcharge for Standard Mail parcels and Parcel Select Lightweight?
 Yes No N/A
- D. The balloon price for Priority Mail under 20 pounds and over 84 inches in length and girth combined? Yes No N/A

E. The Dimensional Weight for Priority Mail?

Yes No N/A

F. The balloon price for /Parcel Select under 20 pounds and over 84 inches in length and girth combined?

Yes No N/A

G. The "oversized" price for /Parcel Select measuring over 108 inches in length and girth?

Yes No N/A

15. Which data elements require manual input to generate your manifest?

Unique ID number

Class of mail

Other (specify): _____

16. What date would you like to begin manifesting your mail? _____

Please submit in hardcopy the following documentation for a sample mailing (or mailings if several manifest options are to be approved). These samples must be produced from the actual software and hardware that will be used.

- Complete description of quality control (QC) procedures.
- Samples of QC worksheets.
- Sample of each type/class of manifest. If you are interested in using electronic format, see chapter 4.
- Completed sample of each postage statement or facsimile postage statement.
- Sample mailpieces or labels showing the permit imprint and the unique identification number or keyline.
- Completed sample PS Form 3877, *Firm Mailing Book for Accountable Mail* or facsimile, if you are manifesting pieces with Extra Services.
- Completed sample PS Form 3665, *Certificate of Mailing – Firm* (Domestic) or facsimile of PS Form 3665. Note: Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665.
- Sample of any privately printed Extra Services labels.
- Price tables and zone charts, if available.
- Presort documentation for all presorted manifests.

Mailer Quality Control Examples

This page intentionally left blank.

Exhibit 2A

Batch Manifest—Mailer's Quality Control Procedures (Sample)

Attachment A

(Mailer's Name)

Mailer Quality Control Procedures for Batch Manifest Postage Verifications

PS Form 8158

We will sample **[SPECIFY HOW MANY]** mailing(s) **[SPECIFY HOW OFTEN]** to determine if the information on the manifest is accurate.

The minimum number of pieces in each sample will be at least 100 pieces. Since we are using the **[SPECIFY FLOATING OR FIXED BATCH]** option, we will randomly select an entire batch during each sampling. If the batch is fewer than 100 pieces, additional batches will be selected in order to meet the 100 piece minimum sampling per mailing.

We will use a photocopy of PS Form 8158 (page 2) to record the information for all postage samplings conducted each day.

The mailpiece keyline will be used to determine the lowest and highest identification number for each batch selected. This **identification number range** will be recorded in column **(8b)**. We will riffle through the mailpieces in each batch to ensure all numbers are accounted for and accurately sequenced.

We will count the **number of pieces** in each batch selected and record the amount in column **(8c)**.

In addition, we will look at the thicker pieces and sample at least 5 pieces to verify the piece weight shown in the mailpiece keyline. If the actual scale weight is more than the piece weight shown in the mailpiece keyline, the mailpiece will be opened to determine the cause of the weight error.

While we count the number of mailpieces in each batch, the postage amount shown in the keyline of each mailpiece will be tallied to determine the total postage for all mailpieces in each batch selected. The **actual batch postage** will be recorded in column **(8d)** unless there are any weight or postage discrepancies while counting and sampling the pieces as described above. If there are discrepancies found in the keyline information, we will weigh each piece in the batch, record and total the actual postage of all pieces of that batch as determined by the actual weight and price for which the pieces qualify instead of using the keyline information.

After checking the piece weights, our computer terminal or manifest will be used to determine the total batch postage shown on the manifest. The **manifest batch postage** will be recorded in column **(8e)**.

If the amount in column **(8d)** does not equal the amount in column **(8e)** the discrepancy will be investigated to determine the cause.

If pieces are found without a complete mailpiece keyline, the mail will not be submitted to the Postal Service.

Any pieces not listed on the manifest will also be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the PS Form 8158.

The QC Postage Verification documentation will be maintained as stated in this agreement/authorization.

We will maintain all scales associated with the calculation of predetermined piece weights to manufacturer's specifications and test daily for accuracy prior to use.

Note: This is an example and must be modified to be site specific.

This page intentionally left blank.

Itemized Manifest—Mailer's Quality Control Procedures (Sample)

Attachment A

(Mailer's Name)

Mailer Quality Control Procedures for Itemized Manifest Postage Verifications

PS Form 8159

We will sample **[SPECIFY HOW MANY]** mailing(s) **[SPECIFY HOW OFTEN]** to determine if the information on the manifest is accurate. We will randomly select a minimum of 10% of the total pieces or 30 pieces (whichever is less), and include pieces from each MMS option submitted that day **[i.e., SPECIFY AUTHORIZED OPTIONS]**.

We will use a photocopy of PS Form 8159 (page 2) to record the information for all postage samplings conducted each day.

The address label on each mailpiece sampled will be used to identify the unique piece ID number, the first three digits of the ZIP Code in the address, and the country for International mailpieces. The **unique piece ID number** will be recorded in column **(9b)**. The **3-digit ZIP Code** or the International **country code** will be recorded in column **(9c)**.

The samples will be selected from mailpieces that were weighed and entered into the computer earlier in the day. Each sample will be weighed again to determine a verified actual piece weight. This **actual weight** will be recorded in column **(9e)**.

For each **[SPECIFY ZONE RATED OPTIONS]** mailpiece sampled, the 3-digit ZIP Code will be checked against the applicable Official USPS Zone Chart to determine the **actual zone** that is recorded in column **(9c)**. The actual zone, actual weight and applicable domestic price chart will be used to determine a verified **actual postage** that is recorded in column **(9f)**.

For each **[SPECIFY NON-ZONE RATED OPTIONS]** mailpiece sampled, the actual weight and applicable domestic price chart will be used to determine a verified **actual postage** that is recorded in column **(9f)**.

For each International mailpiece sampled, the actual weight, country, and applicable international price chart will be used to determine a verified **actual postage** that is recorded in column **(9f)**.

The unique manifest number and our computer terminal or manifest will be used to determine the amount of postage that is listed on the manifest. The **manifest postage** will be recorded in column **(9g)**.

The actual postage for each mailpiece sampled will be compared to the manifest postage. If the amounts in **(9f)** and **(9g)** are not the same, research will be done to determine the cause of the difference.

Any pieces not listed on the manifest will also be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the photocopy PS Form 8159.

The QC postage verification documentation will be maintained as stated in this agreement/authorization.

We will maintain all scales associated with the production of the manifest to manufacturer's specifications and test daily for accuracy prior to use.

Note: This is an example and must be modified to be site specific.

This page intentionally left blank.

**Standard Mail Piece and Piece/Pound Price Manifest
Mailer's Quality Control Procedures (Sample)**

Attachment A

(Mailer's Name)

**Mailer Quality Control Procedures
for
Standard Mail Piece and Piece/Pound Price Postage Verifications**

PS Form 8160

We will sample [**SPECIFY HOW MANY**] mailing(s) [**SPECIFY HOW OFTEN**] to determine if the information on the manifest is accurate. We will randomly select a minimum of 10% of the total pieces or 30 pieces (whichever is less).

We will use a photocopy of PS Form 8160 (page 2) to record the information for all postage samplings conducted each day.

The address label on each mailpiece sampled will be used to identify the unique piece ID number that is recorded in column **(8b)**.

The samples will be selected from mailpieces that were weighed and entered into the computer earlier in the day. Each sample will be weighed again to determine a verified actual weight.

For each mailpiece sampled, the actual weight will be used to determine if the mailpiece is subject to the Piece price or Piece/Pound price. If the mailpiece is subject to the Pound price, the actual weight will be recorded in column **(8f)**. The actual piece price (whether minimum per piece or piece/pound price) will be recorded in column **(8d)**.

The unique piece ID number and our computer terminal or manifest will be used to determine the manifest piece price and the manifest weight for pieces subject to the Piece/Pound price. If the mailpiece is subject to the pound price, the manifest weight will be recorded in column **(8e)**. The manifest piece price (whether minimum per piece or piece/pound price) will be recorded in column **(8c)**.

The actual piece price for each mailpiece sampled will be compared to the manifest piece price. If the amounts in **(8c)** and **(8d)** are not the same, research will be done to determine the cause of the difference.

In addition, the actual weight for each pound price mailpiece sampled will be compared to the manifest weight. If the amounts in **(8e)** and **(8f)** are not the same, research will be done to determine the cause of the difference.

Any pieces not listed on the manifest will also be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the photocopy PS Form 8160.

The QC Postage Verification documentation will be maintained as stated in this agreement/authorization.

We will maintain all scales associated with the production of the manifest to manufacturer's specifications and test daily for accuracy prior to use.

Note: This is an example and must be modified to be site specific.

This page intentionally left blank.

**Presorted or Carrier Route Bound Printed Matter
Mailer's Quality Control Procedures (Sample)**

Attachment A

(Mailer's Name)

**Mailer Quality Control Procedures
for
Presorted or Carrier Route Bound Printed Matter Postage Verifications**

PS Form 8161

We will sample [**SPECIFY HOW MANY**] mailing(s) [**SPECIFY HOW OFTEN**] to determine if the information on the manifest is accurate. We will randomly select a minimum of 10% of the total pieces or 30 pieces (whichever is less).

We will use a photocopy of PS Form 8161 (page 2) to record the information for all postage samplings conducted each day.

The address label on each mailpiece sampled will be used to identify the unique piece ID number and the first three digits of the ZIP Code in the address. The **unique piece ID number** will be recorded in column **(9b)**.

The samples will be selected from mailpieces that were weighed and entered into the computer earlier in the day. Each sample will be weighed again to determine a verified actual piece weight. This **actual weight** will be recorded in column **(9g)**.

For each Presorted or Carrier Route Bound Printed Matter mailpiece sampled, the 3-digit ZIP Code will be checked against the applicable Official USPS Zone Chart to determine the **actual zone** that is recorded in column **(9h)**.

The unique piece ID number and our computer terminal or manifest will be used to determine the manifest piece weight and the manifest zone for each mailpiece sampled. The **manifest weight** will be recorded in column **(9e)**, and the **manifest zone** will be recorded in column **(9f)**.

A check mark will be placed in column **(9d)** for each mailpiece sampled, and a check mark will be placed in column **(9c)** for each sample mailpiece found on the manifest.

If the actual zone in **(9h)** does not match the manifest zone **(9f)** for any mailpiece sampled, our system's zone matrix will be corrected.

If the actual weight in **(9g)** is not equal to the manifest weight in **(9e)**, research will be done to determine the cause of the difference.

Any pieces not listed on the manifest will be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the photocopy PS Form 8161.

The QC Postage Verification documentation will be maintained as stated in this agreement/authorization.

We will maintain all scales associated with the calculation of predetermined piece weights to manufacturer's specifications and test daily for accuracy prior to use.

Note: This is an example and must be modified to be site specific.

This page intentionally left blank.

**Presorted Manifests
Mailer's Quality Control Procedures (Sample)**

Attachment A

(Mailer's Name)

**Mailer Quality Control Procedures for Mail Preparation
for
First-Class Mail—Presorted and Automation Prices
Standard Mail—Presorted, Automation, and ECR Prices
Parcel Select Lightweight

Parcel Select—DNDC, DSCF, and DDU Prices
Bound Printed Matter—Presorted and Carrier Route Prices
Media Mail or Library Mail—Presorted Prices**

We will sample **[SPECIFY HOW MANY]** mailing(s) **[SPECIFY HOW OFTEN]** to determine if the mail was properly sorted.

We will use a Quality Control Presort Verification Record to record information for all presort samplings conducted each day.

We will randomly select **[SPECIFY HOW MANY—trays, sacks, or pallets]** from **[SPECIFY CLASS and PRICE]** mailing selected for sampling.

We will look for each container to determine if it has a label and to ensure that the label is legible and that there is no missing information.

In addition, for each container selected, information printed on each container's label will be used to record the **Destination** (first line) and **Contents** (second line).

If a container has packaged mailpieces, the pieces of several packages will be checked for proper sortation based on the package label.

For each container selected, the address label on mailpieces within each container will be used to identify the ZIP Code in the address. The ZIP Code and applicable DMM label list will be used to determine if the destination printed on the container's label is correct. In addition, the ZIP Code of each mailpiece will be checked against the applicable DMM label list to ensure that the mailpiece is in the correct destination container.

All errors found will be documented and the corrective actions taken will be recorded on a Quality Control Verification Record.

The QC presort verification documentation will be maintained as stated in the agreement/authorization.

Note: This is an example and must be modified to be site specific.

This page intentionally left blank.

This page intentionally left blank.

Standard MMS Authorization Letters, Approval Forms and Review Checklists

This page intentionally left blank.

Exhibit 3A



MMS Application Review Checklist

A. Application/Supporting Documentation

Instructions: Postmaster, place an "x" in the box to identify all correctly completed items.

-
- 1. All items on the application are completed.
- 2. The application is signed.
- 3. The application includes:
 - a. Mailer's quality control (QC) procedures.
 - b. Samples of the QC documentation.
 - c. Sample of each type/class of manifest to be used.
 - d. Completed sample of each postage statement to be used. (For a mixed class manifest, separate postage statements for each class submitted)
 - e. Sample mailpiece(s) or sample mailing label(s)
 - f. Postage table and zone matrices (if available).
- 4. The manifests include the minimum data elements to determine correct postage.
- 5. The summary information for each class of mail is reported separately on the summary page.
- 6. If a computer-generated facsimile postage statement is used, it is formatted correctly and shows the current form edition date.
- 7. The manifest totals and postage statement information agree.
- 8. The identification numbers or batch ranges are listed in sequential order or sequentially with each ZIP Code, zone, or country on the manifest.
- 9. There are no duplicate identification numbers.
- 10. The mailpiece keyline information is correct for batched mailings.
- 11. The keyline placement is correct.
- 12. The permit indicia is correct.
- 13. Extra Services:
 - a. PS Form 3877 is submitted and completed correctly.
 - b. PS Form 3665 is submitted and completed correctly.
 - c. If computer-generated, PS Forms 3877 or 3665 formatted correctly.
 - d. A separate summary for Extra Services fees is submitted.
- 14. The permit imprint application fee is paid.
- 15. The annual mailing fee(s) is paid.

B. Administering Post Office Profile

- Yes No 1. This office has committed sufficient resources (personnel, work hours, training, *PostalOne!*, etc.) to support this manifest mailing system (MMS).
- Yes No 2. The acceptance clerks have been trained and clearly understand their responsibilities for sampling mail and calculating postage adjustments.
- Yes No 3. List names of MMS acceptance clerks and type of training received:

- Yes No 4. Relief employees are available. List names and type of training received:

- Yes No 5. The acceptance hours for manifest mailings will be: _____

- Yes No 6. Sampling scale:
 - Yes No a. Electronic scale is available
 - Yes No b. If no, what provisions have been made to obtain a scale?

 - Yes No c. Certified weights are available to test the scale daily.
- Yes No 7. Will MMS mailings be accepted at the mailer's plant?
(If no, skip to item 8.)
 - Yes No a. Is this an authorized plant load mailer?
 - Yes No b. Is the plant load authorization on file?
 - Yes No c. Will Plant Verified Drop Shipment (PVDS) mailings be prepared?
- Yes No 8. a. Will your office transport mail from the mailer's plant prior to acceptance and verification?
b. If yes, has the required Standard Operating Procedure (SOP) for pickup service been established? (See Ch. 9.)
- Yes No 9. Have you established an SOP to ensure proper acceptance and verification of manifest mailings at the BMEU or DMU?

C. Postal Service Representative

Approved Disapproved

Comments: _____

Signature and date

Submit the completed application, the application review worksheet, supporting documents, and your recommendation to the District Manager or designee.

Exhibit 3B

Business Mailer Support (BMS) Data Collection Sheet for Database Entry

The Business Mailer Support (BMS) Database contains information about the authorized Special Postage Payment Systems (SPPS) including Systems administered and reviewed directly by the Districts.

This form is used by a District Business Mail Entry Manager or Supervisor to report:

- Any information changes to existing Systems
- Information for a new system to BMS
- System being cancelled

All sections applicable need to be completed. Pages two and three of this form **must** be sent to your BMS Analyst. The database will be updated upon completion.

Please ensure all sections are completed.

- **Section 1:** Complete all mailer information blocks.
- **Section 2:** Reason for form:
 - New system: complete sections one through five
 - Change to mailer information: completed applicable sections for requested change.
 - Cancellation: enter cancellation date, if cancellation letter is on file and reason for cancellation
- **Section 3:** Check the blocks for the type of authorization for mailer:
 - **AMS**-Alternative Mailing System
 - **COMAIL**
 - **COPAL-M**- Mailer
 - **COM**- Combined Mailing System without Value Added Refunds
 - **CVAR**- Combined Mailing System with Value Added Refunds
 - **CVT**- Copal Tray- Vendor
 - **DSMS-C**- Drop Shipment Management System-Consolidator
 - **DSMS-M**- Drop Shipment Management System-Mailer
 - **EVS**- Electronic Verification System
 - **MMS**- Manifest Mailing System
 - **MMSD**- Manifest Mailing System –District Administration
 - **MVRP**- Minimum Volume Reduction Provision (also needs a MMSD)
 - **OPF**- One Pass Finalization
 - **OPT**- Option #4, Drop Sip Meter
 - **OPMS**- Optional Procedure Mailing System
 - **PRS**- Parcel Return Service
 - **PDWA**- Postage Due Weight Averaging
 - **RMS**- Returns Manifesting System
 - **VAR**- Value Added Refunds
- **Section 4:** Check blocks for category, classes of mail, special services and other that apply to this mailer authorization. For eDocumentation, please annotate whether mailer is using mail.dat or mail.xml.
- **Section 5:** Indicate the International Mail options and Special Services.
- **Section 6:** Complete all blocks.

Note: Send as an attachment by: completed form on computer; then go to file; down to “Send To”; then arrow to right; go to Mail Recipient (as attachment).

Exhibit 3B (Continued)

1. Mailer Information:									
Company Name									
Street Number/Name									
City, State									
Company ZIP Code (5-Digit)									
Percentage of eligible mail submitted as Full Service (previous month from profile tab of mailer scorecard)									
Company Contact Person									
Company Contact Phone #									
Mailers Email Address									
BMS Analyst Name									
2. Reason for Form:									
New		Cancellation			Cancellation Letter on File				
Change		Cancellation Date			Reason for Cancellation				
3. System Type: check one									
AMS			CVAR			MMDS			PRS
COMAIL			DSMS-C			MVRP			PDWA
COPAL-M			DSMS-M			OPF			RMS
CVT			EVS			OPT			VAR
COM			MMS			OPMS			
4. Category/Class/Special Services: Check what mailer has been authorized									
Bound Printed Matter Presort		BPMP			Media Mail			MED	
Bound Printed Matter Single-piece		BPM			Media Mail Presorted			MEDP	
Combined First-Class Flats		CMFF			Mixed Classes Manifest Single-piece			MXD	
Combined First-Class letters		CMFL			Parcel Airlift			PA	
Combined Standard Mail Letters		CMSL			Parcel Select Ground Single-piece			PSG	
Copalletized Flat Mail		COPF			Parcel Select			PSL	
Priority Mail Express®		EXM			Parcel Select Lightweight			PSLW	
First-Class Mail Single-piece		FCMS			Periodicals			PER	
First-Class Parcel Select		FCMP			Priority Mail			PRI	
First-Class Mail Presorted Flats		FCMF			Standard Mail Flats			SFL	
First-Class Mail Presorted Letters		FCML			Standard Mail Irregular Parcels			SIP	
International Mail		INT			Standard Mail Letters			SLT	
Library Mail		LIB			Standard Mail Machinable Parcels			SMP	
Library Mail Presorted		LIBP							
Special Services									
Certificate of Mailing		COM			Restricted Delivery			RD	
Certified Mail		CM			Return Receipt			RR	
COD Mail		COD			Return Receipt for Merchandise			RRM	
USPS Tracking		eDC			Signature Confirmation			eSC	
Insured Mail		IM			Special Handling			SH	
Registered Mail		RM							

Exhibit 3B, (Continued)

Return Services					
Bulk Parcel Return Service	BPRS		Parcel Return Service	PRS	
Merchandise Return Service	MRS				
Other					
			IMb		
<i>PostalOne!</i> eDocumentation (Mail.dat or mail.XML)			Pickup SOP		
<i>PostalOne!</i> ePostage			BMEU Entered		
<i>PostalOne!</i> eTransportation			DMU Entered		
National Service Account			MERLIN site		
5. Indicate International Mail options and International Special Services:					
6. District Review and Acceptance Information:					
Mailer District:					
5-Digit Post Office of Mailing ZIP Code					
Finance Number of Acceptance Office					
Annual Postage					
Application Date (mm/dd/yyyy)					
First Visit Date (mm/dd/yyyy)					
Expiration Date (mm/dd/yyyy)					
District Last Audit date (mm/dd/yyyy)					
District Next Audit Date (mm/dd/yyyy)					
Finance and Cost Code Number					
Permit Number					
Account Number					
CRID					
Reviewed By					
Person Completing this form if not the same person who completed the review					

This page intentionally left blank.

Exhibit 4A

Manifest Mailing System Temporary Authorization For Systems Authorized by Business Mailer Support



Manifest Mailing System (MMS) Temporary Authorization

[Name of Mailer]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Date of Authorization]

This document (and any attachments) authorizes [Company name] to enter and pay postage for [Class of Mail, Processing Category, Extra Services] mail using a Manifest Mailing System (MMS) as provided in the Publication 401, *Guide to the Manifest Mailing System*, the Domestic Mail Manual (DMM), and the International Mail Manual (IMM). [Company name] must maintain the following standards and comply with the terms of this MMS Authorization as set forth below.

1. Postal Regulations

[Company name] will prepare all mailings under the postal regulations in the DMM and IMM in addition to the requirements for using an MMS and this authorization.

2. Post Office of Mailing and Classes/Sub-classes to Be Entered

[Company name] will present mail and pay postage under this authorization for verification by postal representatives at the [City/State] Post Office. This authorization is limited to mailings of [Specify Class or Type including Special Services] Mail.

3. Quality Control Procedures

[Company name] will, at a minimum, establish and perform under this authorization all quality control procedures described in **Attachment (A)**, *Mailer Quality Control Procedures*, to ensure and maintain the accuracy of mail preparation and the correctness of postage computation. The Postal Service reserves the right, at its discretion, to require the mailer to implement other reasonable and appropriate quality control procedures if the Postal Service determines the procedures described in **Attachment (A)** are inadequate to ensure proper payment of postage.

Quality control sampling reports will be retained for at least 90 days unless errors are detected. If errors are detected during the sampling process, the mailer will describe corrective action taken on the sampling report and the reports will be retained for at least one year.

4. General Document Requirements

[Company name] agrees to:

- Submit accurate, current versions of USPS approved hardcopy or electronic postage statements and any required supporting documentation.
- Maintain sufficient funds on deposit to cover all postage charges.
- Promptly pay all postage charges for adjustments, annual fees, and Extra Services fees, if applicable.

5. MMS Document and Record Keeping Requirements

When presenting mail to the Postal Service for verification, [Company name] will provide all the following:

- A properly prepared computer-generated postage statement facsimile or by Postal Wizard.
- The manifest and a summary listing of the manifest data in hardcopy or electronic media.
- PS Form 3877 (for listing accountable Extra Services) or PS Form 3665 (for Certificate of Mailing-Firm (Domestic) Note: Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665 until June 2, 2017. A summary of individual Extra Service fees and grand total of all Extra Service fees (for mailings using Extra Services).
- Any other documentation required by postal regulations.

[Company name] will retain the manifest listing, summary, and a copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.

6. MMS Mailing Procedures

Unique Piece Identification Numbers

[Company name] will print a unique identification number on each mailpiece. Numbers will not be duplicated in a mailing and will appear sequentially, or sequentially within each presort level, on the manifest.

Consecutive Manifest Sequence Numbers

[Company name] will print a consecutive sequence number on each MMS document to relate it to a specific manifest mailing. The following are the format requirements:

Numbers must be consecutive by manifest type.

For mailers with multiple mailing sites, numbers must be consecutive by mailing site and manifest type.

Numbers must not repeat within a 12-month period.

Gaps in consecutive numbers must be explained when requested by the administering Post Office.

Overstated weights

[In order to avoid underpayment of postage for pieces at or near the weight or price break points, [Company name] may overstate the weight and postage. Under this provision, any overstated pieces are considered correct and the "Manifest Postage" will be recorded as "Actual Postage" on the applicable MMS sampling worksheet.]

Additional Postage

The Postal Service will verify the accuracy of the postage calculations reflected on the computer-generated manifest. If the Postal Service determines that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage.

Pickup Service

If the mailer requests pickup service, the mailer may enter into a No Fee Pickup Service Agreement, PS Form 5543 which is normally initiated by USPS Sales. The pickup fee will not be applied if the mailer meets the terms and conditions of the No Fee Pickup Service Agreement and the responsible USPS function agrees to perform the pickup as outlined in the agreement. If the terms and conditions outlined in the agreement are not met, all applicable fees for pickup service apply.

7. Damaged/Repaired Pieces

The manifest must be adjusted if mail that is reported on the manifest is damaged during processing and cannot be presented or if mail is withdrawn for any other reason.

To adjust for damaged or withdrawn mail [Company Name] agrees to either:

Line out the identification number, weight, and postage information on the itemized manifest (line out the piece on PS Form 3877, or PS Form 3665 if applicable). **Note: Mailers may use existing USPS-approved privately printed facsimiles of Form 3877 firm sheets as domestic certificates of mailing in lieu of the Form 3665 until June 2, 2017.**

OR,

Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement, and write the following information about each damaged or withdrawn mailpiece on a separate listing:

- Unique identification number.
- Piece weight.
- Postage (and fee amount if applicable).

8. **Plant Verified Dropship**

If MMS mailings, or segments of MMS mailings, are presented as Plant Verified Dropship System (PVDS) mailings that have been previously dispatched; **the mail** will not be accepted without an accompanying postage statement and will be subject to verification and charged at the appropriate price. If the entry Post Office notifies the acceptance employee at the Detached Mail Unit (DMU) that the number of pallets, or other containers, received was less than the number indicated on the PS Form 8125 and this is verified by the acceptance employee, the pallets, or other containers, will be accepted. If the pallets, or other containers, will be entered at a different entry level, [Company name] will submit a postage statement reflecting the difference between the original entry level and the current entry level.

9. **Detached Mail Unit (DMU) Requirements**

MMS mailings may be verified by a Postal Service acceptance employee in a DMU at your facility. [Company name] agrees to ensure that the DMU meets all specifications required by the USPS District Manager in accordance with Postal Service policy.

10. **PostalOne! Contingency Plan**

In the event of a *PostalOne!* outage at the time of mailing, [Company name] will follow the instructions of the acceptance employee concerning the current USPS *PostalOne!* contingency procedures until service is restored.

11. **Refund/Adjustment Policy**

[Company name] understands that any request for a postage refund or any adjustment to the advance deposit account for postage underpayment for a system issue, must be documented, clearly explaining the reason for the discrepancy and what corrective action is being taken to ensure it does not recur.

[Company name] refund or adjustment request must provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN), in addition to postage statements, qualification reports, manifest, and other MMS supporting documents. All MMS **system-related** refund requests will be submitted electronically with all supporting documentation to the SPPS Refunds email address at: SPPSRefunds@usps.gov.

Any occurrences of postage underpayment detected by [Company name] must be reported to the administering post office within five (5) working days from the date of detection.

Any postage refund request or postage underpayment occurrence may trigger a review by the BMS office to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The Manager, BMS will make a decision on the validity of a postage refund request or postage underpayment.

12. **Administrative Cost of Refunds**

[Company name] agrees that when the BMS office determines postage was overpaid or underpaid due to a system failure in [Company name] operation, the administrative processing cost will be charged to [Company name]. In that event, [Company name] agrees to separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

13. **Postal Oversight**

[Company name] will allow Postal Service employees to have reasonable access to mail preparation areas to observe mail production and verify mailing records.

[Company name] will provide any assistance the Postal Service may require to conduct periodic monitoring and review of the MMS. Such review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.

14. **Suspension by USPS**

Authorization for MMS mailing privileges may be suspended by the Postal Service at any time, pending review.

15. **Cancellation by USPS**

The Postal Service may cancel this MMS Authorization:

- Any time it is established that [Company name] has provided misleading or incorrect data to avoid payment of postage.
- When no mailings are made under this MMS Authorization during any consecutive 12-month period.
- If [Company name] continually fails to comply with the requirements of the DMM, Publication 401, or the MMS Authorization.
- If it is determined from a BMS review that this Authorization is no longer justified or that [Company name] is not complying with the terms of this Authorization.

16. **Cancellation by Mailer**

[Company name] may cancel this MMS Authorization upon written notice to the Manager, BMS.

17. **Mail Transport Equipment Accountability**

[Company name] will ensure that all Mail Transport Equipment (MTE) loaned by the Postal Service is used only for the preparation and transportation of mail that is delivered by the Postal Service. [Company name] will use its best efforts to protect and maintain in good condition any MTE loaned by the Postal Service, that it will return all such MTE at the times, dates and locations prescribed by the Postal Service, and that it will reimburse the Postal Service for the current replacement cost of any such MTE that is damaged beyond normal wear and use or destroyed while in [Company name] possession, custody or control.

18. **Ownership Changes/Relocation**

[Company name] will provide written notice—at least thirty days in advance—to the Postal Service of any relocation or change in ownership, or any modification or adjustment to the computerized system used for the preparation of mailings under this authorization that might affect any of the following:

- Calculation of postage.
- Generation of required mailing documentation.
- Mail presorts

19. **Term of Authorization**

Business Mailer Support (BMS) is no longer issuing permanent, non-expiring special postage payment system (SPPS) authorizations because USPS intends to replace SPPS verifications with census based verifications in the Seamless Acceptance program and eVS. Since the Seamless Acceptance onboarding process is currently suspended, BMS is providing temporary SPPS authorizations to customers with the expectation that these SPPS systems will transition to Seamless Acceptance once it is enabled. The minimum requirements for all new SPPS temporary authorizations are to prepare at least 90% of total eligible mail volume as Full Service and be actively participation in the eInduction program. For parcels, we would expect you to participate in the eVS program. If Postal Service periodic reviews or mailer-

supplied information indicates a need for modification of this Authorization, then the Authorization will be modified by the Manager, BMS and the **[Company name]** representative.

Attachments: A – Quality Control Procedures (Required and Provided by mailer, approved by USPS)

Attachment X – Pickup Service (if applicable)

Attachment X – Plant Load Authorization (if applicable)

This page intentionally left blank.

MMS Temporary Authorization Letter – BMS Administered System

[Date]

[Name of Mailer]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Name of company contact]:

This letter (and any attachments) provides a temporary authorization to [company name] to enter and pay postage for [class of mail, processing category, Extra Services] mail using a Manifest Mailing System (MMS) at the [City/State] Post Office as provided in Publication 401, *Guide to the Manifest Mailing System*, the *Domestic Mail Manual* (DMM), and the *International Mail Manual* (IMM). Your company must maintain the following standards to keep this authorization in effect:

1. Mailings submitted as part of an MMS require a unique identification number printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order on the manifest.
2. Your company will ensure that the manifest(s) accurately represent the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage. *[Add the following statement to this article if the mailer elects to overstate weight and/or postage to avoid underpayment of postage: In order to avoid underpayment of postage for pieces at or near the weight or price break points, the mailer may overstate the weight and postage. The weight may be overstated by no more than [amount to be overstated ounces/pounds]. Under this provision, any overstated pieces are considered correct and the "Manifest Postage" will be recorded as "Actual Postage" on the applicable MMS sampling worksheet.]*
3. Your company agrees to perform the quality control procedures described in Attachment A. Your company will perform these procedures at the frequency stated in Attachment A, documenting the tasks performed and maintaining that documentation for 90 days from the date of mailing. If the mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement additional quality control beyond those submitted with the manifest application.
4. When presenting mail to the Postal Service for verification, provide the following:
 - a) Accurate postage statements using the most current edition of a USPS-approved computerized facsimile or by Postal Wizard.
 - b) The manifest and a summary listing of the manifest data in hardcopy or electronic media.
 - c) For mailings using Extra Services, provide a summary of individual Extra Services fees and grand total of all Extra Services fees.
 - d) PS Forms 3877 (for mailings using Extra Services) or PS Form 3665 (for Certificate of Mailing-Firm (Domestic)).
 - e) Any other documentation required by postal regulations.
5. Your company will retain the manifest listing, summary, and a copy of the postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
6. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company must provide written notice—at least 7 days in advance—to the Postal Service.
7. On occasion, Postal Service representatives will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.
8. If your company requests a postage refund or any adjustment to the advance deposit account for postage underpayment, the request must be submitted to the following email address: ***SPPSRefunds@usps.gov*** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does

not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the [City/State] Post Office within five (5) working days from the date of detection.

Any postage refund request or postage underpayment occurrence may trigger an investigation by Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The Manager, Business Mailer Support (BMS) will make a decision on the validity of a postage refund request or postage underpayment. When the BMS manager determines postage was overpaid or underpaid due to a system failure in the mailer's operation, the administrative processing cost will be charged to the mailer. In that event, your company may either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

9. Your company may cancel this authorization at any time by giving written notice to the [City/State] Post Office and the BMS manager.
10. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected.
11. The BMS manager may cancel this authorization—upon 15 days' written notice—if the manager determines:
 - a) Your company is not providing manifests with correct data.
 - b) The required quality control procedures submitted with the application are not being properly performed.
 - c) The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this authorization, and problems are not promptly resolved.
 - d) Mailings are presented that are not properly prepared, or in which postage was not properly paid.
 - e) No manifested mailings are presented for more than 12 months unless approved by BMS.
 - f) Your company has relocated or has changed ownership without notification.
12. Business Mailer Support (BMS) is no longer issuing permanent, non-expiring special postage payment system (SPPS) authorizations because USPS intends to replace SPPS verifications with census based verifications in the Seamless Acceptance program and eVS. Since the Seamless Acceptance on-boarding process is currently suspended, BMS is providing temporary SPPS authorizations to customers with the expectation that these SPPS systems will transition to Seamless Acceptance once it is enabled. The minimum requirements for all new SPPS temporary authorizations are to prepare at least 90% of total eligible mail volume as Full Service and be actively participating in the eInduction program. For parcels, we would expect you to participate in the eVS program.
13. You must maintain a copy of this authorization letter on file.
14. *[Add the following article if the Administering Post Office is providing pickup service (Exhibit 5): Your company and the Postal Service agree to meet the conditions as described in Attachment B for pickup service.]*

If you have any questions concerning this temporary authorization, please call [Name/Title] at [phone number].

Sincerely,

[Name]
District Manager

cc: Postmaster [Administering Post Office City/State]
Business Mailer Support Analyst [City/State]

Exhibit 4C

MMS Temporary Authorization Letter – District Administered System

[Date]

[Name of Mailer]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Name of company contact]:

This letter (and any attachments) authorizes [company name] to enter and pay postage for [class of mail, processing category, Extra Services] mail using a Manifest Mailing System (MMS) at the [City/State] Post Office as provided in Publication 401, *Guide to the Manifest Mailing System*, the *Domestic Mail Manual* (DMM), and the *International Mail Manual* (IMM). Your company must maintain the following standards to keep this authorization in effect:

1. Mailings submitted as part of an MMS require that a unique identification number is printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order or sequentially within each presort level on the manifest.
2. Your company will ensure that the manifest(s) accurately represent the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage. *[Add the following statement to this article if the mailer elects to overstate weight and/or postage to avoid underpayment of postage: In order to avoid underpayment of postage for pieces at or near the weight or price break points, the mailer may overstate the weight and postage. The weight may be overstated by no more than [amount to be overstated ounces/pounds]. Under this provision, any overstated pieces are considered correct and the “Manifest Postage” will be recorded as “Actual Postage” on the applicable MMS sampling worksheet.]*
3. Your company agrees to perform the quality control procedures described in Attachment A. Your company will perform these procedures at the frequency stated in Attachment A, documenting the tasks performed and maintaining that documentation for 90 days from the date of mailing. If the mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement additional quality control beyond those submitted with the manifest application.
4. When presenting mail to the Postal Service for verification, provide the following:
 - a) Accurate postage statements using the most current edition of a USPS-approved computerized facsimile or by Postal Wizard.
 - b) The manifest and a summary listing of the manifest data in hardcopy or electronic media.
 - c) For mailings using Extra Services, provide a summary of individual Extra Services fees and grand total of all Extra Services fees.
 - d) PS Forms 3877 (for mailings using Extra Services) or PS Form 3665 (for Certificate of Mailing-Firm (Domestic)).
 - e) Any other documentation required by postal regulations.
5. Your company will retain the manifest listing, summary, and copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
6. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company must provide written notice—at least 7 days in advance—to the Postal Service.
7. On occasion, Postal Service representatives will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.
8. If your company requests a postage refund or any adjustment to the advance deposit account for postage underpayment, the request must be submitted to the following email address: **SPPSRefunds@usps.gov** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of

pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the [City/State] Post Office within five (5) working days from the date of detection.

Any postage refund request or postage underpayment occurrence may trigger an investigation by the Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The District Manager will make a decision on the validity of a postage refund request or postage underpayment. When the District Manager determines postage was overpaid or underpaid due to a system failure in the mailer's operation, the administrative processing cost will be charged to the mailer. In that event, your company may either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

9. Your company may cancel this authorization at any time by giving written notice to the [City/State] Post Office and the District Manager.
10. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected.
11. The District Manager may cancel this authorization—upon 15 days' written notice—if the manager determines:
 - a) Your company is not providing manifests with correct data.
 - b) The required quality control procedures submitted with the application are not being properly performed.
 - c) The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this authorization, and problems are not promptly resolved.
 - d) Mailings are presented that are not properly prepared, or in which postage was not properly paid.
 - e) No manifested mailings are presented for more than 12 months.
 - f) Your company has relocated or has changed ownership without notification.
12. The Postal Service (USPS) is no longer issuing permanent, non-expiring special postage payment system (SPPS) authorizations because the USPS intends to replace SPPS verifications with census based verifications in the Seamless Acceptance program and eVS. Since the Seamless Acceptance on-boarding process is currently suspended, BMS is providing temporary SPPS authorizations to customers with the expectation that these SPPS systems will transition to Seamless Acceptance once it is enabled. The minimum requirements for all new SPPS temporary authorizations are to prepare at least 90% of total eligible mail volume as Full Service and be actively participating in the eInduction program. For parcels, we would expect you to participate in the eVS program. If Postal Service periodic reviews or mailer supplied information indicates a need for modification of this authorization, then the authorization will be modified as needed by amendment with concurrence by the District Manager and your company.
13. You must maintain a copy of this authorization letter on file.
14. *[Add the following article if the Administering Post Office is providing pickup service (Exhibit 5): Your company and the Postal Service agree to meet the conditions as described in Attachment B for pickup service.]*

If you have any questions concerning this authorization, please call [Name/Title] at [phone number].

Sincerely,

[Name]
District Manager

cc: Postmaster [Administering Post Office City/State]
Business Mailer Support Analyst for Administering Post Office

Exhibit 5

Pickup Service SOP (Example)

(This is an example. It must be modified to be site specific.)

Attachment X

**U. S. Postal Service
(City/State/ZIP)
Manifest Mailing System Pickup Service
Standard Operating Procedure**

Date Issued:

Subject: Collection of Manifest Mailing System Permit Imprint Mail from [Name of Mailer]

[Name of Mailer] has applied to use a Manifest Mailing System (MMS). The Mailer is requesting Pickup Service for [Class and Type] of permit imprint manifest mail. The following is the agreed upon Standard Operating Procedure (SOP) to ensure mail is properly collected, accepted, and verified when it is picked up.

- The MVS driver will pick up mail from [Mailer's Name] at [time] on [days].
- Mailer is the last stop on [Name of route, for example, MVS 300].
- Manifest mailings will be marked by the mailer as Business Mail Entry Unit (BMEU) and placed at the tail end of the truck (5-, 7-, 9-ton or trailer).
- If the truck that normally picks up mail is not adequate, then the mailer must notify the Supervisor, Transportation [Phone number] that a larger vehicle is needed for that day, three hours prior to the scheduled pickup.
- Manifest mail documentation (manifest listing, postage statement) and pickup form PS Form 5541 will be handed to the MVS driver by mailer to be given to the mail handler off loading the mail.
- The mail handler will direct manifest listing and postage statement to the BMEU and the PS Form 5541 will be directed to the [appropriate location].
- This manifest mail off loaded by the Mail Handler will be staged in the BMEU for acceptance and verification procedures.
- Receiving employees will notify the BMEU supervisor if mail and/or paperwork are not received at scheduled times.
- All appropriate manifest sampling and verifications will be administered by BMEU as prescribed.
- Mail will be verified by BMEU personnel and cleared to meet mail processing's critical entry time.
- If problems arise, notify the supervisor, BMEU.
- Mailer will pick up or correct at the BMEU any mailings that fail verification.

Mailer Signature _____ **Date** _____

Postmaster Signature _____ **Date** _____

Plant Mgr. Signature _____ **Date** _____

District Mgr. Signature _____ **Date** _____

This page intentionally left blank.

Exhibit 6A



District MMS Authorization Checklist

Preparing for an MMS Authorization Review

Part A. – Initial Administrative Review (Desk)

Upon receipt of an MMS application, conduct a desk audit of the documentation submitted following the questions in Part A.

Part B. – Initial On-Site Authorization Review

1. Contact the mailer and the administering Post Office and arrange for a mutually agreeable date.
2. Schedule a review so you can observe processing and sample a live mailing.
Note: Advise the mailer that all documents must be prepared for review including manifests, postage statements, Quality Control documents, etc. Also, all types of manifests that will be used are available for review.
3. Some materials you may need:
 - Publication 401.
 - Blank sampling/postage adjustment worksheets.
 - Price charts.
 - Zone charts.
 - Tape measure, ruler, templates.
 - DMM/IMM.
4. Conduct on-site review following questions in Part B.
5. If the results of the review are favorable and the application and District MMS Authorization Checklist Parts A and B are complete, issue one of the following:
 - a. An MMS authorization letter for district-authorized systems (Exhibit 4C).
 - b. A temporary authorization letter (Exhibit 4B) for BMS-authorized systems.

If Part A or B of the review reveals deficiencies or problems requiring corrective action, the district manager notifies the mailer in writing of the actions that must be taken. An MMS authorization letter is issued only after the mailer has corrected the problems noted during the review. The mailer may begin to mail once the authorization letter is issued.

Part C. – Follow-up Desk Review

1. **Complete no later than 10 Business Days from the Initial On-Site Review.**
2. Follow the instructions and conduct a desk audit of the documentation following the questions in Part C.

This page intentionally left blank.

District MMS Authorization Checklist

Mailer's Name: _____

Review Date: _____

Review conducted by (List all participants and their titles): _____

Requested MMS Options: _____

Part A. – Initial Administrative Review (Desk)

Documentation Review

Yes No NA

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | 1. All applicable items on the application are completed. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 2. The application is signed. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 3. The application includes: |
| | | <input type="checkbox"/> | a. Mailer's quality control (QC) procedures for postage accuracy, and presort, if applicable.. |
| | | <input type="checkbox"/> | b. Samples of the QC documentation. |
| | | <input type="checkbox"/> | c. Sample of each type/class of manifest to be used. |
| | | <input type="checkbox"/> | d. Completed sample of each postage statement to be used. (For a mixed class manifest, separate postage statements for each class submitted.) |
| | | <input type="checkbox"/> | e. Sample mailpiece(s) or sample mailing label(s). |
| | | <input type="checkbox"/> | f. Postage table and zone matrices (if available). |
| <input type="checkbox"/> | <input type="checkbox"/> | | 4. The manifest(s) includes the minimum data elements to determine correct postage. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. If provided, the mailer's weight, zone, and price tables are correct. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 6. The summary information for each class of mail is reported separately on the summary page. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 7. The manifest is identified with a sequence number and that number is reflected on the postage statements, summary page, PS Forms 3877, 3665 and 8125, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 8. Postage statement: |
| | | <input type="checkbox"/> | a. If a computer-generated facsimile postage statement is used, it is formatted correctly and shows the current form edition date. |
| | | <input type="checkbox"/> | b. If mailer plans to use Postal Wizard, verify that he/she is authorized. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 9. The manifest totals and postage statement information agree. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 10. The identification numbers or batch ranges are listed in sequential order or sequentially with each ZIP Code, zone, or country on the manifest. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 11. There are no duplicate identification numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. The mailpiece keyline information is correct for batched mailings. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. The keyline placement is correct. |
| <input type="checkbox"/> | <input type="checkbox"/> | | 14. The permit indicia is correct. |

Part A. (Continued)

Yes No NA

- 15. Extra Services:
 - a. PS Forms 3877 or 3665 are provided.
 - b. PS Forms 3877 or 3665 are completed correctly.
 - c. If computer-generated, PS Forms 3877 or 3665 are formatted correctly.
 - d. A separate summary for Extra Services fees is submitted.
 - e. Registered Mail manifest reports only Registered Mail.
- 16. The permit imprint application fee is paid.
- 17. The annual mailing fee(s) is paid.
- 18. The mailer scorecard shows 90% or more eligible Full Service volume is being claimed.

Administrative Post Office Review

- 18. The Administrative Post Office has committed sufficient resources (personnel, workhours, training, etc.) to support this MMS.
- 19. The clerks, including relief employees, that will process MMS mailings have been trained in MMS procedures as outlined in Publication 401.
 - a. If yes, list names of MMS acceptance clerks, including relief employees, and type of training received:

 - b. If no, when is training scheduled? _____
- 20. List the acceptance hours for manifest mailings: _____

- 21. Sampling scale:
 - a. Electronic scale is available.
 - b. If no, what provisions have been made to obtain a scale?

 - c. Certified weights are available to test the scale daily.
 - d. If no, what provisions have been made to obtain test weights?

- 22. Will MMS mailings be accepted at the mailer's plant? (If no, skip to item 24.)
 - a. Is this an authorized plant load mailer?
 - b. Is the plant load authorization on file?
 - c. Will Plant Verified Drop Shipment (PVDS) mailings be prepared?
- 23. a. Will the accepting Post Office transport mail from the mailer's plant prior to acceptance and verification?
 - b. If yes, has the required Standard Operating Procedure (SOP) for pickup service been established? (See Pub 401, 9-9.3)
- 24. Have acceptance employees been trained on the acceptance and verification of manifest mailings at the BMEU or DMU?
- 25. Have acceptance employees been trained regarding acceptance of Full-Service mailings and procedures to assist with errors on the mailer scorecard?

Part B. – Initial On-Site Authorization Review

Postal Sampling/Verification Procedures

Yes No NA

- 1. a. Is this site on *PostalOne!*?
- b. If yes, do the clerks know how to complete the sampling forms in *PostalOne!*?
- 2. If manual sampling forms are used, are the correct sampling forms (and issue dates) being used?
- 3. Do the clerks understand how to complete the manual sampling forms?
- 4. If the mailer is providing the manifest electronically, do the clerks know how to use/access the mailer's electronic system?
- 5. Do the clerks understand how to determine sampling size using Exhibits 20 and 21 in Publication 401?
- 6. Do the clerks understand how to determine the frequency of sampling?
- 7. Do the clerks understand when to perform presort verifications, if applicable?
- 8. Postal Scales:
 - a. Are they tested daily with certified test weights?
 - b. If yes, is it record on the scale log?
 - c. Have they been calibrated within the last 12-months?
- 9. If this is a plant load, do DMU personnel observe the loading of plant-loaded mail?
- 10. Are plant-load trailers properly sealed and placarded immediately upon completion of the loading process?

Manifest Accuracy

Sample live mailing to complete the following questions. (Sample all manifest types presented by the mailer.)

- 11. Is the manifest(s) properly formatted?
- 12. Do the selected manifests have a proper sequence number?
- 13. Is the sequence number shown on related documents as applicable (postage statements, PS Forms 3877, 3665, 8125, and summary page)?
- 14. Does the manifest(s) reflect only those articles acceptable under the specified option(s)?
- 15. Are all pieces listed on the manifest in sequential alpha-numeric order?
- 16. Do the postage statement totals agree with the manifests?
- 17. Are Extra Services listed properly on the manifest and PS Forms 3877 and/or 3665, as applicable
- 18. Do the clerks understand that they must sign and date-stamp (postmark) PS Forms 3877 and/or 3665?
- 19. Are registered and registered CODs presented on a separate manifest?
- 20. If it is a batch manifest, does the manifest show any breaks in the batch number sequence.
- 21. Does batch manifest mail being sampled have any breaks in the sequence numbers which is not accounted for on the manifest?

If yes, explain. _____

- 22. a. Are there any withdrawn mailpieces?
- b. If so, were they properly identified on the manifest or on a separate listing?

Part B. (Continued)

23. How does the mailer's system ensure against the assignment of duplicate mailpiece identification numbers?

Yes No NA

- 24. Are any ID numbers duplicated on the manifest?
- 25. a. Are the minimum volume requirements met?
- b. If No, does this mailer have a *Minimum Volume Reduction Provision*?
- 26. Electronic Manifest:
- a. Does the mailer provide an electronic manifest?
- b. If so, is a hardcopy printout of the manifest available upon request?
- c. Print a hardcopy of the summary or last page of the manifest. Do the hardcopy manifest totals match the electronic manifest totals?

Piece Payment Accuracy

- 27. Are applicable surcharges paid, such as nonbarcoded or nonmachinable?
- 28. Does the manifest postage show the "Balloon Price" (20 lb. charge) for Priority Mail and /Parcel Select mailpieces weighing less than 20 lbs. and measuring more than 84 inches in length and girth combined?
- 29. Is the postage for Priority Mail Dimensional Weight pieces calculated correctly?
- 30. Is the correct "oversized" price applied for pieces measuring over 108 inches in length and girth?
- 31. Do all pieces qualify for the price claimed?
- 32. Is the permit imprint format correct?
- 33. For batched mailings, is the keyline correct?
- 34. Is "local" zone correctly used?

Mailer QC

- 35. Did the mailer conduct the quality control procedures described in the mailer's application?
- 36. If the mailer is submitting presorted mailings, did the mailer conduct the presort verification described in the Quality Control procedures?
- 37. Mailer Scales:
- a. Are they tested daily?
- b. Are they maintained according to manufacturer's specifications?
- 38. If applicable, validate that the mailer is updating predetermined weights as described in the application. Comments:

Part C. – Follow-up Desk Review (Complete 10 Business Days from the Initial On-Site Review)

Postal Administration

Mailer Scorecard: Is the mailer presenting at least 90% of all eligible mail as Full-Service?

Yes No NA

(If NA, for parcels, are they moving to eVS?

Contact the Administering Post Office by phone:

Yes No NA

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Validate that a separate file for the mailer containing the following was established: |
| <input type="checkbox"/> | <input type="checkbox"/> | | a. Copy of agreement/authorization letter. |
| <input type="checkbox"/> | <input type="checkbox"/> | | b. Quarterly MMS Accuracy Worksheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Pickup SOP, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | | d. Sampling worksheets. |

Name of Individual Answering Questions	Title	Date
---	--------------	-------------

Request the following documentation for each manifest type:

- Quarterly MMS Accuracy Worksheet (For each manifest type)
- First 3 manifests sampled and corresponding postage statements
- Sampling worksheets
- PS Forms 8125, 3877, or 3665 if applicable
- Presort verification records
- Scale test logs

Upon receipt of the requested documentation, review the manifests and documentation and answer the following:

Yes No NA

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is the Post Office accurately completing a Quarterly MMS Accuracy Worksheet for each type of manifest? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are postage statements and sampling/postage adjustment worksheets available for each of the 3 mailings per manifest type? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are the correct sampling forms (and issue dates) used? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Are the sampling/postage adjustment worksheets completed correctly? |
- If not, describe deficiencies: _____
- _____
- _____

Postal Sampling/Verification Procedures

Yes No NA

- | | | | |
|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Are all postage statement facsimiles signed by the mailer? | |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Is the postage sampling frequency correct? | |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the correct sampling size used? | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. When the postage sampling results exceeded the ±1.5% accuracy level, were the reentered and next mailing sampled, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing was the next mailing sampled? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Are the sampling/postage verification worksheets signed by the verification employees? | |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Were the selected mailings properly billed as shown on PS Form 3609? | |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Do the adjusted postage amounts shown on the sampling/postage adjustment worksheets agree with the amounts withdrawn from the mailer’s account as reported on Form 3609? | |

Part C. (Continued)

Yes No NA

- 13.** If there was a postage adjustment due to the sampling process, is the sampling/postage adjustment worksheet attached to the original postage statement?
- 14.** If applicable, are presort verifications being conducted as scheduled? (Review applicable presort verification records.)
- 15.** Does the 3609 reflect any negative balances?
- 16.** Are postal scales tested daily?

Manifest Accuracy

- 17.** Is the manifest(s) properly formatted?
- 18.** Do the selected manifests have a proper sequence number?
- 19.** Is the sequence number shown on related documents as applicable (postage statements, Forms 3877, 8125, 3665, and summary page)?
- 20.** Does the manifest(s) reflect only those articles acceptable under the specified option(s)?
- 21.** Are all pieces listed on the manifest in sequential alpha-numeric order?
- 22.** Do the postage statement totals agree with the manifests?
- 23.** Are Extra Services listed properly on the manifest and on PS Form 3877, or the name and addresses on PS Form 3665 for Certificates of Mailing-Firm (Domestic) only?
- 24.** Do the clerks understand that they must sign and date-stamp (postmark) PS Forms 3877 and/or 3665?
- 25.** Are registered and registered CODs presented on a separate manifest?
- 26.** If it is a batch manifest, does the manifest show any breaks in the batch number sequence.
- 27.** Does batch manifest mail being sampled have any breaks in the sequence numbers which is not accounted for on the manifest?

If yes, explain. _____

- 28. a.** Are there any withdrawn mailpieces?
- b.** If so, were they properly identified on the manifest or on a separate listing?
- 29.** Are any ID numbers duplicated on the manifest?

Piece Payment Accuracy

- 30.** Are applicable surcharges paid, such as nonbarcoded or nonmachinable?
- 31.** Does the manifest postage show the "Balloon Price" (20 lb. charge) for Priority Mail and /Parcel Select mailpieces weighing less than 20 lbs. and measuring more than 84 inches in length and girth combined?
- 32.** Is the postage for Priority Mail Dimensional Weight pieces calculated correctly?
- 33.** Is the correct "oversized" price applied for pieces measuring over 108 inches in length and girth?
- 34.** Do all pieces qualify for the price claimed?
- 35.** Is the permit imprint format correct?
- 36.** For batched mailings, is the keyline correct?
- 37.** Is "local" zone correctly used?

Signature _____ Date _____

Exhibit 6B



Manifest Mailing System Review Form

Preparing for an MMS Review

1. Contact the mailer and the administering Post Office and arrange for a mutually agreeable date.
2. Schedule a review so you can observe processing and sample a live mailing.
3. Review the application and/or the current agreement/authorization.
4. Select five sampled mailings from the past 90 days from the Quarterly MMS Accuracy Worksheet. If possible, select mailings that were out of tolerance.
5. Obtain the following records from the local Post Office, district, or electronically from *PostalOne!* for the selected mailings:
 - Manifests (May need to request these from mailer).
 - Postage statements.
 - Sampling/postage adjustment worksheets.
 - Summary pages.
 - PS Form 3609 for past 90 days.
6. Request the district administrative file, which should contain:
 - Agreement/Authorization letter.
 - Plant load authorization (if applicable).
 - Pickup Service SOP (if applicable).
 - Quarterly MMS Accuracy Worksheets (Non-*PostalOne!* sampled MMS mailings).
 - MMS Review forms (if applicable).
7. Request the local administrative file, which should contain:
 - Same info as district file, except for MMS Review forms.
8. Some materials you may need:
 - Publication 401.
 - Blank sampling/postage adjustment worksheets.
 - Price charts.
 - Zone charts.
 - Tape measure, ruler, templates.
 - DMM/IMM.

Opening Conference

It is generally best to meet with the administering Post Office representatives first and review the records prior to visiting the mailer, but you may have to be flexible depending on the situation.

If possible, meet with the mailer prior to beginning the operations review. Discuss the MMS agreement/authorization and find out if they need or anticipate any changes. Tour the plant to understand the production procedures. Tell the mailer you will discuss any findings at the conclusion of your review.

The Review

Mailer's Name: _____

Review Date: _____

Review conducted by (List all participants and their titles): _____

Approved MMS Options as Listed in the Agreement/Authorization: _____

Postal Administration

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 1. | Does the administering Post Office keep a separate file for each MMS mailer containing the following? | Yes | No | NA |
| | a. Copy of agreement/authorization letter | <input type="checkbox"/> | <input type="checkbox"/> | |
| | b. Quarterly MMS Accuracy Worksheets (Two quarters) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | c. Plant load agreement, if applicable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | d. Pickup SOP, if applicable..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | e. Sampling worksheets (90 days)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Is the Quarterly MMS Accuracy Worksheet | | | |
| | a. Completed? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | b. Submitted to the district within five days of close of each quarter?..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. | Are postage statements and (if scheduled) sampling/postage adjustment worksheets on file for each of the five selected mailings? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. | Are the correct sampling forms (and issue dates) being used?..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. | Are the sampling/postage adjustment worksheets completed correctly? | <input type="checkbox"/> | <input type="checkbox"/> | |

If not, describe deficiencies: _____

Postal Sampling/Verification Procedures

- | | Yes | No | NA |
|---|--------------------------|--------------------------|--------------------------|
| 6. a. Is PBV postage sampling frequency being followed? | <input type="checkbox"/> | <input type="checkbox"/> | |
| _____ | | | |
| b. If not, explain | | | |
| 7. Is the sampling size determined using Exhibits 20 and 21 in Publication 401? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. When the postage sampling results exceeded the $\pm 1.5\%$ accuracy level, was the reentered and next mailing sampled, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing was the next mailing sampled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. When the postage sampling results exceeded the $\pm 1.5\%$ accuracy level, was a copy of sampling/postage adjustment worksheet given to the mailer? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the sampling/postage verification worksheets signed by the verification employees? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Do the adjusted postage amounts shown on the sampling/postage adjustment worksheets agree with the amounts withdrawn from the mailer's account as reported on Form 3609? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. If there was a postage adjustment due to the sampling process, is the sampling/postage adjustment worksheet attached to the original postage statement? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. If applicable, are presort verifications being conducted as scheduled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (Review applicable presort verification records.) | | | |

Postal Functions

- | | | | |
|--|--------------------------|--------------------------|--|
| 14. Do acceptance personnel ensure that the mailer's advance deposit account balance is sufficient to cover all mailings presented? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15. Are postal scales tested daily? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. Have the postal scales been calibrated within the past year? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17. Do the local acceptance employees responsible for the sampling of mail and the calculation of postage adjustments clearly understand their responsibilities? | <input type="checkbox"/> | <input type="checkbox"/> | |

List any areas of concern. _____

- | | | Yes | No | NA |
|-----|--|--------------------------|--------------------------|--------------------------|
| 18. | Are relief employees available? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. | Are relief employees trained? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20. | Is additional acceptance training necessary? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Recommendation: _____ | | | |
| 21. | a. Are manifest mailings picked up by the Postal Service and verified at the Post Office? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | b. If so, is the standard operating procedure for pickup service of permit imprint mail established, written, and attached to the agreement? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. If so, is there an article in the agreement pertaining to the pickup service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Do DMU personnel observe the loading of plant-loaded mail? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Are plant-load trailers properly sealed and placarded immediately upon completion of the loading process? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Manifest Accuracy

- | | | | | |
|-----|--|--------------------------|--------------------------|--------------------------|
| 24. | Are the manifests (on file for 90 days) available from the mailer? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 25. | Do the selected manifests have a proper sequence number? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 26. | a. Does the mailer provide an electronic manifest? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | b. If so, is a hardcopy printout of the manifest available upon request? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. Print a hardcopy of the summary or last page of the manifest. Do the hardcopy manifest totals match the electronic manifest totals? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | Does the manifest(s) reflect only those articles acceptable under the specified option(s)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 28. | Are all pieces listed on the manifest in sequential alpha-numeric order? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 29. | Are there any breaks in the batch number sequence? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | If yes, explain. _____ | | | |
| | _____ | | | |
| 30. | Is the manifest properly formatted? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | List any discrepancies. _____ | | | |
| | _____ | | | |

		Yes	No	NA
31.	a. Are there any withdrawn mailpieces?	<input type="checkbox"/>	<input type="checkbox"/>	
	b. If so, were they properly identified on the manifest or on a separate listing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Is postage adjusted correctly for withdrawn pieces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Does the mailer's system ensure against the assignment of duplicate mailpiece identification numbers?	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Are any ID numbers duplicated on the manifest?	<input type="checkbox"/>	<input type="checkbox"/>	
35.	a. Did any manifest reflect manual adjustments by the mailer?	<input type="checkbox"/>	<input type="checkbox"/>	
	b. If the answer is yes, was postage adjusted accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	a. Are the minimum volume requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	
	b. If No, does this mailer have a <i>Minimum Volume Reduction Provision</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Are applicable surcharges paid, such as nonbarcoded or nonmachinable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Does the manifest postage show the "Balloon Price" (20 lb. charge) for Priority Mail and /Parcel Select mailpieces weighing less than 20 lbs. and measuring more than 84 inches in length and girth combined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Is the postage for Priority Mail Dimensional Weight pieces calculated correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	Is the correct "oversized" price applied for pieces measuring over 108 inches in length and girth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	Do all pieces qualify for the price claimed?	<input type="checkbox"/>	<input type="checkbox"/>	
42.	Is the permit imprint format correct?	<input type="checkbox"/>	<input type="checkbox"/>	
43.	For batched mailings, is the keyline correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	Does the mailer correctly identify "local" zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Are the mailer's weight, zone, and price tables correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Are Extra Services listed properly on manifest, PS Form 3877 and/or PS Form 3665?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	Are each page of the Forms 3877 and/or 3665 signed and postmarked (round-dated) by a Postal Service representative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Are registered and registered CODs presented on a separate manifest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	Are all postage statement facsimiles signed by the mailer?	<input type="checkbox"/>	<input type="checkbox"/>	
50.	a. Do the postage statement totals agree with the manifests?	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Were the five selected mailings properly billed as shown on PS Form 3609?	<input type="checkbox"/>	<input type="checkbox"/>	

Mailer Quality Control

- 51. a. Does Form 3609 indicate any instances of negative balances?
- b. If yes, did the mailer implement a process to ensure that sufficient funds are on deposit prior to the presentation of each mailing?
- 52. Is the mailer following the quality control procedures described in the QC attachment of the agreement/authorization letter?
- 53. Are quality control sample worksheets kept on file for 90 days?
- 54. If applicable, are mail preparation reviews being conducted as scheduled?
- 55. Is the mailer's scale maintained according to the manufacturer's specifications?
- 56. Does the mailer update predetermined piece weights when necessary?

Recommendations/corrective actions: _____

Exit Conference

After completing the review, discuss your findings with the mailer, including your recommendations for correcting deficiencies. Also, tell the mailer what is working well with their system or recommend ways they might use it to increase their productivity. The local Postal Service representatives should attend to ensure a mutual understanding. If your review includes findings concerning the local Post Office, discuss those issues with the local Postal Service representatives separately.

Signature _____ Date _____

System Management Letters

This page intentionally left blank.

Exhibit 7

Deficient System – Initial Notification Letter of MMS Accuracy

[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns the {agreement/authorization} of your company's Manifest Mailing System (MMS) at the [City/State] Post Office. A review of MMS postage samplings for the period [show date range] indicates that the accuracy rating for your company is [show rating]. This is below the Postal Service expectation that MMS mailers will maintain an accuracy rating of 95% or better.

The MMS accuracy rating is determined by comparing the number of mailings that were subject to random verifications (postage sampling) to the number of those verifications that resulted in an error rate greater than +/- 1.5%. For example, 50 mailings were randomly selected for verification. Four of those mailings exceeded the 1.5% tolerance (variance) in postage and/or weight claimed. This would result in an accuracy rating of 92%.

The following errors are affecting your accuracy rating:

[List errors]

Please provide a written response describing what action(s) you will be taking to identify the source of these errors and what additional quality control procedures you plan to implement to prevent future occurrence. Your written response must be received no later than [show date two weeks from date of letter]. Address your response to [Name/Title].

As a reminder, Publication 401, *Guide to the Manifest Mailing System*, requires MMS mailers to maintain an effective quality control program to insure both system integrity and postage payment accuracy. You must improve your accuracy rating to 95% by [end-date of next full quarter].

If you have any questions concerning this letter, please contact [Name/Title] at [phone number or email]. We will provide you support to help you improve the quality of your system.

Sincerely,

[Name]

[Title]

cc: Postmaster, [City/State]
Manager, Marketing – District

This page intentionally left blank.

Exhibit 7A

Deficient System – Notification Letter of MMS Audit

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns the continuing {[agreement/authorization](#)} of your company's Manifest Mailing System (MMS) at the [City/State] Post Office. A review of MMS postage samplings for the period [\[show new date range\]](#) indicates that the accuracy rating for your company's manifest system is [\[show rating\]](#). You were previously notified of an accuracy rating of [\[previous quarter rating from letter #1\]](#) for the period [\[previous date range from letter #1\]](#). We are concerned that the current rating indicates insufficient improvement in quality control procedures and the accuracy of postage payment information provided by your MMS.

Publication 401, *Guide to the Manifest Mailing System* requires that the Postal Service conduct an on-site review when a mailer's accuracy rating falls below 95% for two consecutive quarters. We will be contacting you in the near future to schedule this review.

As a reminder, MMS authorizations may be suspended or canceled if the accuracy rating continues to be less than 95% and it can be determined that the mailer is unwilling or unable to take the necessary action to correct errors. We provided you with an itemized list of those errors in our original letter to you (copy enclosed).

If you have any questions about the specific errors encountered with postage payment samplings during the most recent postal quarter, please contact [\[Name/Title\]](#) at [\[phone number or email\]](#).

Sincerely,

[\[Name\]](#)
[\[Title\]](#)

Enclosure

cc: Postmaster, [\[City/State\]](#)
Manager, Marketing – District

This page intentionally left blank.

Exhibit 7B

Deficient System – MMS Audit Results Letter

[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

On [review date] [name of reviewer(s)] conducted a Manifest Mailing System (MMS) review at the [Company name] facility in [City/State]. The purpose of the review was to ensure that your company's system meets MMS program standards. As was discussed, recent postal sampling results indicate concerns about your mailing production quality.

The results of the review are as follows:

[List MMS noncompliances and concerns]

These items require your immediate attention. Please provide a written response to support what action(s) you will be taking to identify the source of these errors and what additional quality control procedures you plan to implement to prevent any future recurrence. Your written response must be received by [allow 10 business days]. If you do not respond by this date, your privileges to mail using an MMS may be suspended. Address your response to [Name/Title].

Your company's {agreement/authorization} to mail using an MMS will be rescinded if you are unable to improve the overall quality of manifest mailings to meet the 95% accuracy requirement by [cancellation date].

If you have any questions concerning the results of the review or need assistance in correcting your system problems, you may contact [Name/Title] at [phone number or email].

Sincerely,

[Name]

[Title]

cc: Postmaster, [City/State]
Manager, Marketing – District

This page intentionally left blank.

Deficient System – District MMS Authorization Cancellation Letter

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns your Manifest Mailing System (MMS) {agreement/authorization} at the [City/State] Post Office. A review of MMS postage samplings for the period [show date ranges from Letter #1 and Letter #2] triggered an onsite review which was performed on [date].

Following the onsite review, we notified you of the concerns and non-compliances found with your mailing system. We also notified you that if your company was unable to improve the overall quality of manifest mailings to meet the 95% accuracy requirement by [cancellation date from Letter #3] we would rescind your {agreement/authorization} to mail under an MMS.

A review of MMS postage samplings for the period [show date range since onsite review] indicates that the accuracy rating for your company is [show rating]. This continues to be below the Postal Service expectation that MMS mailers will maintain an accuracy rating of 95% or better. Effective [date], your Manifest Mailing System {agreement/authorization} is cancelled.

Any mailings presented after that date must: 1) have postage affixed by meter or postage stamp; or, 2) be of identical weight if postage is paid by permit imprint, so that weigh-verification procedures can be used.

If you choose to appeal this decision, please submit a letter stating the reason you are appealing along with additional documentation to support your appeal within 15 days to the Manager, Business Mail Entry, [address]. Your appeal will be forwarded to the Manager, Business Mailer Support, USPS Headquarters, for a final agency decision.

If you have any questions about this decision, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]
Title

cc: Postmaster, [City/State]
District Manager - District
Manager, Marketing - District
Manager, Business Mailer Support - HQ

This page intentionally left blank.

Exhibit 7D

Deficient System – BMS MMS Authorization Cancellation Letter

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns your Manifest Mailing System (MMS) {agreement/authorization} at the [City/State] Post Office. A review of MMS postage samplings for the period [show date ranges from Letter #1 and Letter #2] triggered an onsite review which was performed on [date].

Following the onsite review, we notified you of the concerns and non-compliances found with your mailing system. We also notified you that if your company was unable to improve the overall quality of manifest mailings to meet the 95% accuracy requirement by [cancellation date from Letter #3] we would rescind your {agreement/authorization} to mail under an MMS.

A review of MMS postage samplings for the period [show date range since onsite review] indicates that the accuracy rating for your company is [show rating]. This continues to be below the Postal Service expectation that MMS mailers will maintain an accuracy rating of 95% or better. Effective [date], your Manifest Mailing System {agreement/authorization} is cancelled.

Any mailings presented after that date must: 1) have postage affixed by meter or postage stamp; or, 2) be of identical weight if postage is paid by permit imprint, so that weigh-verification procedures can be used.

If you choose to appeal this decision, please submit a letter stating the reason you are appealing along with additional documentation to support your appeal within 15 days to the Manager, Business Mailer Support, [address]. Your appeal will be forwarded to the vice president, Mail Entry and Payment Technology, USPS Headquarters, for a final agency decision.

If you have any questions about this decision, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]
Title

cc: Manager, Business Mail Entry --District
Manager, Business Mailer Support --HQ

This page intentionally left blank.

Exhibit 8

Critical Error – Notification Letter

[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

As we discussed on [Date of Phone Conversation], a review of MMS postage samplings for the period [show date range] indicates that your company is submitting manifests containing critical errors. This concerns the authorization of your company's Manifest Mailing System (MMS) at the [City/State] Post Office. These critical errors signal potentially serious problems in the system.

We have identified the following critical errors with your company's manifest:

[List errors]

These critical errors require immediate corrective action by your company. Please provide a written response to support the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you plan to implement to prevent any future recurrence. Your written response must be received no later than [allow 10 business days]. If you do not respond by this date, your privileges to mail using a MMS may be suspended. Address your response to [Name/Title].

If you have any questions concerning this letter or need assistance, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]

[Title]

Certified [Number]

cc: Postmaster, [City/State]
Manager, Marketing – District
Business Mailer Support Analyst

This page intentionally left blank.

Exhibit 8A

Critical Error – Suspension Letter

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

On [date of first notice] we sent a letter informing you that your company is submitting manifest mailings with ongoing critical errors and requested a written response from you no later than [date of expected response]. In that written response we requested that you describe the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you planned to implement to prevent any future recurrence.

As of this date we have not received any response. If we do not hear from you by [allow 5 business days] your MMS authorization is suspended. A copy of our original letter is attached.

Please contact [Name/Title] at [phone number or email] if you have any questions.

Sincerely,

[Name]
[Title]

Attachment

cc: Postmaster, [City/State]
Manager, Marketing – District
Business Mailer Support Analyst

This page intentionally left blank.

Exhibit 8B

Critical Error– Letter Lifting Suspension

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

On [date of first suspension] we sent a letter informing you that your privileges to use a Manifest Mailing System had been suspended due to mailings with ongoing critical errors.

Since that time, your company has provided a written response describing the actions that have been taken to correct these errors and the additional quality control procedures that have been implemented to prevent any future recurrence. We have validated that these measures have corrected the problems and should prevent a recurrence.

Since you corrected these issues, this letter rescinds your Manifest Mailing System suspension at the [City/State] Post Office. Please continue your quality control procedures in order to prevent future critical errors.

You may contact [Name/Title] at [phone number or email] if you have any questions.

Sincerely,

[Name]
[Title]

cc: Postmaster, [City/State]
Manager, Marketing – District
Business Mailer Support Analyst

This page intentionally left blank.

Critical Error – District MMS Authorization Cancellation Letter

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns your Manifest Mailing System (MMS) authorization at the [City/State] Post Office.

On [date of first notice] [Name/Title] spoke with you concerning critical errors found during postage verification samplings, and received a commitment from you to correct the errors. We subsequently sent you a letter on [date of first notice] detailing ongoing critical errors and requested a written response from you no later than [date of expected response]. In your written response we requested that you describe the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you planned to implement to prevent any future recurrence.

Although we notified you of the concerns and noncompliances found with your mailing system, your company has been unable to control the recurrence of critical errors. Because your company is unable to provide an accurate manifest in support of your mail, your Manifest Mailing System authorization is cancelled effective [allow two weeks].

Any mailings presented after that date must: 1) have postage affixed by meter or postage stamp; or, 2) be of identical weight if postage is paid by permit imprint, so that weigh-verification procedures can be used.

If you choose to appeal this decision, please submit a letter stating the reason you are appealing along with additional documentation to support your appeal within 15 days to Manager, Business Mail Entry, [address]. Your appeal will be forwarded to the Manager, Business Mailer Support, USPS Headquarters, for a final agency decision.

If you have any questions about this decision, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]
[Title]

cc: Postmaster, [City/State]
Manager, Marketing, District
Manager, Business Mailer Support

This page intentionally left blank.

Exhibit 8D

Critical Error – BMS MMS Authorization Cancellation Letter

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns your Manifest Mailing System (MMS) authorization at the [City/State] Post Office.

On [date of first notice] [Name/Title] spoke with you concerning critical errors found during postage verification samplings, and received a commitment from you to correct the errors. We subsequently sent you a letter on [date of first notice] detailing ongoing critical errors and requested a written response from you no later than [date of expected response]. In your written response we requested that you describe the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you planned to implement to prevent any future recurrence.

Although we notified you of the concerns and noncompliances found with your mailing system, your company has been unable to control the recurrence of critical errors. Because your company is unable to provide an accurate manifest in support of your mail, your Manifest Mailing System authorization is cancelled effective [allow two weeks].

Any mailings presented after that date must: 1) have postage affixed by meter or postage stamp; or, 2) be of identical weight if postage is paid by permit imprint, so that weigh-verification procedures can be used.

If you choose to appeal this decision, please submit a letter stating the reason you are appealing along with additional documentation to support your appeal within 15 days to Manager, Business Mailer Support, USPS Headquarters [address]. Your appeal will be forwarded to the vice president, Mail Entry and Payment Technology, USPS Headquarters, for a final agency decision.

If you have any questions about this decision, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]
[Title]

cc: Postmaster, [City/State]
Manager, Marketing, District
Manager, Business Mailer Support

This page intentionally left blank.

MVRP Documents

This page intentionally left blank.

Exhibit 9

MMS Authorization Letter – Minimum Volume Reduction Provision (MVRP)

[Date]

[Name of Mailer]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Name of company contact]:

This letter (and any attachments) authorizes [company name] to enter and pay postage for [class of mail, processing category, Extra Services] mail at the [City/State] Post Office using a Manifest Mailing System (MMS) with a Minimum Volume Reduction Provision (MVRP) as described in Publication 401, *Guide to Manifest Mailing System*. The MVRP allows your company to submit manifest mailings containing fewer than 50 pieces or less than 50 pounds in accordance with the attached MVRP option (Attachment A). You must maintain the following standards to keep this authorization in effect:

1. Mailings submitted as part of an MMS require a unique identification number printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order on the manifest.
2. Your company will ensure that the manifest(s) accurately represent the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage. *[Add the following statement to this article if the mailer elects to overstate weight and/or postage to avoid underpayment of postage: In order to avoid underpayment of postage for pieces at or near the weight or price break points, the mailer may overstate the weight and postage. The weight may be overstated by no more than [amount to be overstated ounces/pounds]. Under this provision, any overstated pieces are considered correct and the "Manifest Postage" will be recorded as "Actual Postage" on the applicable MMS sampling worksheet.]*
3. Your company agrees to comply with following quality control procedures:
 - a) Use a system or software that is certified under the Manifest Analysis and Certification (MAC™) program.
 - b) Ensure that scales used to establish the piece weights are calibrated and maintained according to the manufacturer's specifications. Provide proof to the administering Post Office that this procedure was done.
 - c) Count all pieces submitted with the manifest and compare that count to the summary totals on the manifest. Ensure that the amounts agree with the data reported on the appropriate postage statement(s) before these documents are submitted to the Postal Service.
4. If mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement other reasonable and appropriate quality control measures.
5. When presenting mail to the Postal Service for verification, provide the following:
 - a) Accurate postage statements using the most current edition of a USPS-approved computerized facsimile or by Postal Wizard.
 - b) The manifest and summary listing of the manifest data in hardcopy or electronic media. For mailings using Extra Services, a summary of individual Extra Services fees and grand total of all Extra Services fees.
 - c) PS Form 3877 (for mailings using Extra Services) or PS Form 3665 (for mailings claiming Certificate of Mailing service).
6. Your company will retain the manifest listing, summary and a copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
7. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company must provide written notice—at least 7 days in advance—to the Postal Service.
8. On occasion, Postal Service representatives will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.

9. If your company requests a postage refund or any adjustment, to the advance deposit account, for postage underpayment, the request must be submitted to the following email address: **SPPSRefunds@usps.gov** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the [City/State] Post Office within five (5) working days from the date of detection.

Any postage refund request or postage underpayment occurrence may trigger a review by the Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The District Manager will make a decision on the validity of a postage refund request or postage underpayment. When the District Manager determines postage was overpaid or underpaid due to a system failure in the mailing operation, the administrative processing cost will be charged to the mailer. In that event, the mailer agrees to either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

10. Your company may cancel this authorization at any time by giving written notice to the [City/State] Post Office and the District Manager.
11. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected.
12. The District Manager may cancel this authorization—upon 15 days' written notice—if the manager determines:
 - a) Your company is not providing manifests with correct data.
 - b) The required quality control procedures submitted with the application are not being properly performed.
 - c) The MMS does not comply with the requirements in the DMM, IMM, Publication 401 or this authorization, and problems are not promptly resolved.
 - d) Mailings are presented that are not properly prepared, or in which postage was not properly paid.
 - e) No manifested mailings are presented for more than 6 months.
 - f) Your company has relocated or has changed ownership without notification.
13. This authorization will remain in effect for the time period authorized in the attached MVRP option unless the District Manager or your company cancels the MMS authorization. The MVRP authorization will be reviewed at the end of the authorization period and may be renewed upon a favorable review of the system.
14. You must maintain a copy of this authorization letter on file.
15. [Add the following article if the Post Office is providing pickup service (Exhibit 5): Your company and the Postal Service agree to meet the conditions as described in Attachment B for pickup service.]

If you have any questions concerning this authorization, please call [Name/Title] at [phone number].

Sincerely,

[Name]
District Manager
cc: Postmaster [Administering Post Office City/State]

Attachment A, Option 1, Option 2, or Option 3, as applicable
Attachment B (pick up service, if applicable)

Minimum Volume Reduction Provision (MVRP)

Option 1 – Aggregate

[Mailer's Name and Address]

Local Site: [If multiple site mailer, applicable mailing site address for this authorization; a separate authorization must be prepared for each site.]

Purpose. This provision to the Manifest Mailing System (MMS) agreement allows for the submission of individual permit imprint mailings of less than 50 pieces or 50 pounds, which is the otherwise applicable minimum for a permit imprint mailing under *Domestic Mail Manual* (DMM), section 604.5. This provision is made to support the efforts of the Mailer to implement its MMS through the growth stage of its mailing operation.

This Mailer with multiple distribution sites is allowed to meet minimum volume levels by aggregate counts during the authorized time period (not to exceed two years). On some mailing days there could be less than minimum volumes presented at some or all sites, but in the aggregate the total from those sites combined meets the minimum volume standards. This provision is subject to these conditions:

1. **General Terms.** All mailings are submitted under the terms of this MMS authorization and attachments and the applicable DMM standards.
2. **Retail and Commercial Price Mail.** This provision is available only for Retail and Commercial price mail of the classes and subclasses described in the MMS authorization
3. **Time Period.** This provision is authorized until the date shown below.
At the end of each postal quarter during the authorization period shown at the end of this provision, the Postal Career Executive Service (PCES) Regional Manager, Sales must evaluate the cost effectiveness of this provision. If the acceptance of manifest mailings as met under the terms of this provision is determined to be cost effective for the Postal Service, then this agreement and the provision will remain in effect as authorized by the responsible Regional Manager, Sales. If this provision is determined by the Regional Manager, Sales not to be cost effective for the Postal Service, then this provision is terminated and no further manifest mailings will be accepted with less than minimum volumes. The responsible Regional Manager, Sales must provide a written notice to the mailer at least 30 days prior to the termination of this provision and provide copies of that notice to the administering postmaster and the district Business Mail Entry (BME) manager.

Once the MVRP has expired, the mailer may continue to submit manifest mailings under the MMS authorization for an additional 30-day period contingent upon meeting minimum volume requirements for use of a permit imprint indicia. The Manager, BME will contact the mailer during this period in order to determine whether a standard MMS authorization can be issued.

4. **Required Approvals**

The results of using this modified MMS authorization will be documented at least quarterly by the responsible Regional Manager, Sales. The documented results will be used to determine whether this provision is cost effective for the Postal Service and improves mailer satisfaction by accepting manifested mailings of "aggregate" minimum volumes. The Regional Manager, Sales agrees that this is a provisional agreement, and that the results must be evaluated at least quarterly by that manager to determine the effectiveness of these modified procedures. At the conclusion of the authorized time period of this provision, or sooner if appropriate, the Regional Manager, Sales must make a recommendation with documented results of cost effectiveness whether this provision should be extended for this mailer. This provision must be attached to the MMS authorization.

Authorized Begin Date: _____

Minimum Volume Reduction Provision (MVRP)

Option 2 – Average

[Mailer's Name and Address]

Local Site: [If multiple site mailer, applicable mailing site address for this authorization; a separate authorization must be prepared for each site.]

Purpose. This provision to the Manifest Mailing System (MMS) agreement allows for the submission of individual permit imprint mailings of less than 50 pieces or 50 pounds, which is the otherwise applicable minimum for a permit imprint mailing under *Domestic Mail Manual* (DMM), section 604.5. This provision is made to support the efforts of the Mailer to implement its MMS through the growth stage of its mailing operation.

During the authorized time period (not to exceed two years), the Mailer is allowed to average its mailing volumes to meet the required minimum volumes. On some days the mailing volumes may be less than minimum and on other days more than minimum, but that on average, during the authorized time period, minimum volumes are met. These volumes are to be averaged quarterly, using a postal quarter unless another averaging time is cost effective for the Postal Service. This provision is subject to these conditions:

1. **General Terms.** All mailings are submitted under the terms of this MMS authorization and attachments and the applicable DMM standards.
2. **Retail and Commercial Price Mail.** This provision is available only for Retail and Commercial price mail of the classes and subclasses described in the MMS authorization.
3. **Time Period.** This provision is authorized until the date shown below.
At the end of each postal quarter during the authorization period shown at the end of this provision, the Postal Career Executive Service (PCES) Regional Manager, Sales must evaluate the cost effectiveness of this provision. If the acceptance of manifest mailings as met under the terms of this provision is determined to be cost effective for the Postal Service, then this agreement and the provision will remain in effect as authorized by the responsible Regional Manager, Sales. If this provision is determined by the Regional Manager, Sales not to be cost effective for the Postal Service, then this provision is terminated and no further manifest mailings will be accepted with less than minimum volumes. The responsible Regional Manager, Sales must provide a written notice to the mailer at least 30 days prior to the termination of this provision and provide copies of that notice to the administering postmaster and the district Business Mail Entry (BME) manager.

Once the MVRP has expired, the mailer may continue to submit manifest mailings under the MMS authorization for an additional 30-day period contingent upon meeting minimum volume requirements for use of a permit imprint indicia. The Manager, BME will contact the mailer during this period in order to determine whether a standard MMS authorization can be issued.

4. **Required Approvals.**
The results of using this modified MMS authorization will be documented at least quarterly by the responsible Regional Manager, Sales. The documented results will be used to determine whether this provision is cost effective for the Postal Service and improves mailer satisfaction by accepting manifested mailings of "averaged" minimum volumes. The Regional Manager, Sales agrees that this is a provisional agreement, and that the results must be evaluated at least quarterly by that manager to determine the effectiveness of these modified procedures. At the conclusion of the authorized time period of this provision, or sooner if appropriate, the Regional Manager, Sales must make a recommendation with documented results of cost effectiveness whether this

provision should be extended for this mailer. This provision must be attached to the MMS authorization.

Authorized Begin Date: _____

Authorized End Date: _____

(Signature)	Regional Manager, Sales /Location	Date
-------------	-----------------------------------	------



Minimum Volume Reduction Provision (MVRP)

Option 3 – Ramp-up

[Mailer's Name and Address]

Local Site: [If multiple site mailer, applicable mailing site address for this authorization; a separate authorization must be prepared for each site.]

Purpose. This provision to the Manifest Mailing System (MMS) agreement provides for the submission of individual permit imprint mailings of less than 50 pieces or 50 pounds, which is the otherwise applicable minimum for a permit imprint mailing under *Domestic Mail Manual* (DMM) 604.5. This provision is made to support the efforts of the Mailer to implement its manifest mailing system through the growth stage of its mailing operation.

During the authorized “ramp-up” period (not to exceed 180 days) of its operation, the Mailer is allowed to build its mail volumes up to the required minimum levels. No mailing is required to meet minimum volumes until the ramp-up period is completed. This provision is subject to these conditions:

1. **General Terms.** All mailings are submitted under the terms of this MMS authorization and attachments and the applicable DMM standards.
2. **Retail and Commercial Price Mail.** This provision is available only for Retail and Commercial price mail of the classes and subclasses described in the MMS authorization.
3. **Time Period.** This provision is authorized until the date shown below.

After the authorized “ramp-up” period of 180 days is completed, this provision is terminated and all mailings submitted must meet the applicable minimum volume standards. The responsible Postal Career Executive Service (PCES) Regional Manager, Sales may extend the “ramp-up” period for no more than 90 days, if it is deemed that an additional period of time will benefit the Postal Service and help the mailer consistently achieve minimum volume goals by the end of that extension period. The Regional Manager, Sales must provide written notice of the extension to the mailer and provide copies of that notice to the administering postmaster, the District manager, and Manager, Business Mail Entry (BME).

Once the MVRP has expired, the mailer may continue to submit manifest mailings under the MMS authorization for an additional 30-day period contingent upon meeting minimum volume requirements for use of a permit imprint indicia. The Manager, BME will contact the mailer during this period in order to determine whether a standard MMS authorization can be issued.

Exhibit 9D

Minimum Volume Reduction Provision (MVRP) MMS Cancellation Letter



[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns the continuing authorization of your company's Manifest Mailing System (MMS) using a Minimum Volume Reduction Provision (MVRP) at the [City/State] Post Office. A review of MVRP *MMS Quarterly Accuracy worksheets* for the period [show date range] indicates that the volumes submitted using your MMS is not meeting the terms of your MVRP. When your MVRP was originally authorized it was done so with the expectation that this arrangement would be mutually beneficial to your company and the Postal Service.

Since you are no longer meeting the terms of the MVRP, it is not cost effective for the Postal Service to continue administering an MMS. This is to notify you effective [show date 15 days from date of this letter] your authorization to submit manifest mailings is cancelled unless you can provide documented reasons why you believe you can meet required minimum volumes.

If you wish to respond, please submit documentation in writing by [15 days from date of this letter]. After reviewing your information, we will discuss with you any possible options.

If you have any questions, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]

[Title]

Enclosure

cc: (If letter is issued by District manager) Regional Manager, Sales [MVRP Authorizing PCES Manager]
(If letter is issued by Sales manager) District Manager, [District name]
Postmaster, [City/State]
Manager, Customer Relations – District
Manager, Business Mail Entry [District name]

This page intentionally left blank.

Exhibit 9E

Minimum Volume Reduction Provision (MVRP) Notice to Sales of Cancellation Memo



[Date]

To: [Regional Manager, Sales (Manager Responsible for MVRP)]

Subject: [Mailer Name – City/State] – Cancellation of Minimum Volume Reduction Provision

This concerns the continuing authorization of [Mailer Name – City/State] Manifest Mailing System (MMS) using a Minimum Volume Reduction Provision (MVRP). A review of MVRP *MMS Quarterly Accuracy worksheets* for the period [show date range] indicates that the volumes submitted using this customer's MMS is not meeting terms authorized by the MVRP (Analysis enclosed). When [Mailer's name] MVRP was originally authorized it was done so with the expectation that this arrangement would be mutually beneficial to them and the Postal Service.

The low volume of mail submitted under this customer's MMS are no longer cost effective to administer under an MMS. Maintaining an administrative process and the coinciding workhours (including sampling and completing sampling forms, maintaining documentation on file, updating and auditing compliance to terms of agreement) is not justified. The MVRP was put in place with the expectation that the customer's volume would grow; however, the documentation shows this is not the case. The minimal amounts of mail this customer is submitting should be submitted with postage affixed or by way of one of the on-line shipping tools at usps.com.

This is to notify you that effective [show date 15 days from date of this letter], this customer's authorization to submit manifest mailings is cancelled unless the customer and/or Sales can provide documented reasons why and how volumes are sufficient to justify the cost of administering this system.

Please contact [Name/Title] at [phone number or email] if you believe there are other alternatives.

[Name]

District Manager

Enclosure

cc: Manager, Customer Relations – [Name] Area
Manager, Customer Relations – [Name] District
Postmaster, [City/State]
Manager, Business Mail Entry [District name]

This page intentionally left blank.



Alternative Postage Sampling Procedures for MVRP or MAC™ Gold Systems

A reduced sampling plan is authorized for these types of systems. Remember, however, that inaccuracy may still occur due to human error or system malfunction, and that the mailer is responsible for any postage deficiencies detected during normal sampling procedures.

Acceptance personnel will conduct postage samplings using PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet Itemized Manifest Mailings*, and using the standard sampling size as required by **Exhibit 20**, Postage Sampling Plan for Itemized Manifests. The following is the modified frequency plan for postage samplings:

1. Week 1: One sampling each day of mailing.
2. Weeks 2-8: One sampling per week on alternating days of the week.
3. Weeks 9 and beyond: One sampling per month on a randomly selected day.
4. If any sampling reports greater than 1.5% error, then sample the reentered mailing, if the mailer reworks the failed mailing, and the next mailing, or the next mailing if the mailer pays the postage adjustment on the failed mailing.
5. When one mailing passes, return to the previous level of sampling schedule. (For example, if you were on "Weeks 9 and Beyond", then you would return to one sampling per month.)
6. Respond to the results as normally required. (1.5% or less error, accept with no adjustment; more than 1.5% error, accept mailing and adjust postage if it was understated.)
7. Record every manifest mailing received on the MVRP Quarterly MMS Accuracy Worksheet, **Exhibit 10A**, for MVRP mailers or on the standard Quarterly MMS Accuracy Worksheet, **Exhibit 23**, for MAC™ Gold mailers, and report as required by the form.

This page intentionally left blank.



MVRP Quarterly MMS Accuracy Worksheet **Manifest Type:** _____

Quarter: _____ **Dates:** _____ **thru:** _____

Mailer: _____

Post Office: _____

- Complete requested information for each manifest mailing presented for acceptance.
- Record NA in Column (A) if no sampling performed.
- Circle Postage Adjustment Factors in Column (A) that exceed 1.015 or are less than 0.985.
- On the last page of this worksheet, note the reason by date for any postage sampling adjustment or any other discrepancy.

	Date	(A) Postage Adjustment Factor	Postage Adjustment Amounts for Underpayments	Manifest Postage	Number of Pieces and Pounds on the Manifest	
					Pieces	Pounds
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
	Subtotals	(A)				

	Date	(A) Postage Adjustment Factor	Postage Adjustment Amounts for Underpayments	Manifest Postage	Number of Pieces and Pounds on the Manifest	
					Pieces	Pounds
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
17						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						
69						
70						
71						
72						
73						
	Subtotals	(A)				

	Date	(A) Postage Adjustment Factor	Postage Adjustment Amounts for Underpayments	Manifest Postage	Number of Pieces and Pounds on the Manifest	
					Pieces	Pounds
74						
75						
76						
77						
78						
79						
80						
81						
82						
83						
84						
85						
86						
87						
88						
89						
90						
91						
92						
93						
94						
95						
96						
97						
98						
99						
100						
	Subtotals	(A)				
	Totals	(A)				

Number of Mailings Sampled: _____ (A) Note: Count only sampled mailings, not total mailings.

Number of Circled Results in Column (A): _____ (B)

To determine accuracy level of manifest system, divide number of circled results (B) by total number of mailings sampled (A).

$$\frac{\text{_____ (B)}}{\text{_____ (A)}} = \text{_____} \times 100 = \text{_____ (C)} \%$$

$$100\% - \frac{\text{_____ (C)}}{\text{_____}} \% =$$

_____ % Accuracy Rating

MAC™ Gold Documents

This page intentionally left blank.

Exhibit 11



MAC™ Gold Manifest Mailing System Application

(Version January 2016) Page 1

Mailer Name and Address (Street, City, State, ZIP+4)	Name of mailer representative responsible for your manifest system
Mailer ID (MID) (MID required for use of confirmation services)	Phone Number ()
e-mail Address	FAX ()

By signing this application you are agreeing to the terms and conditions of the MAC™ Gold Authorization as listed on pages 2 and 3 of this application. A letter of authorization will be sent to you after the District Post Office has conducted a review of your system.

Signature: _____ Date: _____

Check ONLY the options that are applicable to your system.

- First-Class Mail (Retail Price)
- Priority Mail (Commercial or Commercial Plus Prices)
 - Flat-Rate Envelope
 - Regular/Medium Flat-Rate Box
 - Small Flat-Rate Box
 - Large Flat-Rate Box
 - Large Flat-Rate Box APO/FPO
- Parcel Select Ground
- Insured
- Signature Confirmation
(If either Confirmation Service is checked PS Form 1357-S must be included.)

1. MAC™ Gold Product Information
 Product Name and Version Number: _____
 Scale Manufacturer and Model: _____
 Printer Manufacturer and Model: _____
 Product Supplier/Installer: _____
 Address: _____
 Contact: _____ Phone: () _____

2. Will this system be installed at multiple mailing sites? Yes No
 If yes, please submit a separate application (with required documentation) for each mailing site.

3. Post Office where permit imprint advance deposit account is authorized and permit number.
 (Note: Advance deposit account and permit imprint number required before submission of this application.)

City/State/ZIP+4: _____ Permit Imprint # _____

4. Daily Est. Volume: _____ Pieces _____ Weight (Lbs.) **Note:** Each mailing must be at least 50 pieces or 50 pounds.

5. If using Confirmation Services, select the method you will use to transmit the electronic files.
 Internet FTP FTP Dial-up (modem) – Files will be sent: Zipped Unzipped

6. What days would you like to present your manifest mailings? [circle day(s)]
 M Tu W Th F Sa

7. What date would you like to begin manifesting your mail? _____
 (Note: Please allow 5 days for application processing.)

Please submit: 1) This signed application and
 2) Form 1357-S (if using Confirmation Services) to the
 MAC™ Gold Department at the address to the right. You will be
 contacted by a Postal Service representative in your area to confirm
 the receipt of this application and to finalize your start-up date.

**MAC™ Gold Department
 National Customer Support Center
 United States Postal Service
 225 N Humphreys Blvd Ste 501
 Memphis TN 38188-1001**

Terms and Conditions for Use of a MAC™ Gold Manifest Mailing System

1. All software and hardware components of this Manifest mailing System are MAC™ Gold certified. Use of non-certified components will nullify this authorization.
2. Mailings submitted as part of an MMS require a unique identification number printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order on the manifest.
3. Your company will ensure that the manifest(s) accurately represents the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage.
4. Your company agrees to comply with the following quality control procedures described below to ensure the accuracy of postage computations:
 - a) Ensure that scales used to establish the package weights are maintained to the manufacturer's specifications. Proof of this maintenance must be submitted to the administering Post Office.
 - b) Count all pieces submitted with the manifest and compare that count to the summary totals on the manifest. Ensure that the amounts agree with the data reported on the appropriate postage statement(s) before these documents are submitted to the Postal Service.
5. If mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement other reasonable and appropriate quality control measures.
6. When presenting mail to the Postal Service for verification, you must provide::
 - a) The most current official computerized facsimile postage statement or by Postal Wizard.
 - b) The manifest in hardcopy or electronic media.
 - c) PS Forms 3877 and 3152. (These forms are generated automatically as part of the manifest when Confirmation Services are used.)
7. Your company will retain the manifest listing, summary and a copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
8. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company will need to provide written notice—at least 7 days in advance—to the Postal Service.
9. On occasion, Postal Service representatives will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, for quality control and corrective actions, and production of accurate documentation.
10. If your company requests a postage refund or any adjustment to the advance deposit account for postage underpayment, the request must be submitted to the following email address: ***SPPSRefunds@usps.gov*** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the Post Office within five (5) working days from the date of detection.

Any postage refund request or postage underpayment occurrence may trigger a review by the Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The District Manager will make a decision on the validity of a postage refund request or postage underpayment. When the District manager determines postage was overpaid or underpaid due to a system failure in the mailing operation, the administrative processing cost will be charged to the mailer. In that event, your company agrees to either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

11. Your company may cancel this authorization at any time by giving written notice to the Post Office and the District Manager.
12. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected.
13. The District Manager may cancel this authorization—upon 15 days' written notice—if the manager determines:
 - a) Your company is not providing manifests with correct data.
 - b) The required quality control procedures submitted with the application are not being properly performed.
 - c) The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this authorization, and problems are not promptly resolved.
 - d) Mailings are presented that are not properly prepared, or in which postage was not properly paid.
 - e) No manifested mailings are presented for more than 6 months.
 - f) Your company has relocated or has changed ownership without notification.
14. This authorization to mail using a MAC™ Gold certified manifest mailing system is temporary because USPS intends to replace SPPS verifications with census based verifications in the Seamless Acceptance program and eVS. The minimum requirements for all new SPPS temporary authorizations are to prepare at least 90% of total eligible mail volume as Full Service and be actively participating in the eInduction program. For parcels, we would expect you to participate in the eVS program. If Postal Service periodic reviews or mailer-supplied information indicates a need for modification of this Authorization, then the Authorization will be modified by the Manager, BMS and the **[Company name]** representative

For USPS Use Only

MAC™ Gold Department

Date Application Received: _____

Application Processed By: _____

File Number: _____

Date Application Forwarded to District: _____

Date PS Form 1357-S Sent: _____

District Business Mail Entry Manager

Date Application Received: _____

Confirmed Mailer Start Date: _____

Name of Mailer Representative Contacted: _____

Contact with Mailer Made By: _____ Date

Note: Once the start date is confirmed send the notification email, **Exhibit 11B**, to the mailer.

Exhibit 11A



MAC™ Gold MMS Application Review Checklist

Instructions for District Business Mail Entry Manager:

1. Review application packet received from NCSC MAC™ Department.
2. Contact mailer to confirm start-up date.
3. Schedule on-site review to train acceptance personnel as needed and to review mailer's MAC™ Gold system using **Exhibit 13, MAC™ Gold Confirmation Review Checklist**.

A. Application/Supporting Documentation

The application package from the NCSC includes:

1. Sample manifest.....
2. Sample postage statements.....
3. Sample mailing labels.....
4. Signed MAC™ Gold Application.....
5. MAC™ Gold certificate and product listing.....

B. Administering Post Office Profile

1. Has the mailer established the permit imprint advance deposit account?
 Yes No

Note: You may contact the mailer to confirm the desired start date while concurrently proceeding with determining if the administering post office is ready to begin accepting MAC™ Gold manifest mailings. If there are discrepancies with any of the following questions, resolve before mailer's start date.

2. The administering Post Office has committed sufficient resources (personnel, workhours, training, etc.) to support this manifest mailing system.
 Yes No

3. The acceptance clerks have been trained and clearly understand their responsibilities for sampling mail and calculating postage adjustments.
 Yes No

4. List names of MMS acceptance clerks and type of training: _____

5. Relief employees are available. List names and type of training: _____

6. The acceptance hours for manifest mailings will be: _____
7. Sampling Scale:
- a. Electronic scale is available..... Yes No
- b. If no, what provisions have been made to obtain a scale? _____

- c. Certified weights are available to test the scale daily..... Yes No
8. Will MMS mailings be accepted at the mailer's plant?
 (If no, skip to item 9.) Yes No
- a. Is this an authorized plant load mailer? Yes No
- b. Is the plant load authorization on file? Yes No
9. Will the Postal Service transport mail from the mailer's plant prior to
 acceptance and verification (Pickup Service)? Yes No
- If yes, is the standard operating procedure for Pickup Service
 established, written, signed, and attached to the agreement? (See Ch. 9.) Yes No

Note: Obtaining Pickup Service is separate from the MAC™ Gold process.
 All the procedures to obtain Pickup Service must be followed as
 prescribed. Even if the mailer is authorized to begin manifesting
 under the MAC™ Gold process, the mailer may have to wait for
 Pickup Service until all the procedures to obtain Pickup Service
 have been completed.

Reviewer's Signature

Title

Date

Exhibit 11B



MAC™ Gold Notification Email

Date: _____

To: _____
MAC™ Gold Mailer

Your application to mail using a MAC™ Gold Manifest Mailing System has been received and your desired start date has been confirmed. You may begin mailing on _____.

A Postal Service representative will conduct a review of your system during your first week of mailing to confirm that your MAC™ Gold system is operating according to the manufacturer's specifications.

Thank you for shipping your product with the United States Postal Service.

Sincerely,

Manifest Mailing System Team Specialist

District Name

This page intentionally left blank.

Exhibit 12

MAC™ Gold MMS Temporary Authorization Letter

[Date]

[Name of Mailer]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [name of addressee]:

This letter (and any attachments) authorizes [company name] to enter and pay postage for First-Class Mail (Retail), Priority Mail (Commercial or Commercial Plus, if Commercial or Commercial Plus requirements are met), and Parcel Select Ground mail at the [City/State] Post Office using a Manifest Mailing System (MMS) under the terms of the MAC™ Gold certified system procedures as described in Publication 401, *Guide to Manifest Mailing System*. Insurance may also be used with these three classes of mail. Delivery or Signature Confirmation, at the mailer's option, may be used with Priority Mail items, or Parcel Select parcels. Your company must maintain the following standards to keep this authorization in effect:

1. All software and hardware components of this MMS are MAC™ Gold certified. Use of non-certified components will nullify this authorization.
2. Mailings submitted as part of an MMS require a unique identification number printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order on the manifest.
3. Your company will ensure that the manifest(s) accurately represents the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage.
4. Your company agrees to comply with the following quality control procedures described below to ensure the accuracy of postage computations:
 - a. Ensure that scales used to establish the package weights are maintained to the manufacturer's specifications. Proof of this maintenance must be submitted to the administering Post Office.
 - b. Count all pieces submitted with the manifest and compare that count to the summary totals on the manifest. Ensure that the amounts agree with the data reported on the appropriate postage statement(s) before these documents are submitted to the Postal Service.
5. If mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement other reasonable and appropriate quality control measures.
6. When presenting mail to the Postal Service for verification, please provide:
 - a. The most current official computerized facsimile postage statement or by Postal Wizard.
 - b. The manifest in hardcopy or electronic media.
 - c. PS Forms 3877 and 3152. (These forms are generated automatically as part of the manifest when Confirmation Services are used.)
7. Your company will retain the manifest listing, summary, and a copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
8. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company will need to provide written notice—at least 7 days in advance—to the Postal Service.

9. On occasion, a Postal Service representative will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.
10. If your company requests a postage refund or any adjustment to the advance deposit account for postage underpayment, the request must be submitted to the following email address: ***SPPSRefunds@usps.gov*** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the [City/State] Post Office within five (5) working days from the date of detection.

Any postage refund request or postage underpayment occurrence may trigger a review by the Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The District Manager will make a decision on the validity of a postage refund request or postage underpayment. When the District Manager determines postage was overpaid or underpaid due to a system failure in the mailing operation, the administrative processing cost will be charged to the mailer. In that event, your company agrees to either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

11. Your company may cancel this authorization at any time by giving written notice to the [City/State] Post Office and the District Manager.
12. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected.
13. The District Manager may cancel this authorization—upon 15 days' written notice—if the manager determines:
 - a. Your company is not providing manifests with correct data.
 - b. The required quality control procedures submitted with the application are not being properly performed.
 - c. The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this authorization, and problems are not promptly resolved.
 - d. Mailings are presented that are not properly prepared, or in which postage was not properly paid.
 - e. No manifested mailings are presented for more than 6 months.
 - f. Your company has relocated or has changed ownership without notification.
14. This authorization to mail using a MAC™ Gold certified manifest mailing system is temporary because USPS intends to replace SPPS verifications with census based verifications in the Seamless Acceptance program and eVS. The minimum requirements for all new SPPS temporary authorizations are to prepare at least 90% of total eligible mail volume as Full Service and be actively participating in the eInduction program. For parcels, we would expect you to participate in the eVS program. If Postal Service periodic reviews or mailer-supplied information indicates a need for modification of this Authorization, then the Authorization will be modified by the Manager, BMS and the [Company name] representative.
15. You must maintain a copy of this authorization letter on file.

If you have any questions concerning this authorization, please call [Name/Title] at [phone number].

Sincerely,

[Name]
District Manager

cc: Postmaster [City/State]

Exhibit 13



MAC™ Gold Confirmation Review Checklist

Mailer's Name: _____

Address: _____

Mailer's Requested Start Date: _____

Date of Review: _____

Name and Title of Reviewer: _____

The Business Mail Entry office must confirm the mailer's MAC™ Gold system, preferably on mailer's desired start date, but if not possible, it must be done during first week of start date.

Ensure that the MAC™ Gold application package you received from the National Customer Support Center (NCSC) is available during the confirmation review. The application package should include the following:

1. MAC™ Gold Manifest Mailing System application completed and signed by the mailer.
2. MAC™ Gold certificate and product listing.
3. Sample copies of approved formats for the manifest, postage statements, and shipping labels.

Note: These samples will be generic samples produced from the approved MAC™ Gold product that this mailer will be using and may not reflect the mailer's particular information, such as name and address or particular price category or combination of price categories they may mail. For example, the sample manifest will show Priority Mail and /Parcel Select with USPS Tracking, but the mailer may only be mailing Priority Mail. The samples are reference material. It is important that the mailer's live output matches the format, but not necessarily the specific content.

When the mailer has presented the completed mailing, manifest, and postage statements use the information above to answer the following questions first:

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the MAC™ Gold product name and version as shown in the header of the manifest match the approved product as listed on the MAC™ Gold certificate? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Does the scale model connected to the mailer system match the approved product as listed on the MAC™ Gold product listing? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Is manifest formatted the same as the sample manifest received with the application? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are the postage statements formatted the same as the sample postage statements received with the application? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Are the shipping labels on the pieces formatted the same as the sample shipping labels received with the application? |

- If the answer is **Yes** to questions 1 through 5, then proceed with the postage sampling.
- If **No** was checked for any of these questions, then stop your review. This indicates that either the system is not installed correctly or that you have misinformation. To ensure that you have the correct information, call the NCSC at 800-238-3150 and ask for the MAC™ Gold Department. Explain the discrepancy to the MAC™ Gold specialist and determine if you have the most current information.
- If it is determined that **No** is the correct answer, then inform the mailer of the discrepancy. If the mailer cannot at that time correct the problem to your satisfaction, the mailer must contact his or her vendor and resolve the issue.
- If the discrepancy cannot be resolved the day of your review, then inform the mailer that mailings cannot be submitted until the discrepancy has been corrected and the mailer informs you that he or she is ready for another review. You must review the mailer's operation again on the next requested date of mailing.

Note: If you cannot return on the date requested by the mailer, and if you have trained the local acceptance personnel in MMS acceptance procedures, the local acceptance personnel may complete the review of the documentation (questions 1 through 5) and conduct the postage sampling.

Postage Sampling

- Conduct a postage sampling using PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet Itemized Manifest Mailings*.
- Use the standard sampling size as required by **Exhibit 20**, Postage Sampling Plan for Itemized Manifests.
- Respond to the results as normally required (1.5% or less error, accept with no adjustment; more than 1.5% error, adjust postage if it was understated, and accept mailing, unless adjustment due to critical error.). Record results on Quarterly MMS Accuracy Worksheet.

Confirmation

If questions 1 through 5 are **Yes** and if the postage sampling reveals none of the following critical errors: a) missing pieces; b) duplicate numbers; or, c) obvious price table errors, then the mailer's system is functioning as certified and the review is satisfactorily completed.

Note: You may confirm the system even if the postage sampling resulted in a postage adjustment, unless critical errors were noted. Do not approve if critical errors are found. Notify the NCSC MAC™ Gold Department of any such critical errors.

No follow-up review is required. Issue the MAC™ Gold Authorization letter signed by the District Manager to the mailer with a copy to the administering Post Office.

Exhibit 14



MAC™ Gold Manifest Mailing System Review Form

Preparing for the Review

1. Contact the mailer and the administering Post Office and arrange for a mutually agreeable date.
2. Schedule the review so you can observe processing and sample a live mailing.
3. Review the application and/or current agreement.
4. Select 5 sampled mailings from the past 90 days from the Quarterly MMS Accuracy Worksheet. If possible, select mailings that were out of tolerance.
5. Obtain the following records from the local Post Office, district, or electronically from *PostalOne!* for the selected mailings:
 - Manifests (May need to request from mailer).
 - Postage statements.
 - Sampling/postage adjustment worksheets.
 - PS Form 3609 for past 90 days.
6. Request the administrative file, which should contain:
 - MAC™ Gold MMS authorization letter.
 - MAC™ Gold application completed and signed by the mailer.
 - MAC™ Gold certificate.
 - Pickup Service Authorization and Standard Operating Procedure (if applicable).
 - Plant load authorization (if applicable).
 - Quarterly MMS Accuracy Worksheets.
 - Previous Review forms (if applicable).
 - Samples of MAC™ Gold approved manifest, postage statement facsimiles, and shipping labels. (Contact the MAC™ Gold Department at the NCSC to ensure that you have the most current authorized samples for the mailer's MAC™ Gold product.)
7. Request the local administrative file, which should contain:
 - Same information as the district file, except no review forms or samples of documents.
8. Some materials you may need:
 - Publication 401.
 - Blank Sampling/Postage Adjustment Worksheets.
 - Price charts.
 - Zone charts.
 - Tape measure, ruler, templates.
 - DMM.
 - MAC™ Gold Product Listing (On the Internet at <http://ribbs.usps.gov> – Select MAC™)

Opening Conference

It is generally best to meet with the administering Post Office representatives first and review the records prior to visiting the mailer, but you may have to be flexible depending on the situation. If possible, meet with the mailer prior to beginning the review of the operations. Discuss the MMS authorization and find out if they need or anticipate any changes. Tour the plant to understand the production procedures. Tell the mailer you will discuss any findings at the conclusion of your review.

The Review

Mailer Name: _____

Review Date: _____

Review Conducted By (List all participants and their titles): _____

Approved MMS Options as Listed in the Agreement: _____

Postal Administration

	Yes	No	NA
1. Does the administering Post Office keep a file for this MMS mailer containing the following:			
a. Copy of authorization letter.	<input type="checkbox"/>	<input type="checkbox"/>	
b. Quarterly MMS Accuracy Worksheets (two quarters).....	<input type="checkbox"/>	<input type="checkbox"/>	
c. Plant load agreement, if applicable.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Pickup SOP, if applicable.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Sampling worksheets (90 days).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. MAC™ Gold certificate.....	<input type="checkbox"/>	<input type="checkbox"/>	
g. MAC™ Gold application completed and signed by the mailer.....	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the Quarterly MMS Accuracy Worksheet			
a. Completed?.....	<input type="checkbox"/>	<input type="checkbox"/>	
b. Submitted to the district within 5 days of close of each quarter ?.....	<input type="checkbox"/>	<input type="checkbox"/>	

Postal Sampling/Verification Procedures

3. Are postage statements and (if scheduled) sampling/postage adjustment worksheets on file for each of the 5 selected mailings?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the correct sampling forms (and issue dates) being used?	<input type="checkbox"/>	<input type="checkbox"/>

- | | Yes | No | NA |
|---|--------------------------|--------------------------|--------------------------|
| 5. Are the sampling/postage adjustment worksheets completed correctly? | <input type="checkbox"/> | <input type="checkbox"/> | |
| If not, describe deficiencies: | | | |
| _____ | | | |
| _____ | | | |
| 6. What is the postage sampling frequency? _____ | | | |
| _____ | | | |
| 7. Is the sampling size determined using Exhibit 20 ? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. When the postage sampling results exceeded the $\pm 1.5\%$ accuracy level, was the reentered and next mailing sampled, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing was the next mailing sampled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. When the postage sampling results exceeded the $\pm 1.5\%$ accuracy level, is a copy of the sampling/postage adjustment worksheet given to the mailer? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the sampling/postage verification worksheets signed by the verification employees? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Do the adjusted postage amounts shown on the sampling/postage adjustment worksheets agree with the amounts withdrawn from the mailer's account as reported on PS Form 3609? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. If there was a postage adjustment due to the sampling process, is the sampling/postage adjustment worksheet attached to the original postage statement? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Postal Functions

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 13. Do acceptance personnel ensure that the mailer's advance deposit account balance is sufficient to cover all mailings presented? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14. Are postal scales tested daily? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15. Have the postal scales been calibrated within the past year? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. Do the local acceptance employees responsible for the sampling of mail and the calculation of postage adjustments clearly understand their responsibilities? | <input type="checkbox"/> | <input type="checkbox"/> | |
| List any areas of concern. _____ | | | |
| _____ | | | |
| 17. Are relief employees available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are relief employees trained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | Yes | No | NA |
|-----|--|--------------------------|--------------------------|--------------------------|
| 19. | Is additional acceptance training necessary? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Recommendation: _____ | | | |
| 20. | a. Are manifest mailings picked up by the Postal Service and verified at the Post Office (pickup service)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | b. If so, is there an established, written, and signed standard operating procedure for pickup service of permit imprint mail on file? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. If so, is there an article in the agreement pertaining to the pickup service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Do DMU personnel observe the loading of plant-loaded mail?..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Are plant-load trailers properly sealed and placarded immediately upon completion of the loading process? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Questions 23 through 31 are critical error questions. Your reference material for answering these questions should be from the original application package, the most current MAC™ Gold certification and product list, and the postage sampling you do. If you answer NO to any one of these questions, it may be necessary to suspend the MMS until the discrepancy is resolved. Before you suspend the agreement, contact the MAC™ Gold Department at the NCSC at 800-238-3150 to determine if you possess the latest MAC™ Gold information about this mailer's MMS.

- | | | | | |
|-----|---|--------------------------|--------------------------|--|
| 23. | Does the MAC™ Gold product name and version number as shown on the most current MAC™ Gold certificate and product list match what is shown in the header of the manifest? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | MAC™ Gold product name and version number:
_____ | | | |
| 24. | Does the scale model connected to the mailer's system match the approved product as listed on the MAC™ Gold product list? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | If not, are the current scales authorized in writing by the MAC™ Gold Dept.? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Scale name and model: | | | |
| 25. | Does the current manifest format match the authorized MAC™ Gold version?..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 26. | Does the current postage statement(s) facsimile match the authorized MAC™ Gold version? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 27. | Does the shipping label on the pieces match the authorized MAC™ Gold version? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 28. | Are any ID numbers duplicated on the manifest? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 29. | Did any piece have the wrong price for the weight shown on the manifest? | <input type="checkbox"/> | <input type="checkbox"/> | |

	Yes	No	NA
30. Were any sampled pieces not listed on the manifest?	<input type="checkbox"/>	<input type="checkbox"/>	
31. Does the manifest(s) reflect only those articles acceptable under the specified option(s)?	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>			
32. Are the manifests (on file for 90 days) available from the mailer?	<input type="checkbox"/>	<input type="checkbox"/>	
33. a. Does the mailer provide an electronic manifest?	<input type="checkbox"/>	<input type="checkbox"/>	
b. If so, is a hardcopy printout of the manifest available upon request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Print a hardcopy of the last page of the manifest. Do the hardcopy manifest totals match the electronic manifest totals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Are all pieces listed on the manifest in sequential alpha/numeric order?	<input type="checkbox"/>	<input type="checkbox"/>	
35. a. Are there any withdrawn mailpieces?	<input type="checkbox"/>	<input type="checkbox"/>	
b. If so, were they properly identified on the manifest or on a separate listing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Is postage adjusted correctly for withdrawn pieces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. a. Did any manifest reflect manual adjustments by the mailer?	<input type="checkbox"/>	<input type="checkbox"/>	
b. If the answer is yes, was postage adjusted accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Are the minimum volume requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	
39. Does the manifest postage show the "Balloon Price" (20 lb. charge) for Priority Mail or /Parcel Select pieces weighing less than 20 pounds and measuring more than 84 inches in length and girth combined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Is the postage for Priority Mail Dimensional Weight pieces calculated correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Were "oversized" pieces correctly identified and priced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Do all pieces qualify for the price claimed?	<input type="checkbox"/>	<input type="checkbox"/>	
43. If Delivery or Signature Confirmation Service is used:			
a. Is the confirmation information properly formatted on the manifest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the confirmation marking and barcode information properly formatted on the shipping label?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the PS Form 3152 facsimile properly formatted on the manifest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the PS Forms 3877 facsimile signed and dated by a postal representative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Have any DC file transmission errors been reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, describe _____			

- | | | Yes | No | NA |
|-----|--|--------------------------|--------------------------|----|
| 44. | Are all postage statements signed by the mailer? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 45. | a. Do the postage statement totals agree with the manifests? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | b. Were the 5 selected mailings properly billed as shown on PS Form 3609?..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 46. | Do the selected manifests have a proper sequence number? | <input type="checkbox"/> | <input type="checkbox"/> | |

Mailer Quality Control

- | | | | | |
|-----|--|--------------------------|--------------------------|--------------------------|
| 47. | a. Does PS Form 3609 indicate 2 or more instances of negative balances? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | b. If yes, the mailer implemented a process to ensure that sufficient funds are on deposit prior to the presentation of each mailing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. | Is the mailer following the quality control procedures described in Article 5 of the authorization letter?.....
If No, describe: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | |
| 49. | Is the mailer's scale maintained according to the manufacturer's specifications? | <input type="checkbox"/> | <input type="checkbox"/> | |

Recommendations/Corrective Actions: _____

Exit Conference

After completing the review, discuss your findings with the mailer, including your recommendations for correcting deficiencies found. Also, tell him or her what is working well with their system or recommend ways they might use it to increase their productivity. The local postal representatives should attend to ensure a mutual understanding. If your review includes findings concerning the local Post Office, discuss those issues with the local postal representatives separately.

Signature _____ Title _____ Date _____

Exhibit 15

**MAC™ Gold Standardized Manifest Format
With Confirmation Services—With PS Forms 3877 and 3152 Facsimiles Included**

Mailer's Name:

Date of Manifest:

Manifest Sequence Number:

Page 1

Address:

Post Office of Mailing:

Permit Number:

Processing Category: MIXED

MAC™ Gold Product Name/Version Number:

Piece ID Number	Confirmation-Article Number /Address	5-Digit ZIP Code/Zone	Actual Weight (Lbs)	Postage Based Weight (Lbs)	Class / Price	Postage	Insured Value	ES ¹ Type	Fee	Total Charges	Cumulative Charges
1298		45235	2.25		PF ²	4.75				4.75	4.75
1395		57501/5	25.87		P	36.44				36.44	41.19
1589		38671	0.21		FL	0.95				.95	55.91
1686			0.54		FP	2.58				2.58	58.49
2074		85215/5	5.25	9.00	PDR	18.00				18.00	124.94
2268		25461/5	3.25		ZC	9.17				9.17	157.60
2365			0.22		FF	1.39				1.39	158.99
2559	21026837331000000219	63354/1	4.21	20.00	PX	14.94		SC	1.95	16.89	175.83
2655	05026837331000000419 Sammy Sly 2 Angels Ave Memphis TN 38101-3342	38101/3	6.21		PB	10.20	200.00	INS DC	2.75 0.00	12.95	188.78
2850	22026837331000000324	37309/3	4.25		ZC	8.07		SC	1.95	10.02	225.91
3141			0.22		FF	1.39				1.39	243.31
3238	21026837331000000226	57541	0.54		FP	2.58		SC	1.95	4.84	248.15
3335	01026837331000000024	99548	0.65		PF	4.75		DC	0.00	4.75	252.90
3529		32599/4	4.45		P	8.87				8.87	352.69

Exhibit 15 (Continued)

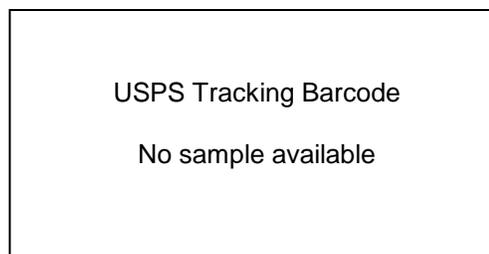
Piece ID Number	Confirmation-Article Number /Address	5-Digit ZIP Code/Zone	Actual Weight (Lbs)	Postage Based Weight (Lbs)	Class/ Price	Postage	Insured Value	ES ¹ Type	Fee	Total Charges	Cumulative Charges
3626			0.54		FP	2.58				2.58	355.27
07026837331000000615	07026837331000000615 Charlie Long 5050 First St Phoenix AZ 85012-0125	85012/5	3.29	6.00	PDR	10.94	34.75	SC INS	1.95 1.75	14.64	438.29
21026837331000000240	21026837331000000240	83821	0.54		FP	2.58		SC	1.95	4.53	442.82
21026837331000000233	21026837331000000233	38671/U	0.76		PF	4.75		SC	1.95	6.70	449.52
22026837331000000331	22026837331000000331	45809/3	14.21		ZC	12.72		SC	1.95	14.67	464.19
Totals			258.40			468.58		16	26.52	495.01	

PS Form 3877, Firm Mailing Book for Accountable Mail

Pieces received¹: _____

Signature of Receiving Employee

Round Stamp



Footnote:

1. To show the number of pieces received on PS Form 3877, count each piece that has an Extra Service.
2. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

- A. Use this same format for manifests of non-mixed First-Class Mail, Priority Mail or Parcel Select pieces.
- B. The Confirmation Services number may be used as the ID number, but it must be shown in both the Piece ID Number and Confirmation Number columns.

Postage Sampling Forms

This page intentionally left blank.

Exhibit 16

**PS Form 8158
MMS Sampling/Postage Adjustment Worksheet
Batch Manifest Mailings**

Note: For detailed instructions on completing this form see **Exhibit 16A**, Publication 401.

1. Name of Authorized MMS Mailer	2. Sample Date	3. Class of Mail	
	4. Manifest Sequence Number	5. Total Manifest	
		Postage \$	Pieces
6. Destination Entry Price Claimed (Drop Shipment only) <input type="checkbox"/> DNDC <input type="checkbox"/> DSCF <input type="checkbox"/> DDU <input type="checkbox"/> DFSS <input type="checkbox"/> None		7. PS Form 8125 Sequence ID Number (Drop Shipment Only)	
8. Complete sampling worksheet on reverse side for selected samples.			

9. Computation for Postage Adjustment Factor (PAF)

<ul style="list-style-type: none"> • If 8d and 8e agree, complete Item 11 and the Quarterly MMS Accuracy Worksheet. • If 8d and 8e differ, calculate Item 9. • If PAF is equal to or greater than .985 and does not exceed 1.015 STOP. Accept mail without adjustment. Complete Item 11 and the Quarterly MMS Accuracy Worksheet. • If PAF is less than .985 STOP. Accept mail without adjustment. Complete Item 11. Give copy of this worksheet to mailer. Complete the Quarterly MMS Accuracy Worksheet. • If PAF is greater than 1.015, complete Items 10 and 11. Give copy of this worksheet to mailer. Complete Quarterly MMS Accuracy Worksheet. <p>Special Circumstances: If results of the sampling are out of the ordinary, this may indicate that the system has failed and usual postage adjustment procedures do not apply. For example, the PAF is unusually high or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.</p>			
\$ _____	÷	\$ _____	= _____
(8d) Total Postage Actual of Batches Sampled		(8e) Total Postage Manifest of Batches Sampled	(9) Postage Adjustment Factor (PAF) (Round off to 3 decimal places 0.000)

10. Calculation of Total Corrected Postage and Additional Postage Payment

10a. Total Postage Manifest (Amount from 5)	\$ _____	11. Signature of Employee
10b. Postage Adjustment Factor (Value from 9)	____ . ____ ____	
10c. Total Corrected Postage (10a × 10b)	= \$ _____	Round Stamp
10d. Total Manifest Postage (Amount from 5) Deduct this amount from mailer's trust account.	\$ _____	
10e. Additional Postage Due Subtract (10d) from (10c). Deduct this amount from mailer's trust account using the Adjustment Option and state in comments section, "Adjustment due to MMS sampling procedure."	\$ _____	

8. Sampling/Postage Adjustment Worksheet

Note: Batches selected for the postage verification should be drawn randomly. Total number of pieces in all batches must equal sample size as shown in **Exhibit 21**

8a. Batch Sample	8b. ID Number Range	8c. Number of Pieces	8d. Batch Postage Actual	8e. Batch Postage Manifest	8f. Discrepancies/Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
TOTALS		8c.	8d.	8e.	

TOTALS - Transfer 8d. and 8e. totals to front page.

Exhibit 16A

PS Form 8158 Instructions

- Batches selected for the postage verification should be drawn randomly.
- Check to ensure that the postage statement and the manifest's "total postage paid" match.

What to do when misclassified pieces are found in an MMS mailing.

- If misclassified pieces are found in the Initial Review of the mailing, then notify the mailer of the problem.
- If the mailing is one type of mail, for example the mailer claims the pieces are eligible for Standard Mail prices, but it is determined the pieces are First-Class matter, then return the mailing for the mailer to re-manifest at the correct prices.

What do when a manifest mailing is subject to both MERLIN and MMS verification.

- If only the MMS sampling reveals errors exceeding the allowed tolerance, then adjust postage as you normally would.
- If only the MERLIN sampling reveals presort errors exceeding the allowed tolerance, then adjust postage based on the MERLIN results.
- If both the MMS and MERLIN sampling reveals errors exceeding the allowed tolerance, adjust postage for presort and postage payment using the results from the MMS sampling. Override the MERLIN presort adjustment, but keep all other MERLIN adjustments.

1-7. Self-explanatory.

8. Sampling/Postage Adjustment Worksheet. Complete as outlined below:

8a. Batch Sample. See **Exhibit 21**, Postage Sampling Chart, to determine sample size.

8b. ID Number Range. Enter the mailpiece identification number range for the batch. At this time riffle the batch to ensure all numbers are accurately sequenced and that all numbers are accounted. Show discrepancies in column 8f. When riffling, notice whether most or all pieces have the identical weight and presort endorsement. If so, it may be easier to count and multiply than to add the postage payment for each piece.

8c. Number of Pieces. Record total number of pieces in the batch being sampled. In addition, sample three to five pieces from each batch to determine whether the weight and postage are correct for each piece as it is identified in the keyline and according to the qualified level of presort. Note any errors in column 8f. If there are any weight or postage discrepancies, you must weigh each piece in the batch, record and total the actual postage of all pieces of that batch as determined by the actual weight and price for which the pieces qualify instead of using the keyline information.

8d. Batch Postage Actual. Record the total postage for all mailpieces in a batch using the keyline information on the individual pieces, unless discrepancies are found during the 8c. sampling process. Postage is based on the presort endorsement printed on the mailpiece and its weight.

8e. Batch Postage Manifest. Record the manifest postage for the batch as reported on the manifest. Add the total amount of postage for each batch to the cumulative total for the preceding batch to verify that the cumulative total is correct. If there are any cumulative postage calculation errors, **DO NOT** accept the mailing. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

8f. Record any discrepancies found during sampling.

Total Columns—Enter totals for columns 8c, 8d, and 8e and transfer amounts of 8d and 8e to the front side. If 8d and 8e agree, go to **Item 11**.

9. Computation for Postage Adjustment Factor

If 8d and 8e do not agree, divide Total Postage Actual (8d) by Total Postage Manifest (8e) to determine Postage Adjustment Factor (PAF). Round off PAF to 3 decimal places (.000) and enter in 9. Based on PAF value, follow instructions in Item 9 (front page).

PS Form 8158 Instructions, January 2012 (Page 1 of 2)

10. Calculation of Total Corrected Postage and Additional Postage Payment Due

10a-c. Transfer amount from Item 5 to 10a and 10d and value from 9 to 10b. Multiply amount from 10a by 10b to determine Total Corrected Postage (10c).

10d-e. Subtract the Total Manifest Postage (10d) from the Total Corrected Postage (10c) to determine the Additional Postage Due.

Total Manifest Postage (10d). Deduct this amount from the mailer's trust account.

Additional Postage Amount Due (10e). Deduct this amount as an adjustment to the mailer's trust account using the **Adjustment Option**. Annotate the comments section "Adjustment due to MMS sampling procedure."

11. Self-explanatory.

Note: For each postage verification that exceeds the $\pm 1.5\%$ accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

PS Form 8158 Instructions, January 2012 Page 2 of 2)

Exhibit 17

**PS Form 8159
MMS Sampling/Postage Adjustment Worksheet
Itemized Manifest Mailings**

Note: For detailed instructions on completing this form see **Exhibit 17A**, Publication 401.

1. Name of Authorized MMS Mailer	2. Sample Date	3. Class of Mail	
	4. Manifest Sequence Number	5. Total Manifest	
		Postage \$	Pieces
6. Destination Entry Price Claimed (Drop Shipment only) <input type="checkbox"/> DNDC <input type="checkbox"/> DSCF <input type="checkbox"/> DDU <input type="checkbox"/> DFSS <input type="checkbox"/> None	7. Form 8125 Sequence ID # (Drop Shipment Only)	8. Local ZIP Code(s) (for entry facility)	
9. Complete sampling worksheet on reverse side for selected samples.			

10. Computation for Postage Adjustment Factor (PAF)

<ul style="list-style-type: none"> • If 10a and 10b agree, complete Item 12 and the Quarterly MMS Accuracy Worksheet. • If 10a and 10b differ, calculate Item 10c. • If PAF is equal to or greater than .985 and does not exceed 1.015 STOP. Accept mail without adjustment. Complete Item 12 and the Quarterly MMS Accuracy Worksheet. • If PAF is less than .985 STOP. Accept mail without adjustment. Complete Item 12. Give copy of this worksheet to mailer. Complete the Quarterly MMS Accuracy Worksheet. • If PAF is greater than 1.015, complete Items 11 and 12. Give copy of this worksheet to mailer. Complete Quarterly MMS Accuracy Worksheet. <p>Special Circumstances: If results of the sampling are out of the ordinary, this may indicate that the system has failed and usual postage adjustment procedures do not apply. For example, the PAF is unusually high or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.</p>			
\$ _____	÷	\$ _____	= _____
(10a) Total Postage Actual of Pieces Sampled		(10b) Total Postage Manifest of Pieces Sampled	(10c) Postage Adjustment Factor (PAF) (Round off to 3 decimal places 0.000)

11. Calculation of Total Corrected Postage and Additional Postage Payment

11a. Total Manifest Postage (Amount from 5)	\$ _____	12. Signature of Employee
11b. Postage Adjustment Factor (Value from 10c)	____ . ____ ____	
11c. Total Corrected Postage (11a × 11b)	= \$ _____	Round Stamp
11d. Total Manifest Postage (Amount from 5) Deduct this amount from mailer's trust account.	\$ _____	
11e. Additional Postage Due Subtract (11d) from (11c). Deduct this amount from mailer's trust account using the Adjustment Option and state in comments section "Adjustment due to MMS sampling procedure."	\$ _____	

9. Sampling/Postage Adjustment Worksheet

Note: Select pieces for the postage verification randomly and include pieces of different classes (for example, Priority Mail, , etc.). Use **Exhibit 20**, Publication 401, to determine sample size.

9a. No. of Pieces	9b. ID Number	9c. Country Code/ ZIP Code/Zone	9d. Class/ Price	9e. Weight Actual	9f. Postage Actual	9g. Postage Manifest
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
				Subtotal	Page 2	
				Subtotal	Page 3	
				Subtotal	Page 4	
				TOTAL	10a.	10b.

TOTALS - Record 10a. and 10b. on front.

9. Sampling/Postage Adjustment Worksheet

9a. No. of Pieces	9b. ID Number	9c. Country Code/ ZIP Code/Zone	9d. Class/ Price	9e. Weight Actual	9f. Postage Actual	9g. Postage Manifest
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
				Subtotal		

Record subtotals on page 2.

9. Sampling/Postage Adjustment Worksheet

9a. No. of Pieces	9b. ID Number	9c. Country Code/ ZIP Code/Zone	9d. Class/ Price	9e. Weight Actual	9f . Postage Actual	9g. Postage Manifest
67						
68						
69						
70						
71						
72						
73						
74						
75						
76						
77						
78						
79						
80						
81						
82						
83						
84						
85						
86						
87						
88						
89						
90						
91						
92						
93						
94						
95						
96						
97						
98						
99						
100						
				Subtotal		

Exhibit 17A

PS Form 8159 Instructions

Complete this form whenever an itemized manifest mailing (including mixed classes) and for Package Services mail (Parcel Select, Media Mail, and Library Mail) entered at a DNDC, DSCF, or DDU price is scheduled for a postage (sampling) verification. The samples must be selected at random and include pieces of different classes in a mixed classes manifest mailing.

What to do when misclassified pieces are found in an MMS mailing.

- If misclassified pieces are found in the Initial Review of the mailing, then notify the mailer of the problem.
- If the mailing is one type of mail, for example the mailer claims the pieces are eligible for Bound Printed Matter prices, but it is determined the pieces are matter, then return the mailing for the mailer to re-manifest at the correct prices.
- If it is a mixed-class manifest and only a portion of the pieces are misclassified, for example, pieces are claimed at Bound Printed Matter prices, then conduct a postage sampling rating the pieces appropriately in the "Actual Column" of the sampling form. Adjust postage, if applicable, accept the mailing, and tell the mailer that if misclassified pieces are found in a mailing again, then that mailing will not be accepted until it is re-manifested at the appropriate prices.

Verification of manifest documentation for cumulative postage calculation.

- For manifests using a **Cumulative Postage** column select up to 5 pieces from your sample. Add the amount of postage for each piece to the preceding cumulative postage to verify that the cumulative total is correct. If there are any cumulative postage calculation errors, **DO NOT** accept the mailing. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.
- For manifests showing **Page** and **Cumulative Page Totals** in the footer, select one page from the manifest. Add the manifest postage for each piece on the page. Compare the result with the **Page Total** shown on the manifest. Add the **Page Total** for the selected page to the **Cumulative Page Total** from the previous page. If there are any cumulative postage calculation errors, **DO NOT** accept the mailing. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

1-4. Self-explanatory.

5. Record the total postage from the manifest. Include any surcharges and special service fees.

6-8. Self-explanatory.

9. Sampling/Postage Adjustment Worksheet

- 9a. No. of Pieces**--See **Exhibit 20**, Postage Sampling Plan, to determine sample size. Use additional pages as needed.
- 9b. ID Number**--Enter the mailpiece identification number.
- 9c. Country Code/ZIP Code/Zone**--For domestic mail, enter the ZIP Code and zone (L for local or 1-8). For international mail, enter the country or country code. (See **Exhibit 51** for the list of country codes.)
- 9d. Class**--Enter the domestic or international class(es) of mail.
- 9e. Weight Actual**--Record the weight of each mailpiece sampled.
- 9f. Postage Actual**--Record the actual postage for each piece sampled. Include any nonmachinable surcharges and special service fees.
- 9g. Postage Manifest**--Record the postage from the manifest for each piece sampled. Include any nonmachinable surcharges and special service fees.

10. Computation for Postage Adjustment Factor

- 10a.** Total column 9f and transfer amount to front page. If additional pages are used, add subtotals for all pages.
- 10b.** Total column 9g and transfer amount to front page. If additional pages are used, add subtotals for all pages.
- If 10a and 10b agree, go to 12.
 - If 10a and 10b do not agree, complete the rest of the worksheet.
- 10c.** Divide 10a by 10b to determine Postage Adjustment Factor (PAF). Round off to 3 decimal places. Based on PAF value, follow instructions in 10 on front page.

11. Calculation of Total Corrected Postage and Additional Postage Payment

- 11a-e.** Record amount from 5 in 11a and 11d and value from 10c in 11b. Multiply 11a by 11b to determine Total Corrected Postage (11c). Subtract 11d from 11c to determine the Additional Postage Due (11e).

Total Manifest Postage (11a)--Deduct this amount from the mailer's trust account.

Additional Postage Due (11e)--Deduct this amount as an adjustment to the mailer's trust account using the **Adjustment Option**. Annotate the comments section "Adjustment due to MMS sampling procedure."

12. Self-explanatory.

Note: For each postage verification that exceeds the $\pm 1.5\%$ accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

Exhibit 18

PS Form 8160

**MMS Sampling/Postage Adjustment Worksheet
Standard Mail Piece and Piece/Pound Price Mailings**

Note: For detailed instructions on completing this form see **Exhibit 18A**, Publication 401.

1. Name of Authorized MMS Mailer	2. Sample Date	3. Processing Category	
	4. Manifest Sequence Number	5. Total Manifest	
		Postage \$	Pieces
6. Destination Entry Price Claimed (Drop Shipment only) <input type="checkbox"/> DNDC <input type="checkbox"/> DSCF <input type="checkbox"/> DFSS <input type="checkbox"/> DDU <input type="checkbox"/> None		7. Form 8125 Sequence ID Number (Drop Shipment Only)	
8. Complete sampling worksheet on reverse side for selected samples.			

9. Combined Piece and Pound Postage

MANIFEST	Pounds	Pound x Price	= Postage	ACTUAL	Pounds	Pound x Price	= Postage
9a. Total Weight (Amount from 8e)			\$	9d. Total Weight (Amount from 8f)			\$
9b. Piece Postage (Amount from 8c)			\$	9e. Piece Postage (Amount from 8d)			\$
9c. TOTALS (9a+9b)			\$	9f. TOTALS (9d+9e)			\$

10. Computation for Postage Adjustment Factor (PAF)

- If 9c and 9f agree, complete **Item 12** and the Quarterly MMS Accuracy Worksheet.
- If 9c and 9f differ, calculate **Item 10**.
- If PAF is equal to or greater than .985 and does not exceed 1.015 **STOP**. Accept mail without adjustment. Complete **Item 12** and the Quarterly MMS Accuracy Worksheet.
- If PAF is less than .985 **STOP**. Accept mail without adjustment. Complete **Item 12**. Give copy of this worksheet to mailer. Complete the Quarterly MMS Accuracy Worksheet.
- If PAF is greater than 1.015, complete **Items 11 and 12**. Give copy of this worksheet to mailer. Complete Quarterly MMS Accuracy Worksheet.

Special Circumstances: If results of the sampling are out of the ordinary, this may indicate that the system has failed and usual postage adjustment procedures do not apply. For example, the PAF is unusually high or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.

\$ _____ ÷ \$ _____ = _____
 (9f) (9c) (10)
 Postage Adjustment Factor (PAF)
 (Round off to 3 decimal places 0.000)

11. Calculation of Total Corrected Postage and Additional Postage Payment

11a. Total Postage Manifest (Amount from 5)	\$	12. Signature of Employee
11b. Postage Adjustment Factor (Value from 10)	_____	
11c. Total Corrected Postage (11a x 11b)	= \$	Round Stamp
11d. Total Manifest Postage (Amount from 5) Deduct this amount from mailer's trust account.	\$	
11e. Additional Postage Due Subtract (11d) from (11c). Deduct this amount from mailer's trust account using the Adjustment Option and state in comments section "Adjustment due to MMS sampling procedure."	\$	

8. Sampling/Postage Adjustment Worksheet

Note: Select pieces for the postage verification randomly. Use **Exhibit 20**, Publication 401, to determine sample size.

8a. No. of Pieces	8b. ID Number	Postage (Piece Price)		Weight (Pound Price Only)		
		8c. Manifest	8d. Actual	8e. Manifest	8f. Actual	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
		Subtotals Page 2				
		Subtotals Page 3				
		Subtotals Page 4				
		TOTALS	8c.	8d.	8e.	8f.

8. Sampling/Postage Adjustment Worksheet

8a. No. of Pieces	8b. ID Number	Postage (Piece Price)		Weight (Pound Price Only)		
		8c. Manifest	8d. Actual	8e. Manifest	8f. Actual	
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
		Subtotals	8c.	8d.	8e.	8f.

8. Sampling/Postage Adjustment Worksheet

8a. No. of Pieces	8b. ID Number	Postage (Piece Price)		Weight (Pound Price Only)	
		8c. Manifest	8d. Actual	8e. Manifest	8f. Actual
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94					
95					
96					
97					
98					
99					
100					
	Subtotals	8c.	8d.	8e.	8f.

Exhibit 18A

PS Form 8160 Instructions

Complete this form whenever a Standard Mail piece and/or piece/pound price manifest mailing is scheduled for a postage verification. A Standard Mail mailing containing any combination of machinable parcels, irregular parcels, or Marketing Parcels is considered a single mailing, subject to a single sampling and postage adjustment (based on the total postage reported by the manifest). The samples selected must be drawn from the same entry level (NDC, SCF, etc.). Every effort should be made to rotate the entry level selected from one sampling to the next.

What to do when misclassified pieces are found in an MMS mailing.

- If misclassified pieces are found in the Initial Review of the mailing, then return the mailing for the mailer to re-manifest at the correct prices.

What do when a manifest mailing is subject to both MERLIN and MMS verification.

- If only the MMS sampling reveals errors exceeding the allowed tolerance, then adjust postage as you normally would.
- If only the MERLIN sampling reveals presort errors exceeding the allowed tolerance, then adjust postage based on the MERLIN results.
- If both the MMS and MERLIN sampling reveals errors exceeding the allowed tolerance, adjust postage for presort and postage payment using the results from the MMS sampling. Override the MERLIN presort adjustment, but keep all other MERLIN adjustments.

Verification of manifest documentation for cumulative postage calculation.

- For manifests using a **Cumulative Weight** column for piece/pound price weight select up to 5 pieces from your sample. Add the amount of weight for each piece to the preceding cumulative weight to verify that the cumulative total is correct. If there are any errors, further verification of cumulative weight totals is required. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.
- For manifests showing **Page** and **Cumulative Page Totals** in the footer select one page from the manifest. Add the manifest weight for each piece/pound price piece on the page. Compare the result with the **Page Total** shown on the manifest. Add the **Page Total** for the selected page to the **Cumulative Page Total** from the previous page. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

Nonbarcoded surcharge – Standard Mail machinable, irregular, and Marketing parcel pieces may be subject to a non-barcoded surcharge and must be identified by an asterisk (*) following the piece ID number or be shown separately in a cumulative non-barcoded piece column on the manifest.

- If two nonbarcoded pieces or less selected as part of the initial sampling are not properly identified by an asterisk (*) or shown in a cumulative non-barcoded piece column you may accept the mailing. Notify the mailer of the error(s) and request corrective action is taken before the next mailing is presented.
- If more than two nonbarcoded pieces are selected as part of the initial sampling are not properly identified, do not accept the mailing. Notify the mailer of the error(s) and request that corrective action is taken before any future mailings with nonbarcoded pieces are accepted.

Selective use of Confirmation Services – When a Standard Mail mailing of parcels and/or Marketing Parcels contains pieces with and without Confirmation Services, the Confirmation Service pieces must be identified using a Cumulative Confirmation Services (Extra Services) Column or by Page and Cumulative Page totals on the manifest.

- If two Confirmation Service pieces or less selected as part of the initial sampling are not properly identified you may accept the mailing. Notify the mailer of the error(s) and request corrective action is taken before the next mailing is presented.
- If more than two Confirmation Service pieces are selected as part of the initial sampling are not properly identified, do not accept the mailing. Notify the mailer of the error(s) and request that corrective action is taken before any future mailings with Confirmation Services or Extra Services are accepted.

1-4. Self-explanatory.

5. Includes postage, residual shape surcharge, and special service fees, when applicable.

PS Form 8160 Instructions, January 2012 (Page 1 of 2)

6-7. Self-explanatory.

8. Sampling/Postage Adjustment Worksheet

- 8a. No. of Pieces**—See **Exhibit 20**, Postage Sampling Plan, to determine sample size. Use additional pages as needed.
- 8b. ID Number**—Enter the mailpiece identification number.
- 8c-d. Postage (Piece Price)**—Record the piece price (whether minimum per piece or piece/pound price) for each sample as reported on the manifest; record the actual piece price under Actual. Piece price may include postage, RSS, and special service fee, when applicable. **Do not record the pound price portion for a minimum per piece price sample.**
- 8e-f. Weight (Pound Price)**—Record the weight for piece/pound price pieces only. Record not applicable (N/A) for minimum per piece price pieces. Round off pound weight to 4 decimals. If the manifest listing cannot report to 4 decimals, the additional digits will be considered zeros.

Total columns 8c-f. Transfer totals to front of form.

Note-Overweight Pieces: If the actual weight of a sampled piece is one pound or more, record the actual applicable Package Service postage (based on weight or weight and zone) in column 8d. Do not record the weight of the sample in column (8f). Circle the ID number of the sample. This will indicate that the sample exceeded the maximum weight limit for Standard Mail without having its weight included in the overall postage comparison.

Note-Missing Pieces: Mailpieces not found on the manifest must be recorded as zero under the Manifest columns. Under the Actual Piece Price column (8d), record the actual piece price (whether minimum per piece or piece/pound price item). Under the Actual Weight column (8f), enter the applicable weight for each piece/pound price item and N/A for each minimum per piece price item.

Note-Missorted Pieces: If the sampled piece is listed on the manifest but is sorted to the incorrect container, record Actual Piece Price in column (8d). Under the Actual Weight column (8f), enter the applicable weight for each piece/pound price item and N/A for each minimum per piece price item. Under the Manifest Piece Price column (8c) enter zero. Under the Manifest Weight column (8e), enter zero for each piece/pound price item and N/A for each minimum per piece price item.

Although individual piece prices are not recorded on the manifest you can determine the actual and manifest piece or piece/pound prices based upon the tray, sack, or other container you selected and the presort level indicated on the manifest listing. **Examples:**

1. Select a sample from a 3-digit sack that meets the 3-digit piece-price criteria. Record the 3-digit piece-price in the Piece Price Postage Actual column (8d). Locate the mailpiece on the manifest. It is recorded as being in a 3-digit sack that meets the 3-digit piece-price criteria. Record the 3-digit piece-price in the Piece Price Postage Manifest Column (8c). Record N/A in the Actual and Manifest Weight columns.
2. Select a sample from an ADC sack that meets the ADC piece/pound price criteria. Record the ADC piece/pound piece-price for the piece-price portion in the Piece Price Postage Actual column (8d). Record the weight in the Actual Weight column (8f). Locate the mailpiece on the manifest. It is recorded as being in a 5-digit sack that meets the 5-digit piece/pound price criteria. Record the 5-digit piece/pound piece-price in the Piece Price Postage Manifest Column (8c). Record the weight in the Manifest Weight column (8e).
3. Select a sample from an ADC sack that meets the ADC piece/pound price criteria. Record the ADC piece/pound piece-price for the piece price portion in the Piece Price Postage Actual column (8d) and the weight of the sample in the Pound Price Weight Actual column (8f). Locate the mailpiece on the manifest. It is recorded as being in an ADC sack, but it is listed at the piece price. Record the minimum per piece price in the Piece Price Postage Manifest column (8c) and record the weight as zero in the Pound Price Weight Manifest column (8e).

9. Combined Piece and Piece/Pound Postage Calculations

9a&d. Multiply pounds by the applicable entry level pound price.

9c. Add 9a and 9b.

9f. Add 9d and 9e.

10. Computation for Postage Adjustment Factor

10a-c. Divide 9f by 9c to determine the Postage Adjustment Factor (PAF) in 10. Round off to 3 decimal places. Based on PAF value, follow instructions in 10 on front page.

11. Calculation of Total Corrected Postage and Additional Postage Payment Due

Record amount from 5 in 11a and 11d. Multiply 11a by 11b to determine Total Corrected Postage. Subtract 11d from 11c to determine Additional Postage Due.

Total Manifest Postage (11a)—Deduct this amount from the mailer's trust account.

Additional Postage Due (11e)—Deduct this amount as an adjustment to the mailer's trust account using the **Adjustment Option**. Annotate the comments section "Adjustment due to MMS sampling procedure."

12. Self-explanatory.

Note: For each postage verification that exceeds the $\pm 1.5\%$ accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

PS Form 8160 Instructions, January 2012 (Page 2 of 2)

Exhibit 18B

PS Form 8160B

MMS Sampling/Postage Adjustment Worksheet Standard Mail Piece and Piece/Pound Rate Mailings (Floating Batches Carrier Routes Flats)

1. Name of Authorized MMS Mailer	2. Sample Date	3. Class of Mail PRESORTED STANDARD	
	4. Manifest Sequence Number	5. Total Manifest Postage	
		(5a) Total Pound (Lb.) Rate Postage	
		(5b) Total Pc./Lb. Piece Rate Postage	Pieces
		(5c) Total Piece Rate Postage	Pieces
6. Destination Entry Rate Claimed (Drop Shipment only) <input type="checkbox"/> DNDC <input type="checkbox"/> DSCF <input type="checkbox"/> DFSS <input type="checkbox"/> DDU <input type="checkbox"/> None		7. Form 8125 Sequence ID Number (Drop Shipment Only)	
8. Complete sampling worksheet on reverse side for selected samples.			

9. Pieces and Pounds

Manifest		Actual	
9a. Total Weight Sampled (Amount from 8h)	(Pounds)	9e. Total Weight Sampled (Amount from 8i)	(Pounds)
9b. Total Pc./lb. Piece Rate Pieces Sampled (Amount from 8f)	(Pieces)	9f. Total Pc./lb. Piece Rate Pieces Sampled (Amount from 8g)	(Pieces)
9c. Total Piece Rate Pieces Sampled (Amount from 8d)	(Pieces)	9g. Total Piece Rate Pieces Sampled (Amount from 8e)	(Pieces)

10a. Computation for Postage Adjustment Factor (PAF) for Pound rate.

- If 9a and 9e agree, STOP. Annotate the amount of postage due in section 15a and proceed to 10b.
- If 9a and 9e differ, calculate **Item 11** and annotate the amount of postage due in section 15a and proceed to 10b.
- If PAF is equal to or greater than .985 and does not exceed 1.015 **STOP**. Annotate the amount of postage due in section 15a and proceed to 10b.
- If PAF is less than .985 **STOP**. Give copy of this worksheet to mailer. Annotate the amount of postage due in section 15a and proceed to 10b.
- If PAF is greater than 1.015, complete **Items 11**. Give copy of this worksheet to mailer. Annotate the amount of postage due in section 15a and proceed to 10b.

$$\frac{\text{_____ (9e)}}{\text{_____ (9a)}} = \frac{\text{_____ (10a)}}{\text{_____}}$$

PAF (Round off to 3 decimal places 0.000)

10b. Computation for Postage Adjustment Factor (PAF) for Piece/Pound (Lb.) Piece Rate

- If 9b and 9f agree, annotate the amount of postage due in section 15b and proceed to 10c, if pieces are claimed in section 5c. Complete the MMS Accuracy Worksheet when all applicable sections have been completed
- If 9b and 9f differ, calculate **Item 12** and annotate the amount of postage due in section 15b and proceed to 10c. **(NOTE: Only complete 10c if piece rated postage and pieces are claimed in section 5c.)**
- If PAF is equal to or greater than .985 and does not exceed 1.015 **STOP**. Accept mail without adjustment. Complete **Item 15f & 15g** and the MMS Accuracy Worksheet.
- If PAF is less than .985 **STOP**. Accept mail without adjustment. Annotate the amount of postage due in section 15b. Complete **Item 15f & 15g**. Give copy of this worksheet to mailer. Complete the MMS Accuracy Worksheet. **(NOTE: Only complete 10c if piece rated postage and pieces are claimed in section 5c.)**

If PAF is greater than 1.015, complete **Items 12**. **(NOTE: Only complete 10c if piece rated postage and pieces are claimed in section 5c.)** Give copy of this worksheet to mailer. Complete MMS Accuracy Worksheet.

$$\frac{\text{_____ (9f)}}{\text{_____ (9b)}} = \frac{\text{_____ (10b)}}{\text{_____}}$$

PAF (Round off to 3 decimal places 0.000)

10c. Computation for Postage Adjustment Factor (PAF) for Piece Rate

<ul style="list-style-type: none"> If 9c and 9g agree, annotate the amount of postage due in section 15c and proceed to 10d. Complete the MMS Accuracy Worksheet when all applicable sections have been completed If 9c and 9g differ, calculate Item 13. If PAF is equal to or greater than .985 and does not exceed 1.015 STOP. Accept mail without adjustment. Complete Item 15f & 15g and the MMS Accuracy Worksheet. If PAF is less than .985 STOP. Accept mail without adjustment. Complete Item 15f & 15g. Give copy of this worksheet to mailer. Complete the MMS Accuracy Worksheet. If PAF is greater than 1.015, complete Items 13. Give copy of this worksheet to mailer. Complete MMS Accuracy Worksheet.
$\frac{\text{_____ (9g)}}{\text{_____ (9c)}} = \text{_____ (10c)}$ <p style="text-align: right;">PAF (Round off to 3 decimal places 0.000)</p>

10d. Computation for Postage Adjustment Factor (PAF) for Piece Rate found to be Pound rated pieces

<ul style="list-style-type: none"> If PAF is equal to or greater than .985 and does not exceed 1.015 STOP. Annotate the amount of postage due in section 15d and completed section 15e. Complete the MMS Accuracy Worksheet when all applicable sections have been completed. If PAF is less than .985 STOP. Accept mail without adjustment. Complete Item 15f & 15g. Give copy of this worksheet to mailer. Complete the MMS Accuracy Worksheet. If PAF is greater than 1.015, Recalculate the entire mailing at the Pieces/Pound rate of Postage and complete Item 14. Give copy of this worksheet to mailer. Complete MMS Accuracy Worksheet. Complete the MMS Accuracy Worksheet when all applicable sections have been completed
$\frac{\text{_____ (8g)}}{\text{_____ (9f) + (9g)}} = \text{_____ (10d)}$ <p style="text-align: right;">Total Pieces Sampled Postage Adjustment Factor (PAF) (Round off to 3 decimal places 0.000)</p>

11. Calculation of Total Corrected (Pound Rate) Postage and Additional Postage Payment

11a. Total Manifest Pound Rate Postage (Amount from 5a)	\$
11b. Postage Adjustment Factor (Value from 10a)	____. ____ ____
11c. Total Corrected Postage (11b × 11a)	= \$
11d. Total Manifest Pound Rate Postage (Amount from 5a) Deduct this amount from mailer's trust account.	\$
11e. Additional Postage Due Subtract (11d) from (11c). Record the Additional Postage Due in Section 15a.	\$

12. Calculation of Total Corrected (Piece/Pound (Lb.) Piece Rate) Postage and Additional Postage Payment

12a. Total Manifest Piece/Pound Rate Postage (Amount from 5b)	\$
12b. Postage Adjustment Factor (Value from 10b)	____. ____ ____
12c. Total Corrected Postage (12b × 12a)	= \$
12d. Total Manifest Piece/Pound Rate Postage (Amount from 5b) Deduct this amount from mailer's trust account.	\$
12e. Additional Postage Due Subtract (12d) from (12c). Record the Additional Postage Due in Section 15b.	\$

13. Calculation of Total Corrected (Piece Rate Pieces) Postage and Additional Postage Payment

13a. Total Manifest Piece Rate Postage (Amount from 5c)	\$
13b. Postage Adjustment Factor (Value from 10c)	____.____
13c. Total Corrected Postage (13b × 13a)	= \$
13d. Total Manifest Piece Rate Postage (Amount from 5c) Deduct this amount from mailer's trust account.	\$
13e. Additional Postage Due Subtract (13d) from (13c). Record the Additional Postage Due in Section 15c.	\$

14. Calculation of Total Corrected (Piece Rate Pieces that were found to be Piece /Pound Rated Pieces) Postage and Additional Postage Payment

14a. Total Piece/Pound Piece Rate Postage (Multiply total Piece rate pieces in mailing x Piece/Pound piece rate postage)	\$
14b. Total Piece/Pound Pound Rate Postage (Multiply total Piece rate pieces in mailing x average piece weight x the pound rate of postage)	\$
14c. Total Corrected Postage (13b × 13a)	= \$
14d. Total Manifest Piece Rate Postage (Amount from 5c) Deduct this amount from mailer's trust account.	\$
14e. Additional Postage Due Subtract (14d) from (14c). Record the Additional Postage Due in Section 15d.	\$

15. Calculation of Additional Postage Payment

15a. Pound Rate Additional Postage Due (Amount from 11e)	\$	15f. Employee Signature
15b. Piece/Pound Piece Rate Additional Postage Due (Amount from 12e)	\$	
15c. Piece Rate Additional Postage Due (Amount from 13e)	\$	15g. Round Stamp
15d. Piece Rate Pieces Found to be Pc./Lb. Rate Additional Postage Due (Amount from 14e).	\$	
15e. Total Additional Postage Due for all Sections (Add 15a-15d) Deduct this amount from the mailer's trust account at adjustment screen of Permit System and state in comment section, "Adjustment due to MMS sampling procedure."	= \$	

Pkg.	ZIP Code	CR #	ID # Range	Piece Rate Pieces		Piece/Pound Rate Pieces		Weight Pound Rate	
				Manifest Pieces	Actual Pieces	Manifest Pieces	Actual Pieces	Manifest Weight	Actual Weight
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
	8a	8b	8c TOTALS	8d	8e	8f	8g	8h	8i

Exhibit 18C

PS Form 8160B Instructions

Complete this form whenever a Standard Mail (A) piece and/or piece/pound rate manifest mailing is scheduled for postage verification. The samples selected must be drawn from the same entry rate level (BMC, SCF, etc.).

1-7. Self Explanatory

8. Sampling/Postage Adjustment Worksheet

Select a DDU, DSCF or Non-Entry Manifest to sample.

Sampling size— Select from a five-digit pallet (floating batch bundles of carrier route flats that will equal 500 pieces). Bundles will be selected from three rate categories of carrier route mail, (LOT, High Density and Saturation) sample two (2) mailings per trailer daily for the first 60 days. If an adjustment is required, select 500 pieces from additional bundles of, LOT, High Density and Saturation for each future mailing until three (3) consecutive mailings have passed. After three consecutive passes return to regular floating batch piece sampling as described above, - two (2) mailings per trailer daily.

8a. 5 Digit Zip Code—Enter the 5 digit zip of the pallet or pallets to be sampled onto the Sampling Worksheet.

8b. Carrier Route Package —Next pull carrier route bundles from the 5-digit pallet equaling 500 pieces (Note: try to select bundles from more than one rate category, LOT, High density, Saturation. These bundles will come from more than one Group Destination (Second column on manifest). Enter the carrier route number in Column (8b) on the sampling worksheet.

8c Floating Batch ID Numbers—Identify the piece Id number from the keyline above the address on the address label. Enter the Floating Batch Identification Number Range from the top piece and the bottom piece and record on this line. (Note compare floating batch number with the manifest note any discrepancy.)

8d. Pieces (Piece Rate) Manifest count—Record total pieces from the piece rate column in WS, HD or CR in column (8d).

8e Pieces (Piece Rate) Actual count—Physically go through the bundles and identify the piece rated pieces from the piece/pound rated pieces. (Note: The keyline will identify the rate of postage for piece rated pieces.) Verify each piece rate piece in the bundle to the piece rate of postage indicated. Placing each piece separately on a 25lb. electronic scale and verify it has not gone over .2066 lb. Keep a cumulative total of the piece rate piece weights with a calculator tape. **(The calculator tape total will be used to finalize the actual weight of the piece/pound in (8i).)** If the piece weights exceed .2066 lb., add the piece(s) to the actual piece/pound count column (8g) of the work sheet. Also add the weight of those piece(s) identified as piece/pound to the pound rated pieces in column (8i). Place the correct count in column (8e).

8f Pieces (Piece / Pound Piece Rate) Manifest— Record total pieces from the piece rate column in WS, HD or CR in column (8f).

8g Pieces (Piece/Pound Piece Rate) Actual—Physically go through the bundle and count the piece/pound rated pieces. (Note: The actual piece/pound rate piece weight will be identified on the keyline.) Verify each piece in the bundle qualifies for the piece/pound rate of postage. Place the correct count in column (8g). **(Note if any pieces that had been previously rated as a piece rate and now identified as piece/pound rated; include the piece(s) in column 8g total.)**

8h. Weight (Pound Rate) Manifest— Record the pound rate weight for each sample as reported on the manifest from the Pound Weight Columns under WS, HD or CR and placing it in column (8h). If the manifest listing cannot report to 4 decimals, the additional digits will be considered zeros.

8i Weight (Pound Rate) Actual— Take the entire bundle and place it on the 25lb electronic scale. (Caution you may have to split the bundle into two because the bundle may weigh more than 25 lbs., this will prevent blowing the Electronic Load Cell.) Using the calculator tape that was prepared in (8e), subtract that total from the total of the sampled bundle weight to obtain the actual pound rate weight. Place this weight in column (8i).

Total the columns 8d-8i. Transfer totals to front of form.

Note: Missing pieces on manifest. Mailpieces not found on the manifest must be record under the Actual Piece Rate column, or if it is a piece/pound rate piece place it in the actual piece/lb. rate column). The weight of the piece/lb. rate pieces will be record under the Actual Weight column.

9.Pieces and Pound Totals from MMS Sampling Worksheet Self Explanatory

10a-d. Computation for Postage Adjustment Factor (PAF)

10a. Divide (9e) by (9a) to determine the Postage Adjustment Factor (PAF) in 10a. Round off to 3 decimal places. Based on PAF value, follow instructions in 10a.

10b. Divide (9f) by (9b) to determine the Postage Adjustment Factor (PAF) in 10b. Round off to 3 decimal places. Based on PAF value, follow instructions in 10b.

10c. Divide (9g) by (9c) to determine the Postage Adjustment Factor (PAF) in 10b. Round off to 3 decimal places. Based on PAF value, follow instructions in 10c.

10d. Divide (9g) by (9c) to determine the Postage Adjustment Factor (PAF) in 10b. Round off to 3 decimal places. Based on PAF value, follow instructions in 10d

11. Calculation of Total Corrected Pound Rate Postage and Additional Postage Payment Due

Record amount from 5a in 11a and 11d. Multiply 11a by 11b to determine Total Corrected Postage.

Subtract 11d from 11c to determine Additional Postage Due.

Total Manifest Postage (11a)—Deduct this amount from the mailer's trust account(s).

Additional Postage Due (11e)—Record this amount in section 15a.

12. Calculation of Total Corrected Piece/Pound Piece Rate Postage and Additional Postage Payment Due

Record amount from 5a in 12a and 12d. Multiply 12a by 12b to determine Total Corrected Postage.

Subtract 12d from 12c to determine Additional Postage Due.

Total Manifest Postage (12a)—Deduct this amount from the mailer's trust account(s).

Additional Postage Due (12e)—Record this amount in section 15b.

NOTE: When verifying a manifest that has only piece rated pieces indicated on the manifest and when piece/pound rate pieces are detected the sampling procedures are as followed.

(1) On the worksheet complete the normal sampling verification, if and when piece(s) found go over .2066, record those pieces in column (8g) pound rated pieces and the weight in column 8 i.

(2) Next total the piece rated pieces in column (8e).

(3) Next total the piece(s) in Column (8g)

(4) Next add (8e) and (8g) together and this will give the total pieces sampled.

(5) Next take total Piece/Pound rated pieces that were identified in 8g and divide those pieces by the total pieces sampled. If the Postage Adjustment Factor (PAF) relates to 1.015 or greater the entire mailing will be calculated at the Piece/Pounded rated Postage. (See 10d)

(6) Next add the weights of the identified pound rated pieces 8i and divide the actual piece pound rated piece count 8 f to get the average weight of the mis-rated pieces.

(7) Next multiply the average weight of the identified pound rated pieces times the total pieces in the piece rated mailing. This will give the poundage in order to get the pound rate of postage.

(8) Next multiply the poundage time the pound rate of postage. This will give the Pound Rate of Postage.

(9) Next multiply the total piece in the piece rated mailing times the piece/pound rated piece rate. This will give the new Piece/Pound piece rate of Postage

(10) Next add the piece and pound postage together. This will give new postage amount.

(11) Next subtract the original Piece rate postage from the new Piece/Pound rate Postage and this will give the adjusted Postage amount. (See the adjusted postage calculations in section

Note: For each manifest postage verification sampling exceeding the $\pm 1.5\%$ accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

13. Calculation of Total Corrected Piece Rate Piece Postage and Additional Postage Payment Due

Record amount from 5a in 13a and 13d. Multiply 13a by 13b to determine Total Corrected Postage.

Subtract 13d from 13c to determine Additional Postage Due.

Total Manifest Postage (13a)—Deduct this amount from the mailer's trust account(s).

Additional Postage Due (13e)—Record this amount in section 15c.

14. Calculation of Total Corrected Piece Rated Pieces found to be Pc./Lb. Rate Postage and Additional Postage Payment Due

Record amount from 5a in 14a and 14d. Multiply 14a by 14b to determine Total Corrected Postage.

Subtract 14d from 14c to determine Additional Postage Due.

Total Manifest Postage (14a)—Deduct this amount from the mailer's trust account(s).

Additional Postage Due (14e)—Record this amount in section 15d.

15. Calculation of Additional Postage Payment

15a. Record Additional Postage Due from 11e if the PAF differs by 1.015.

15b. Record Additional Postage Due from 12e if the PAF differs by 1.015.

15c. Record Additional Postage Due from 13e if the PAF differs by 1.015.

15d. Record Additional Postage Due from 14e if the PAF differs by 1.015.

15e. Add totals from 15a-15d to calculate Total Additional Postage Due. Deduct this amount from mailer's trust account at adjustment screen of Permit System and state in the comment section, "Adjustment due to MMS sampling procedure."

Exhibit 19

PS Form 8161

**MMS Sampling/Postage Adjustment Worksheet
Presorted and Carrier Route Bound Printed Matter Mailings**

Note: For detailed instructions on completing this form see **Exhibit 19A**, Publication 401.

1. Name of Authorized MMS Mailer		2. Sample Date	4. Destination Entry Price Claimed	
		3. Manifest Sequence No.	<input type="checkbox"/> DNDC <input type="checkbox"/> DSCF <input type="checkbox"/> DFSS <input type="checkbox"/> DDU <input type="checkbox"/> None	
5. Presort Level Selected: Presorted <input type="checkbox"/> Carrier Route <input type="checkbox"/>				
6. Total Manifest Piece Price Postage		7. Total Manifest Pound Price Postage		8. Total Manifest
\$		\$		Postage (6+7) \$
				Pieces
9. Complete sampling worksheet on reverse side for selected samples.				

10. Piece Price Postage Calculations

Manifest Samples	Amount from 9c Pieces X	Price =	Total Manifest Piece Price Postage	Actual Samples	Amount from 9d Pieces X	Price =	Total Actual Piece Price Postage
		\$	10a. \$			\$	10b. \$

11. Postage Adjustment Factor—Piece Price (PAF)

12. Postage Adjustment Factor—Pound Price (PAF)

11a. Actual Sample Piece Price Postage (Amount from 10b)	\$	12a. Actual Sample Weight (Amount from 9g)	
11b. Manifest Sample Piece Price Postage (Amount from 10a)	÷	12b. Manifest Sample Weight (Amount from 9e)	÷
11c. Piece Price Postage Adjustment Factor (PAF)	=	12c. Pound Price Postage Adjustment Factor (PAF)	=

- If both PAFs are equal to or greater than .985 and do not exceed 1.015 **STOP**. Accept mail without adjustment. Complete **Item 15** and the Quarterly MMS Accuracy Worksheet.
 - If the PAF for both 11c and 12c are below .985 **STOP**. Accept the mail without adjustment. Complete **Item 15** and the Quarterly MMS Accuracy Worksheet. Give copy of this worksheet to mailer.
 - If the PAF for either/both 11c or 12c is greater than 1.015, complete **Item 13**. If one of the PAFs is less than 1.015, use the PAF of 1.000 to complete **Item 13**. Example: If the Piece Price PAF (11c) is 1.010 and the Pound Price PAF (12c) is 1.025, convert the Piece Price PAF to 1.000 for use on line 13b.
- Special Circumstances:** If results of the sampling are out of the ordinary, this may indicate that the system has failed and usual postage adjustment procedures do not apply. For example, the PAF is unusually high or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.

13. Calculation of Corrected Piece Price Postage and Pound Price Postage

13a. Manifest Piece Price Postage (Amount from 6)	\$	13d. Manifest Pound Price Postage (Amount from 7)	\$
13b. Piece Price PAF (Value from 11c)	X	13e. Pound Price PAF (Value from 12c)	X
13c. Total Corrected Piece Price Postage	= \$	13f. Total Corrected Pound Price Postage	= \$

14. Calculation of Additional Postage Payment

14a. Total Corrected Postage (13c)+(13f)	\$	15. Signature of Employee Round Stamp
14b. Total Manifest Postage (Amount from 8) Deduct this amount from mailer's trust account.	\$	
14c. Additional Postage Due Subtract (14b) from (14a). Deduct this amount from mailer's trust account using the Adjustment Option state in comments section, "Adjustment due to MMS sampling procedure."	\$	

9. Sampling/Postage Adjustment Worksheet

9a. No. Pcs.	9b. ID Number	9c. Manifest Piece Price	9d. Actual Piece Price	9e. Manifest Weight	9f. Manifest Zone	9g. Actual Weight	9h. Actual Zone
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
Subtotals Page 2							
Subtotals Page 3							
Subtotals Page 4							
TOTALS		9c.	9d.	9e.		9g.	

Note: If columns 9c. and 9d. match, and columns 9e. and 9g. match, go to **Item 15**. If columns 9c. and 9d. do not match, transfer the totals to **Item 10** and complete **Items 10 and 11**, as applicable. If columns 9e. and 9g. do not match, transfer the totals to **Item 12** and complete **Item 12**.

9. Sampling/Postage Adjustment Worksheet

9a. No. Pcs.	9b. ID Number	9c. Manifest Piece Price	9d. Actual Piece Price	9e. Manifest Weight	9f. Manifest Zone	9g. Actual Weight	9h. Actual Zone
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							
51							
52							
53							
54							
55							
56							
57							
58							
59							
60							
61							
62							
63							
64							
65							
	Subtotals Page 3	9c.	9d.	9e.		9g.	

Record subtotals on page 2.

9. Sampling/Postage Adjustment Worksheet

8a. No. Pcs.	8b. ID Number	9c. Manifest Piece Price	9d. Actual Piece Price	9e. Manifest Weight	9f. Manifest Zone	9g. Actual Weight	9h. Actual Zone
66							
67							
68							
69							
70							
71							
72							
73							
74							
75							
76							
77							
78							
79							
80							
81							
82							
83							
84							
85							
86							
87							
88							
89							
90							
91							
92							
93							
94							
95							
96							
97							
98							
99							
100							
	Subtotals Page 4	9c.	9d.	9e.		9g.	

Record subtotals on page 2.

PS Form 8161, January 2014 (Page 4 of 4)

Exhibit 19A

PS Form 8161 Instructions

Complete this form whenever a Presorted or Carrier Route price Bound Printed Matter mailing is scheduled for postage verification. Use Form 8159 for Nonpresorted Bound Printed Matter.

Note: You must limit your sample selection to the same presort level and entry level, for example, Presorted DNDC; Carrier Route DSCF; Presorted DDU. Check the appropriate boxes in Items 4 and 5 on the front of Form 8161.

What to do when misclassified pieces are found in an MMS mailing.

If misclassified pieces are found in the Initial Review of the mailing, then return the mailing for the mailer to re-manifest at the correct prices.

What do when a manifest mailing is subject to both MERLIN and MMS verification.

- If only the MMS sampling reveals errors exceeding the allowed tolerance, then adjust postage as you normally would.
- If only the MERLIN sampling reveals presort errors exceeding the allowed tolerance, then adjust postage based on the MERLIN results.
- If both the MMS and MERLIN sampling reveals errors exceeding the allowed tolerance, adjust postage for presort and postage payment using the results from the MMS sampling. Override the MERLIN presort adjustment, but keep all other MERLIN adjustments.

Verification of manifest documentation for cumulative postage calculation.

- For manifests using a **Cumulative Weight** column for piece/pound price weight select up to 5 pieces from your sample. Add the amount of weight for each piece to the preceding cumulative weight to verify that the cumulative total is correct. If there are any errors, further verification of cumulative weight totals is required. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.
- For manifests showing **Page** and **Cumulative Page Totals** in the footer select one page from the manifest. Add the manifest weight for each piece/pound price piece on the page. Compare the result with the **Page Total** shown on the manifest. Add the **Page Total** for the selected page to the **Cumulative Page Total** from the previous page. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

Selective use of Confirmation Services – When a Standard Mail mailing of parcels and/or Marketing Parcels contains pieces with and without Confirmation Services, the Confirmation Service pieces must be identified using a Cumulative Confirmation Services (Extra Services) Column or by Page and Cumulative Page totals on the manifest.

- If two Confirmation Service pieces or less selected as part of the initial sampling are not properly identified you may accept the mailing. Notify the mailer of the error(s) and request corrective action is taken before the next mailing is presented.
- If more than two Confirmation Service pieces are selected as part of the initial sampling are not properly identified, do not accept the mailing. Notify the mailer of the error(s) and request that corrective action is taken before any future mailings with Confirmation Services or Extra Services are accepted.

1-8. Self-explanatory.

9. Sampling/Postage Adjustment Worksheet

- 9a. Number of Pieces**—See **Exhibit 20**, Postage Sampling Plan, to determine sample size. Use additional pages as needed.
- 9b. ID Number**—Record the mailpiece identification number.
- 9c. Manifest Count – Piece Price**—Place a checkmark in this column if piece is listed on the manifest and is presorted correctly. (See Note regarding Missorted Pieces below.)
- 9d. Actual Count – Piece Price**—Place a checkmark in this column for each sample selected.
- 9e. Manifest Weight**—Record the weight of each piece that is presorted correctly as reported on the manifest. (See Note regarding Missorted Pieces below.)
- 9f. Manifest Zone**—Record the zone for each sample mailpiece as reported on the manifest.
- 9g. Actual Weight**—Record the weight of each sample mailpiece. **Note:** For pieces weighing less than one pound, record the weight as one pound.

- 9h. Actual Zone**—Record the actual zone for each sample mailpiece.

PS Form 8161 Instructions, May 2008 (Page 1 of 2)

Note-Overweight Pieces: If the actual weight of a sampled piece(s) exceeds the maximum weight for Bound Printed Matter, do not accept the mailing. The mailer must remove all overweight pieces and re-run the entire mailing to exclude overweight pieces.

Note-Missing Pieces: Do not place a checkmark in the Manifest Piece Price column (9c) for mailpieces not found on the manifest. Record zero under the Manifest Weight column (9e). Place a checkmark under the Actual Piece Price column (9d). Under the Actual Weight column (9g), enter the applicable weight.

Note-Missorted Pieces: If the sampled piece is listed on the manifest but is sorted to the incorrect container, place a checkmark under the Actual Piece Price in column (9d). Under the Actual Weight column (9g), enter the applicable weight for each item. Do not place a checkmark under the Manifest Piece Price column (9c). Enter zero under the Manifest Weight column (9e).

Total columns 9c, 9d, 9e, and 9g. (For 9c. and 9d. simply count the number of check marks placed in each column.)

- If columns 9c. and 9d. match, and columns 10 and 11 match, go to **Item 15**.
- If columns 9c. and 9d. do not match, transfer the totals to **Item 10**, and complete **Items 10 and 11**.
- If columns 9c. and 9d. match, but 9e. and 9g. do not match, transfer the totals from 9e. and 9g. to **Item 12** and complete **Item 12**. Also, in **Item 11c**. record the PAF as 1.000.

Compare columns 9f. and 9h. Complete a line item comparison of manifest zone to actual zone.

- If all line items match STOP.
- If any line item does not match, give a copy of the worksheet to the mailer for zone matrix correction.

Note: This sampling process does not adjust postage for incorrect zone reporting, however, the mailer must take corrective action before submitting additional manifested Bound Printed Matter mailings.

10. Piece Price Postage Calculations

10a./10b. Multiply the number of pieces by the appropriate presort price and entry level selected for the sample. (See **Items 4 and 5**.)

11. Postage Adjustment Factor— Piece Price (PAF)

11a-c. Enter the totals from **10b.** in **11a.** and **10a.** in **11b.** Divide **11a.** by **11b.** to determine **11c.** (PAF) Round off the PAF to 3 decimal places. See instructions under **Items 11 and 12** on the Sampling/Postage Adjustment worksheet to determine appropriate response to results.

12. Postage Adjustment Factor—Pound Price (PAF)

12a-c. Enter the totals from **9g.** in **12a.** and **9e.** in **12b.** Divide **12a.** by **12b.** to determine **12c.**(PAF). Round off the PAF to 3 decimal places. See instructions under **Items 11 and 12** on the Sampling/Postage Adjustment worksheet to determine appropriate response to results.

13. Calculation for Corrected Piece Price and Pound Price Postage

13a-c. Enter the Total Manifest Piece Price Postage from **Item 6** in **13a.** and the PAF from **11c.** in **13b.** Multiply **13a.** by **13b.** to obtain the Total Corrected Piece Price Postage in **13c.**

13d-f. Enter the Total Manifest Pound Price Postage from **Item 7** in **13d.** and the PAF from **12c.** in **13e.** Multiply **13d.** by **13e.** to obtain the Total Corrected Pound Price Postage in **13f.**

14. Calculation of Total Corrected Postage and Additional Postage Payment

14a. Add **13c.** and **13f.** to determine the Total Corrected Postage.

14b. Enter the Total Manifest Postage from **Item 8**.

14c. Subtract **14b.** from **14a.** to determine Additional Postage Due.

Total Manifest Postage (14b.)—Deduct this amount from the mailer's trust account.

Additional Postage Due (14c.)—Deduct this amount as an adjustment to the mailer's trust account using the **Adjustment Option**. Annotate the comments section "Adjustment due to MMS sampling procedure."

15. Self-explanatory.

Note: For each postage verification that exceeds the $\pm 1.5\%$ accuracy level, or where line item entries in **9f.** and **9h.** do not match, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

Sampling Plans and Accuracy Worksheets

This page intentionally left blank.

Exhibit 20

**Postage Sampling Plan
Itemized Manifests**

Pieces in Mailing		Sample Size
From	To	(Number of Pieces)
1	299	10% of Pieces
300	1,999	30
2,000	3,999	40
4,000	5,999	50
6,000	7,999	60
8,000	9,999	70
10,000	99,999	100
100,000	499,999	150
500,000+		200

The above sampling plan must be used to determine the number of pieces to be sampled.

Verify all mailings for the first 5 mailings or 5 days, whichever occurs first. After that, when the next mailing remains within the $\pm 1.5\%$ accuracy level, the frequency may be reduced to the following schedule, pending final approval:

Number of Mailings Per Week	Number of Verifications Per Week
10+	1 per 5 Mailings
2-9	1
1 or less	Verify Each Mailing

If any manifest mailing exceeds the $\pm 1.5\%$ difference, sample the re-entered mailing and next mailing, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing sample the next mailing. The next mailing must be within the $\pm 1.5\%$ accuracy level before the reduced frequency sampling schedule can resume.

See **Exhibit 21** for batch manifest listings.

Note: Business Mailer Support may authorize an alternate sampling schedule once the system has been given final approval.

This page intentionally left blank.

**Postage Sampling Plan
Batch Manifests**

Pieces in Mailing	Sample Size (Number of Pieces)
1 - 11,999	100*
12,000 - 24,999	250
25,000+	500

The above sampling plan must be used to determine the number of pieces to be sampled. The sample size divided by the batch size will equal the number of batches to be sampled. The number of batches sampled will vary based on the batch size.

Example:

For a mailing of 10,000 pieces, the sample size is 100 pieces. It may consist of two batches (if the batch size is 50) or five batches (if the batch size is 20).

Verify all mailings for the first 5 mailings or 5 days, whichever occurs first. After that, when the next mailing remains within the $\pm 1.5\%$ accuracy level, the frequency may be reduced to the following schedule, pending final approval:

Number of Mailings Per Week	Number of Verifications Per Week
10 +	1 per 5 Mailings
2-9	1
1 or less	Verify Each Mailing

If any manifest mailing exceeds the $\pm 1.5\%$ difference, sample the re-entered mailing and next mailing, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing sample the next mailing. The next mailing must be within the $\pm 1.5\%$ accuracy level before the reduced frequency sampling schedule can resume.

See **Exhibit 20** for itemized manifest listing

* For mailings where the batch size exceeds the number of pieces in the required sample, at least one batch must be sampled in its entirety.

Note: Business Mailer Support may authorize an alternate sampling schedule once the system has been given final approval.

This page intentionally left blank.

Examples of Postage Accuracy Verification Calculations

Example 1:

Total pieces on manifest: 7,933

Total postage on manifest: \$18,492.70

Total pieces sampled: 60

Actual postage (postal calculation): \$126.10

Postage on manifest: \$124.20

Adjustment factor (Actual postage ÷ Postage on manifest) = 1.0153

Postage Adjustment Factor (rounded off to 3 decimal places) = 1.015

In this sampling, postage is not adjusted because the difference between the sampling and the manifest is less than 1.5%. (The adjustment factor is equal to or less than 1.015.)

Example 2:

Total pieces on manifest: 7,933

Total postage on manifest: \$18,492.70

Total pieces sampled: 60

Actual postage (postal calculation): \$135.59

Postage on manifest: \$124.20

Adjustment factor (Actual postage ÷ Manifest postage) = 1.0917

Postage Adjustment Factor (rounded off to 3 decimal places) = 1.092

Postage adjustment = Total postage multiplied by the adjustment factor

Total Postage Due = \$18,492.70 x 1.092 = \$20,194.03

In this sampling, postage is adjusted because the difference between the sampling and the manifest is greater than 1.5%. (The adjustment factor is more than 1.015.)

This page intentionally left blank.

Exhibit 23



Quarterly MMS Accuracy Worksheet

Manifest Type: _____

Quarter: _____ Dates: _____ thru: _____

Mailer: _____

Post Office: _____

Fill out this worksheet every time a manifest mailing is presented for acceptance.

On the last page of this worksheet, note the reason by date for any postage sampling adjustment or any other discrepancy.

		A	B	C	D
	Date	Number of MMS Mailings	Number of Samplings Performed	Number of Mailings Exceeding $\pm 1.5\%$ Accuracy*	Postage Adjustment Amounts for Underpayments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
	Subtotals				

* Record the number of mailings in Column E when the postage adjustment factor (PAF) is less than 0.985 or greater than 1.015.

		A	B	C	D
	Date	Number of MMS Mailings	Number of Samplings Performed	Number of Mailings Exceeding $\pm 1.5\%$ Accuracy	Postage Adjustment Amounts for Underpayments
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
	Subtotals				

		A	B	C	D
	Date	Number of MMS Mailings	Number of Samplings Performed	Number of Mailings Exceeding ±1.5% Accuracy	Postage Adjustment Amounts for Underpayments
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
	Subtotals				
	TOTALS	A	B	C	D

To determine accuracy level of manifest system, divide number of mailings exceeding accuracy level (E) by total number of mailings sampled (D).

$$\frac{\text{_____}}{\text{(C)}} \div \frac{\text{_____}}{\text{(B)}} = \text{_____} \times 100 = \text{_____} \% \text{ (F)}$$

$$100\% - \frac{\text{_____}}{\text{(F)}} \% =$$

_____ % Accuracy Rating

Exhibit 23A

Quarterly MMS Accuracy Worksheet Instructions

Complete the Quarterly MMS Accuracy Worksheet each day a manifest mailing(s) is presented.

Header:

- Manifest Type: Complete a separate Quarterly MMS Accuracy Worksheet for each type of manifest (mixed classes, Priority Mail, Standard, Bound Printed Matter, etc.). Note the manifest type on the form.
- Complete the header information.

Columns:

- Enter MMS Sequence ID Number. If more than one MMS mailing is presented on same day, enter the range MMS Sequence ID Number.
- Enter the date. (If there are no manifest mailings on a day, no date is entered.)
- Enter the total number of manifest mailings presented on the date entered.
- Enter the number of postage samplings performed.
- Enter the number of mailings exceeding +/- 1.5%. Circle any predetermined weight mailings that are voluntarily overpaid by the mailer and allowed for in the MMS Agreement. Do not count these allowed overpaid mailings when totaling the column E.

Note: Enter the reason for a postage adjustment on page four of the worksheet (incorrect zones, underweight pieces, postage amounts incorrect, missing pieces, etc.).

- Enter the postage adjustment amount(s) for any underpaid mailings. Enter amounts individually.

Column Totals:

- At the end of each quarter, total each column. For column E, do not include overpaid predetermined weight mailings (as circled) specifically allowed for in the MMS authorization.

Computations:

- Divide the total in column E by the total in column D; multiply by 100; subtract total from 100 (G). Enter (G) in box for % Accuracy Rating.

Administering Postmaster.

Review entries to ensure that:

- An entry is made for each day a manifest mailing is presented.
- A reason is entered for each discrepancy.
- The next mailing is sampled when there is a discrepancy.
- Calculations on the form are correct.
- ✓ Forward a copy of the worksheet to the BME manager no later than five days after the close of each quarter.

Manager, Business Mail Entry.

Review worksheets to ensure that:

- The form is properly completed.
- The required information is recorded each day a manifest mailing is presented.
- Calculations are correct.
- Samplings are performed on the correct frequency.
- The next mailing is sampled when there is a discrepancy.
- Critical errors are annotated.

Finally:

- ✓ Take action to correct improper manifest verification procedures and note in Section A the corrective actions taken to resolve errors in completing the form or performing scheduled verifications.
- ✓ Send a copy of the Quarterly MMS Accuracy Worksheet to the BMS analyst for all BMS administered systems no later than ten days after the close of each postal quarter.

This page intentionally left blank.

Codes and Abbreviations

This page intentionally left blank.

Exhibit 24

These codes are the only acceptable abbreviations to be used on a manifest.

Price and Fee Codes-Domestic

Price/Fee	Code	Price/Fee	Code
First-Class Mail Cards	FC	Bound Printed Matter—Parcel	BP
First-Class Mail Letters	FL	Bound Printed Matter—Parcel DNDC	BPB
First-Class Mail Flats	FF	Bound Printed Matter—Parcel DSCF	BPS
First-Class Mail Parcels (Retail)	FFP	Bound Printed Matter—Parcel DDU	BPD
First Class Mail DVD – Letters	FLDVD	Bound Printed Matter—Flat NONE	BF
First Class Mail DVD – Flats	FFDVD	Bound Printed Matter—Flat DNDC	BFB
First-Class Mail Package Services		Bound Printed Matter—Flat DSCF	BFS
Commercial	FPB	Bound Printed Matter-Flat DFSS	BFF
Commercial (NSA Only)	FPP	Bound Printed Matter—Flat DDU	BFD
Priority Mail**	P	Library Mail	LM
Priority Mail—Flat Rate Envelope	PF	Library Mail Basic	LB
Priority Mail Legal Flat Rate Envelope	PFL	Library Mail 5-Digit	L5
Priority Mail Flat Rate Padded Envelope	PDE	Media Mail	MM
Priority Mail—Medium Flat Rate Box	PB	Media Mail Basic	MB
Priority Mail—Small Flat Rate Box	PS	Media Mail 5-Digit	M5
Priority Mail—Large Flat Rate Box	PL	Parcel Select Ground	ZC
Priority Mail—Large Flat Rate Box APO/FPO	PM	Parcel Select DNDC Machinable	DM
Priority Mail Game Board - Large Flat Rate Box	PLGB	Parcel Select DNDC Nonmachinable	DN
Priority Mail Game Board - Large Flat Rate Box APO/FPO	PMGB	Parcel Select DSCF 5-Digit Machinable	5SM
Priority Mail—DIM Weight Rectangular	PDR	Parcel Select DSCF 3-Digit Machinable	3SM
Priority Mail—DIM Weight Non-Rectangular	PDN	Parcel Select DSCF 5-Digit Nonmachinable	5SN
Priority Mail Regional Rate Box A	P15	Parcel Select DSCF 3-Digit Nonmachinable	3SN
Priority Mail Regional Rate Box B	P20	Parcel Select DDU	DD
Priority Mail Cubic Tier 1	PC1	Parcel Select Regional Ground Parcels SCF (NSA Only)	PRGS
Priority Mail Cubic Tier 2	PC2	Parcel Select Regional Ground Parcels NDC (NSA Only)	PRGN
Priority Mail Cubic Tier 3	PC3		
Priority Mail Cubic Tier 4	PC4		
Priority Mail Cubic Tier 5	PC5		
Priority Mail Open & Distribute (PMOD) Containers:			
Full Pallet Box...(NSA only)	PFPB		
Half Pallet Box...(NSA only)	PHPB		
Pallet... (NSA only)	PODP		
Half Tray Box	P1TB		
Full Tray Box	P2TB		
EMM Tray Box	PETB		
Flat Tub Tray Box	PFTB		

Exhibit 24 (continued)

Price and Fee Codes-International

Price/Fee	Code
First-Class Mail International Post Cards	FIC
First-Class Mail International Letters	FIL
First-Class Mail Intl Large Envelopes (Flats)	FIF
First-Class Package International Service	FIP
First-Class Mail International M-Bag Airmail	FIM
Priority Mail International	PI
Priority Mail International Flat Rate Envelopes	PIE
Priority Mail Intl Medium Flat Rate Boxes	PIBM
Priority Mail International Small Flat Rate Boxes	PIS
Priority Mail International Large Flat Rate Boxes	PIL
Priority Mail Int'l Flat Rate Padded Envelope	PIDE
Priority Mail Intl Legal Flat Rate Envelope	PIFL
Priority Mail International M-Bag Airmail	PIM
Priority Mail International Regional Box A (NSA Only)	PIA
Priority Mail International Regional Box B (NSA Only)	PIB
International Commercial ePacket (NSA only)	CEP
International Priority Airmail (NSA only)	IPA
International Surface Air Lift (NSA only)	ISAL

****Note:** Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed above.

Extra Services (Domestic and International)

Price/Fee	Code
Adult Signature Required	AS
Adult Signature Restricted Delivery	ASRD
Certificate of Mailing	CM
Certified Mail	C
Certified Mail Adult Signature Required	CMAS
Certified Mail with Restricted Delivery	CMRD
Certified Mail Adult Signature Restricted Delivery	CASR
Collect On Delivery	COD
Collect On Delivery Restricted Delivery	CODR
Day Certain Delivery (NSA only)	DCC
USPS Tracking	DC
Extended Coverage	EC
Extended Delivery Area Delivery Fee	EDD
Electronic Return Receipt	ERR
Fragile	F
Hazardous Material Transportation	HMT
Hold for Pickup	HFP
IMpb Non-Compliance Fee	IMNC
Insured	INS
Insured over \$500 with Restricted Delivery (Special Handling) Live Animal Transportation	IRD
Next Day	LAT
Parcel Air Lift	ND
(Special Handling) Perishable	PAL
Picture Permit	PER
Registered Mail	PP
Registered Mail Restricted Delivery	RG
Return Receipt	RGRD
Return Receipt for Merchandise	RR
Same Day	RRM
Sunday Delivery	SMD
Signature Confirmation	SD
Signature Confirmation Restricted Delivery	SC
	SRD

Special Codes

Balloon Price	X
Oversized	O
Fuel Fee	FFF
"X" to be used with Priority Mail codes, if applicable.	
"X" and "O" to be used with Parcel Select codes, if applicable.	

Combined Mixed Class Parcels Price Codes
begin on the following pages.

Exhibit 24, (continued)

Combined Mixed Class Parcels Price Codes

Standard Mail Marketing Parcels – Regular Rate	Price Code
Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - NDC None Entry	RMMB
Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - MXD NDC None Entry	RMMM
Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - 5-Digit DNDC Entry	RMM5B
Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - SCF DNDC Entry	RMMSB
Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - NDC DNDC Entry	RMMBB
Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - 5-Digit DSCF Entry	RMM5S
Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - SCF DSCF Entry	RMMSS
Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - 5-Digit DDU Entry	RMM5D
Standard Mail Marketing Parcels – 3.3 oz. or less. - NDC None Entry	RMIA
Standard Mail Marketing Parcels – 3.3 oz. or less. - MXD NDC None Entry	RMIM
Standard Mail Marketing Parcels – 3.3 oz. or less. - 5-Digit DNDC Entry	RM15B
Standard Mail Marketing Parcels – 3.3 oz. or less. - SCF DNDC Entry	RMISB
Standard Mail Marketing Parcels – 3.3 oz. or less. - NDC DNDC Entry	RMIBB
Standard Mail Marketing Parcels – 3.3 oz. or less. - 5-Digit DSCF Entry	RM15S
Standard Mail Marketing Parcels – 3.3 oz. or less. - SCF DSCF Entry	RMISS
Standard Mail Marketing Parcels – 3.3 oz. or less. - 5-Digit DDU Entry	RM15D

Exhibit 24, (continued)**Combined Mixed Class Parcels Price Codes**

Nonprofit Standard Mail Marketing Parcels	Price Code
Nonprofit Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - NDC None Entry	NMMB
Nonprofit Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - MXD NDC None Entry	NMMM
Nonprofit Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz.- 5-Digit DNDC Entry	NMM5B
Nonprofit Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz.- SCF DNDC Entry	NMMSB
Nonprofit Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - NDC DNDC Entry	NMMBB
Nonprofit Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - 5-Digit DSCF Entry	NMM5S
Nonprofit Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - SCF DSCF Entry	NMMSS
Nonprofit Standard Mail Marketing Parcels – Over 3.3 but less than 16 oz. - 5-Digit DDU Entry	NMM5D
Nonprofit Standard Mail Marketing Parcels – 3.3 oz. or less. - NDC None Entry	NMIA
Nonprofit Standard Mail Marketing Parcels – 3.3 oz. or less - MXD NDC None Entry	NMIM
Nonprofit Standard Mail Marketing Parcels – 3.3 oz. or less. - 5-Digit DNDC Entry	NMI5B
Nonprofit Standard Mail Marketing Parcels – 3.3 oz. or less - SCF DNDC Entry	NMISB
Nonprofit Standard Mail Marketing Parcels – 3.3 oz. or less - NDC DNDC Entry	NMIBB
Nonprofit Standard Mail Marketing Parcels – 3.3 oz. or less - 5-Digit DSCF Entry	NMI5S
Nonprofit Standard Mail Marketing Parcels – 3.3 oz. or less - SCF DSCF Entry	NMISS
Nonprofit Standard Mail Marketing Parcels – 3.3 oz. or less - 5-Digit DDU Entry	NMI5D

Exhibit 24, (continued)

Combined Mixed Class Parcels Price Codes

Nonprofit Standard Mail Machinable and Irregular Parcels (Do not qualify for Marketing Parcels)	Price Code
Nonprofit Standard Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - NDC None Entry	NIB
Nonprofit Standard Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. -MXD NDC None Entry	NIM
Nonprofit Standard Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - 5-Digit DNDC Entry	NM5B
Nonprofit Standard Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - NDC DNDC Entry	NMBB
Nonprofit Standard Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - 5-Digit DSCF Entry	NM5S
Nonprofit Standard Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - 5-Digit DDU Entry	NM5D
Nonprofit Standard Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - NDC None Entry	NIA
Nonprofit Standard Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - MIXD NDC None Entry	NIM
Nonprofit Standard Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - 5-Digit DNDC Entry	NI5B
Nonprofit Standard Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - SCF DNDC Entry	NISB
Nonprofit Standard Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - NDC DNDC Entry	NIBB
Nonprofit Standard Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - 5-Digit DSCF Entry	NI5S
Nonprofit Standard Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - SCF DSCF Entry	NISS
Nonprofit Standard Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - 5-Digit DDU Entry	NI5D
Nonprofit Standard Mail Irreg. Parcels – 3.3 oz. or less — NDC None Entry	NRB
Nonprofit Standard Mail Irreg. Parcels – 3.3 oz. or less — MXD NDC None Entry	NRM
Nonprofit Standard Mail Irreg. Parcels – 3.3 oz. or less — 5-Digit DNDC Entry	NR5B
Nonprofit Standard Mail Irreg. Parcels – 3.3 oz. or less — SCF DNDC Entry	NRSB
Nonprofit Standard Mail Irreg. Parcels – 3.3 oz. or less — NDC DNDC Entry	NRBB
Nonprofit Standard Mail Irreg. Parcels – 3.3 oz. or less — 5-Digit DSCF Entry	NR5S
Nonprofit Standard Mail Irreg. Parcels – 3.3 oz. or less — SCF DSCF Entry	NRSS
Nonprofit Standard Mail Irreg. Parcels – 3.3 oz. or less — 5-Digit DDU Entry	NR5D

Exhibit 24, (continued)

Combined Mixed Class Parcels Price Codes

Parcel Select Lightweight Machinable and Irregular Parcels	Price Code
Parcel Select Lightweight Parcels Machinable 5-Digit - DDU Entry	DMM5D
Parcel Select Lightweight Parcels Machinable 5-Digit - DSCF Entry	DMM5S
Parcel Select Lightweight Parcels Machinable 5-Digit - DNDC Entry	DMM5N
Parcel Select Lightweight Parcels Machinable NDC - DNDC Entry	DMMNN
Parcel Select Lightweight Parcels Machinable NDC- NONE Entry	DMMN
Parcel Select Lightweight Parcels Machinable Mixed NDC - NONE Entry	DMMM
Parcel Select Lightweight Parcels Irregular - 1 oz. – 15.994 oz. - 5-Digit - DDU Entry	DMI5D
Parcel Select Lightweight Parcels Irregular 1 oz. – 15.994 oz. - 5-Digit - DSCF Entry	DMI5S
Parcel Select Lightweight Parcels Irregular - 1 oz. – 15.994 oz. - 5-Digit - DNDC Entry	DMI5N
Parcel Select Lightweight Parcels Irregular - 1 oz. – 15.994 oz. - SCF - DSCF Entry	DMISS
Parcel Select Lightweight Parcels Irregular - 1 oz. – 15.994 oz. - SCF - DNDC Entry	DMISN
Parcel Select Lightweight Parcels Irregular - 1 oz. – 15.994 oz. - NDC - DNDC Entry	DMINN
Parcel Select Lightweight Parcels Irregular - 1 oz. – 15.994 oz. - NDC - NONE Entry	DMIN
Parcel Select Lightweight Parcels Irregular - 1 oz. – 15.994 oz. - Mixed NDC - NONE Entry	DMIM

Exhibit 24, (continued)

Combined Mixed Class Parcels Price Codes

Class/Price Code Definition	Class/Price Code
Bound Printed Matter—Parcel presorted Zone (Local, 1 & 2)	BP1
Bound Printed Matter—Parcel presorted Zone 3	BP3
Bound Printed Matter—Parcel presorted Zone 4	BP4
Bound Printed Matter—Parcel presorted Zone 5	BP5
Bound Printed Matter—Parcel presorted Zone 6	BP6
Bound Printed Matter—Parcel presorted Zone 7	BP7
Bound Printed Matter—Parcel presorted Zone 8	BP8
Bound Printed Matter—Parcel presorted Zone 9	BP9
Bound Printed Matter—Parcel DNDC presorted Zone 1 & 2	BPB1
Bound Printed Matter—Parcel DNDC presorted Zone 3	BPB3
Bound Printed Matter—Parcel DNDC presorted Zone 4	BPB4
Bound Printed Matter—Parcel DNDC presorted Zone 5	BPB5
Bound Printed Matter—Parcel DSCF presorted	BPS
Bound Printed Matter—Parcel DDU presorted	BPD

Exhibit 25

Column Heading Abbreviations

Column Heading Title

Abbreviation

5-Digit ZIP Code	5D ZIP
5-Digit Price (Nonmach STD Ltrs, Nonauto STD Flts, Parcels and Mktg P)	5D
3-Digit Price (Nonmach STD Ltrs, Nonauto STD Flts)	3D
SCF Price (Irreg STD Parcels and Mktg P)	SCF
ADC Price (Nonmach STD Ltrs, Nonauto STD Flts)	ADC
Mixed ADC (Nonmach STD Ltrs, Nonauto STD Flts)	MADC
NDC Price (Parcels and Mktg P)	NDC
MXD NDC Price (Parcels and Mktg P)	MNDC
5-Digit Auto Price (FCM Letters/Cards/Flats, STD Mail Letters/Flats)	5B
3-Digit Auto Price (FCM Letters/Cards/Flats, STD Mail Letters/Flats)	3B
AADC Auto Price (FCM Letters/Cards and STD Mail Letters)	AB
MXD AADC Auto Price (FCM Letters/Cards and STD Mail Letters)	MB
ADC Auto Price (FCM and STD Mail Flats)	AB
MXD ADC Auto Price (FCM and STD Mail Flats)	MB
ECR Saturation	WS
ECR High Density	HD
ECR High Density Plus	HDP
ECR Basic	CB
Barcoded	BC
Batch Postage	Bch Post
Bundle Destination	Bndl Dest
Class/Price	Clis/Pr
Confirmation Services Piece Count	CS Pc Ct
Confirmation Services Article Number	CS #
Country Code	Ctry Cd
Cumulative Charge	Cum Chrg
Cumulative Piece Count	Cum Pc Ct
Cumulative Postage	Cum Post
USPS Tracking	DC
Due Sender	Due Send
Group Destination	Grp Dest
Insurance Value	Ins Val
Marketing Parcels	Mktg P
Number of Pieces	# Pcs
Other Fees	Oth Fees
Ounces	Oz
Piece Identification Number	Pc ID #
Piece Price Cumulative Pieces	Pc Pr Cum Pcs
Piece Weight Pounds	Pc Wt Lbs
Postage	Post
Pound Price Cumulative Pieces	Lb Pr Cum Pcs
Pound Price Only Cumulative Weight	Lb Pr Only Cum Wt
Pounds	Lbs
Presort Pieces	Prst Pcs
Price Group	Pr Grp
Sack Level	Sk Lvl
Sack Number	Sk #
Sack ZIP Code	Sk ZIP
Signature Confirmation	SC
Single-piece	SP
Extra Services	ES
Extra Service Fees	ES Fees
Extra Service or Article Number	ES #
Total Charge	Tot Chrg
Total Postage	Tot Post
Tray Level	Tray Lvl
Tray Number	Tray #
Tray Size	Tray Sz
Tray ZIP Code	Tray ZIP
Weight Pounds	Wt Lbs
ZIP/Zone	ZIP/Zn
Zone	Zn

This page intentionally left blank.

**NOTE:
EXHIBITS**

**1. MAY NOT REFLECT THE ACTUAL
CURRENT PRICES**

**2. MAY NOT REFLECT THE
SECTIONS OR LINE ITEM NUMBERS
OF THE CURRENT POSTAGE
STATEMENTS**

This page intentionally left blank.

Priority Mail Manifest Examples (Itemized)

This page intentionally left blank.

Exhibit 26

Itemized Manifest

Commercial Plus Price– Priority Mail¹ PS Form 3877 Facsimile Not Incorporated within Manifest² (With Cumulative Postage Column)

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): Permit Number: MAC™ Version #: (Or Software Version #)	Date of Manifest: Class of Mail: Processing Category: Manifest Sequence #:
---------------------------	---	---

Page 1

Piece ID Number	ZIP/ Zone	Actual Weight	Postage Based ³ Weight (Lbs)	Class/ Price	Postage ⁵	Cumulative Postage
1234	850/4	19.4514	20	P	19.01	19.01
1357	450/4	20.6728	21	P	19.31	38.32
1358	130	2.6789	1	PF	4.70	43.02
1359	728/2	6.9801	7	P	7.62	50.64
1579	852/4	9.0456	10	P	13.60	64.24
1789	202/5	6.0678	12	PDR	20.81	85.05
1999	390/2	7.8909		P	8.06	93.11
2345	462/4	12.3456	13	P	15.63	108.74
2468	450/5	7.0987	13	PDN	21.96	130.70
2469	950/8	3.7654	4	P	13.89	144.59
2678	660/6	19.5643	20	P	30.35	174.94
2789	010/7	.4567		PC4	11.00	185.94
2888	202/5	2.0987	8	PDR	16.51	202.45
3456	450/5	8.0943	19	PDN	25.85	228.30
3457	356/3	.8085		PC5	7.00	235.30
3458	450/5	.3256		PC4	8.62	243.92
3579	369/4	7.0987	20	PX	19.01	262.93
4567	202/5	.5224	1	PC2	5.19	268.12
4987	010/7	.5643	1	PC2	5.43	273.55
5432	356/3	.9987	1	PDE	4.95	278.50
Page Totals:		20	190.0978		\$278.50	
Cumulative Totals:		20	190.0978		\$278.50	

Footnotes:

1. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.
2. PS Form 3877 is required if mailer wants proof of mailing for Confirmation Services pieces supported by electronic file. (Manifest and 3877 may be combined as shown in **Exhibit 27**.)
3. Postage Based Weight is required when a piece price is either Dimensional Weight or Balloon Price. A separate column may be used to show the Postage Based Weight as in this exhibit or it may be shown in the same column as shown in **Exhibit 29A**. It is acceptable (as shown in this exhibit), but not required (as shown in **Exhibit 29**) to show the Postage Based Weight for all of the pieces. A "Total" is not required for the Postage Based Weight column.
4. The symbol "U" stands for "Unzoned". Priority Mail flat-rate pieces are the same price per pound regardless of the zone. The actual zone may be shown or "U" may be used.
5. Postage prices reflected in Exhibits are not actual current prices.

Notes:

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. See **Exhibit 26A** for example summary page.

This page intentionally left blank.

**Itemized Manifest Summary
Commercial Plus – Priority Mail**

Mailer’s Name: Manifest Sequence Number: Date of Manifest:

Form 3600-R

Part C – Priority Mail

	Zone	Pieces	Weight (Lbs)	Total Postage
C1	Flat-Rate Envelope	7	8.5000	32.90
C2	Flat-Rate Padded Envelope	10	12.5000	49.50
C4	Regular/Medium Flat-Rate Box	12	27.0000	117.24
C7	Local, 1, 2	100	815.0000	5300.00
C8	3	217	2126.6000	2126.60
C9	4	8	72.0000	104.00
C10	5	63	315.0000	812.70
C11	6	5	57.2500	96.60
C12	7	20	105.0000	281.00
C13	8	3	29.0000	71.98
	Totals	447	3567.8500	\$8992.52

Part E – Priority Mail-Commercial Plus-Cubic

	Zone	Pieces	Weight (Lbs)	Total Postage
E8	2	17	8.3691	\$82.45
E11	5	1	.5224	5.19
E13	7	15	4.8325	81.45
	Totals	33	13.7240	\$169.09

Total All Postage Statement(s)

Manifest Sequence #	Statements Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage
12345	12345-1	Form 3600-R – Priority Mail	480	3581.5740	\$9161.61

Footnote:

- Priority Mail flat-rate pieces are the same price regardless of the zone. Therefore, they do not need to be zoned in the summary. At the mailer's option these pieces may be zoned and included in the totals for the applicable zone, or "U" must be reflected under the zone column.

This page intentionally left blank.

Itemized Manifest
Commercial Base or Commercial Plus Price¹ – Priority Mail With Confirmation Services—With
Cumulative Postage Column
Manifest and PS Form 3877 Facsimile Combined for Confirmation Services²

Mailer's Name and Address

Post Office of Mailing:
 Entry Facility (PVDS):
 Permit Number:
 MAC™ Version #:
 (Or Software Version #)

Date of Manifest:
 Class of Mail:
 Processing Category:
 Manifest Sequence #:

Pc ID # ³	Confirmation Number ⁴	CS Pc Ct ⁵	5D ZIP	Zone	Actual Weight (Lbs)	Postage Based Weight (Lbs)	Cls/Pr	Postage	Extra Svcs	ES Fees	Total Charge	Cum Chrg
000197	01026837331000000017	136	24201	U ⁴	1.72	1	PF	4.75	DC	.00	4.75	1003.85
↓	↓	↓	↓	↓	↓		↓	↓			↓	↓
000234	01026837331000000024	159	31678	5	26.05	27	P	36.94	DC	.00	36.94	1242.45
000248	21026837331000000219	160	70552	6	8.42	13	PDR	27.30	SC	1.95	29.25	1271.70
000249	01026837331000000031	161	27895	U ⁶	0.76	1	PF	4.75	DC	.00	4.80	1276.50
000252	21026837331000000226	162	00944	7	20.98	21	P	41.68	SC	1.95	43.63	1320.13
Page Total	27				213.01			299.20		19.50	317.45	
Cum Total	175				1,246.76			1,297.85		35.00		

Postal Service Certification

Total Number of Extra Service Pieces Received: _____

Signature of Receiving Employee _____

Round Stamp: _____

Footnotes:

- Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.
- PS Form 3877 is required if mailer wants proof of mailing for Confirmation Services pieces supported by electronic file. (Manifest and 3877 may be combined as shown in this exhibit.)
- Confirmation number may serve as the Piece ID number.
- Confirmation Services piece count column not required if all pieces in mailing use Confirmation Services.
- The symbol "U" stands for "Unzoned". Priority Mail flat-rate pieces are the same price per pound regardless of the zone. The actual zone may be shown or "U" may be used.
- USPS Tracking fees shown are electronic fees for mailers using electronic file to provide tracking information to USPS.
- If Certificate Of Mailing Service is claimed, every page of the document must be postmarked (round-dated) by the acceptance employee, in addition to completion of the final Certification page.

Notes:

- Only Confirmation Number, 5-digit destination ZIP Code, and applicable fee are required if a separate PS Form 3877 is used for Confirmation Services. For items not using Confirmation Services, the 5-digit ZIP Code is not required.
- The use of class, price, and fee codes from **Exhibit 24** is required.
- See **Exhibit 27A** for example summary page.

This page intentionally left blank.

Itemized Manifest Summary**Commercial Base or Commercial Plus Price – Priority Mail With Delivery and Signature Confirmation****Mailer's Name: Manifest Sequence Number: Date of Manifest:****Form 3600-R****Part C – Priority Mail**

	Zone	Pieces	Weight (Lbs)	Totals
C1	Flat-Rate Envelope	7	8.5000	\$33.25
C4	Regular/Medium Flat-Rate Box	12	27.0000	122.40
C5	Large Flat-Rate Box	20	19.2500	279.00
C7	Local, 1, 2	100	815.0000	5300.00
C8	3	217	2126.6000	2126.60
C9	4	8	72.0000	104.00
C10	5	63	315.0000	812.70
C11	6	5	57.2500	96.60
C12	7	20	105.0000	281.00
C13	8	3	29.0000	71.98
	Totals	455	3574.6000	9227.53

Part S – Extra Services

	Service	Pieces	Fees
S11	SC	26	\$50.70

Total All Postage Statement(s)

Manifest Sequence #	Statements Sequence #	Postage Statement	Pieces	Weight (lbs)	Postage	Fees	Total Charges
12345	12345-1	Form 3600-R – Priority Mail	455	3574.6000	\$ 9227.53	\$50.70	\$9278.23

Footnote:

1. The symbol "U" stands for "Unzoned". Priority Mail flat-rate pieces are the same price regardless of the zone. Therefore, they do not need to be zoned in the summary. At the mailer's option these pieces may be zoned and included in the totals for the applicable zone, or "U" must be reflected under the zone column.

This page intentionally left blank.

Itemized Manifest Priority Mail Open and Distribute

Postage for Priority Mail Open and Distribute:

- May be paid using a manifest mailing system.
- Must be reported on a separate manifest with a summary and corresponding postage statement.

What May Be Mailed via Priority Mail Open and Distribute:

- Any manifested mailing.
- Any class of mail needing expedited service between domestic postal facilities.

Priority Mail Open and Distribute receives Priority Mail service from the origin post office to the destination post office where the enclosed mail is processed and provided the appropriate service for the class enclosed from that post office to its destination.

For example, the mailing of Standard Mail machinable parcels shown in **Exhibit 37** may be prepared as required by standards; paid for by manifest; and then, placed in Priority Mail containers. The Priority Mail containers could then be manifested at Priority Mail prices similar to the manifest shown in **Exhibit 26**.

Notes:

- A. The 5-digit price or 3-digit price applies to 10 or more pieces packaged/sacked to 5-digit or 3-digit destinations accordingly, when utilizing Priority Mail Open and Distribute Mail. Additional SCF entry discounts may also apply.
- B. The 10-pound minimum is waived for parcels sorted to 5-digit destinations and drop shipped directly to the DDU. A DDU entry discount will apply.

This page intentionally left blank.

Mixed Classes Manifest Examples (Domestic) Including PS Form 3877 and 3665 Examples

This page intentionally left blank.

Exhibit 29

**Itemized Manifest
Mixed Classes—Domestic Prices¹
(With Cumulative Page Totals)**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Note column to record weight that is used to determine postage versus Actual Weight.

Piece ID Number	Actual Weight (Lbs)	Postage Based ² Weight (Lbs)	ZIP/Zone ³	Class/Price	Postage
1234	0.1825		38761	FL	0.78
1358	2.0002	6	35098/5	PDR ⁴	13.24
1359	7.5251		38671	MM	5.11
1579	0.7950		46909	PF	4.70
1789	0.6853		38118	FF	2.58
1999	7.3554		00879	LM	4.85
2345	0.6541		63198	FF	2.58
2468	2.3957		53601/2	BP	2.54
2469	0.8582		53075/4	BP	2.43
	↓	↓	↓	↓	↓
3458	7.3756	20	51695/3	PX	15.59
5432	0.3451		73314/5	BP	2.52
Page Totals:	65.1932				99.43
19					
Cumulative	2,047.0371				679.21
Page Totals:					
180					

Footnotes:

- The domestic prices that may be included are: a) All Retail price pieces except Priority Mail; b) Commercial Base or Commercial Plus price Priority Mail (when all standards for Commercial Base or Commercial Plus prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select Ground.
- Postage Based Weight is required when a piece price is either Dimensional Weight or Balloon Price. A separate column may be used to show the Postage Based Weight as in this exhibit or it may be shown in the same column as shown in **Exhibit 29A**. It is acceptable (as shown in this exhibit) not to show the Postage Based Weight for all of the pieces, but the weights for all pieces may be shown as shown in **Exhibit 26**. No "Total" is required for the Postage Based Weight Column.
- Optional, but required for MAC™ certification.
- Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

- Barcode discount only applies to automation compatible Nonpresorted Bound Printed Matter flats with a minimum of 50 flat-size pieces.
- The use of class, price, and fee codes from **Exhibit 24** is required.
- See **Exhibit 29B** for example summary page.
- Use this format for Package Services mailings consisting of pieces from the same subclass.
- Use **Exhibit 27** if using Confirmation Services.

This page intentionally left blank.

**Itemized Manifest
Mixed Classes—Domestic Prices¹
(With Cumulative Page Totals)**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Note that this column is used to record Actual Weight and when needed the weight that is used to determine postage versus Actual Weight.

Piece ID Number	Actual/Postage Based ² Weight (Lbs)	ZIP/Zone ³	Class/Price	Postage
1234	0.1825	38761	FL	0.78
1358	2.0002/6.0	35098/5	PDR ⁴	13.40
1359	7.5251	38671	MM	5.11
1579	0.7950	53601/2	P	4.85
1789	0.6853	38118	FF	2.58
1999	7.3554	00879	LM	4.85
2468	2.3957	53601/2	BP	2.54
2469	0.8582	53075/4	BP	2.43
	↓	↓	↓	↓
3457	10.2579	51695/3	ZC	11.35
3458	7.3756/20.0	51695/3	PX	19.16
5432	0.3451	73314/5	BP	2.52
Page Totals:	65.1932			99.43
19				
Cumulative	2,047.0371			679.21
Page Totals:				
180				

Footnote:

- The domestic prices that may be included are: a) All Retail priced pieces except Priority Mail; b) Commercial Base or Commercial Plus price Priority Mail (when all standards for Commercial Base or Commercial Plus prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select Ground.
- Postage Based Weight is required when a piece price is either Dimensional Weight or Balloon Price. A separate column may be used to show the Postage Based Weight as in Exhibit 29 or it may be shown in the same column as shown in this exhibit.
- Optional, but required for MAC™ certification.
- Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

- Barcode discount only applies to automation compatible Nonpresorted Bound Printed Matter flats with a minimum of 50 flat-size pieces
- The use of class, price, and fee codes from **Exhibit 24** is required.
- See **Exhibit 29B** for example summary page.
- Use this format for Package Services mailings consisting of pieces from the same subclass.
- Use **Exhibit 27** if using Confirmation Services.

This page intentionally left blank.

Itemized Manifest Summary
Mixed Classes—Domestic Prices

Mailer's Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3600-R

Part B – First-Class Mail

		Pieces	Weight (Lbs)	Postage
B4	Single-Piece Letters ¹	5	0.7500	\$3.39
B7	Single-Piece Nonmachinable Letters	7	1.0625	6.86
B12	Single-Piece Flats ¹	10	1.2500	13.90
	Part B Total	22	3.0625	\$24.15

Part C – Priority Mail

		Pieces	Weight (Lbs)	Postage
C1	Flat-Rate Envelope	17	17.0000	\$ 79.90
C4	Reg./Medium Flat-Rate Box	3	12.2750	29.31
C5	Large Flat-Rate Box	1	4.9950	13.40
C7	L, 1 & 2	14	66.5000	108.95
C8	3	3	13.0500	21.05
	Part C Total	42	113.8200	\$252.61

Form 3605-R

Part A – Bound Printed Matter Nonpresorted Parcels¹

	Zone	Pieces	Weight (Lbs)	Postage
A2	3	3	4.250	\$ 6.63
A4	5	42	73.500	101.64
A10	4	5	6.000	11.90
	Part A Total	50	83.75	\$120.17

Part A – Bound Printed Matter Nonpresorted Flats¹

	Zone	Pieces	Weight (Lbs)	Postage
A1	1 & 2	13	16.2500	27.17
A4	5	8	10.0000	18.16
A9	3	37	86.5800	\$ 85.10
	Part A Total	58	112.8300	\$130.43

Part B – Library Mail

	Pieces	Weight (Lbs)	Postage
B1	37	92.5	\$ 65.50
B2	17	42.5	\$ 47.77

Exhibit 29B (Continued)

Part B - Media Mail

	Pieces	Weight (Lbs)	Postage
B7	17	14.3438	36.21
B10	37	57.0000	\$ 91.39

	Pieces	Weight (Lbs)	Postage
Part B Total	108	206.3438	\$240.87

Part D – Parcel Select-Ground

	Zone	Pieces	Weight (Lbs)	Postage
D1	1 & 2	18	41.7500	\$ 87.66
D2	3	17	72.675	151.98
D3	4	5	21.3680	42.80
D4	5	9	70.4340	115.65
D5	6	15	69.375	135.30
D6	7	4	35.738	73.92
D7	8	3	26.8035	37.71
	Part D Total	71	125.083	\$645.02

Total All Postage Statement(s)

Manifest Sequence #	Statement Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage
12345	12345-1	Form 3600-R – First-Class Letters	12	1.8125	\$10.25
12345	12345-2	Form 3600-R – First-Class Flats	10	1.2500	13.90
12345	12345-3	Form 3600-R – Priority	42	113.8200	252.61
12345	12345-4	Form 3605-R – BPM Parcels	50	83.7500	120.17
12345	12345-5	Form 3605-R – BPM Flats	58	112.8300	130.43
12345	12345-6	Form 3605-R – Media/Library Mail	108	206.3438	240.87
12345	12345-7	Form 3605-R – Parcel Select/	71	125.083	645.02
		Totals	351	644.8893	\$1413.25

Footnote:

1. Different processing categories cannot be reported on the same postage statement, such as First-Class Mail letter and flats or Bound Printed Matter flats and Bound Printed Matter parcels.

Exhibit 30

**Itemized Manifest
Mixed Classes—Domestic Prices¹ With Extra Services
Manifest and PS Form 3877 Facsimile Combined**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Piece ID Number	Extra Services Article Number	Address Name Delivery Address	5-Digit ZIP Code/Zone	Actual Weight (Lbs.)	Postage Based Weight (Lbs)	Class/Price	Postage	Insured Value	Due Sender	Extra Services	ES Fees	Total Charge
1298	01026837331000000017 M012185051	Crystal Clear 2 Angels Ave Memphis TN 38101-3342	38101	2.50		PF ²	4.75		33.45	SC: COD:	1.95 5.50	12.20
1395			57501/5	25.87		P	31.91					31.91
1589	01026837331000000024		38671	0.21		FL	.95			DC:	.19	1.14
1686	01026837331000000031 V111222333	Dennis Pattino 49 Wildcat Blvd Nashville TN 37202-3422	37202	0.54		FF	2.24	200.00		SC: INS:	1.95 2.75	6.94
1783			90014/7	12.25		BP	7.86					7.86
2074			37202	0.86		PB	9.85					9.85
2365				0.22		FL	.95					.95
2462	05026837331000000419	Lawrence Long 6060 Primacy Dr Memphis TN 38101-0001	38101/3	6.21		P	9.58	200.00		INS: DC:	2.75 0.00	12.33
2559	01026837331000000048		63354/1	4.21	20.00	PX	13.23			SC:	1.95	15.18
2656	22026837331000000317		47931/3	14.25		LM	7.84			SC:	1.95	9.79
Page Totals:		14		123.72			149.80				25.98	175.78
Cumulative Totals:		14		123.72			149.80				25.98	175.78

Exhibit 30 (Continued)

USPS CERTIFICATION

Total Number of Pieces Received: _____

Signature of Receiving Employee

Round Stamp: _____

PS Form 3877 (Facsimile)

Footnote:

1. The domestic prices that may be included are: a) All Retail priced pieces except Priority Mail; b) Commercial Base or Commercial Plus Priority Mail (when all standards for Commercial or Commercial Plus prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select Ground.
2. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. Items with Extra Services may be grouped when a manifest and PS Form 3877 are combined.
- C. The USPS Certification block only needs to be shown on last page. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate of Mailing (permitted until June 2, 2017), no other extra service can be listed on the firm sheets and every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.
- D. Return signed and stamped copy of combined manifest and PS Form 3877 to mailer. Retain validated copy as required for claims and inquiry.
- E. See **Exhibit 30B** for example summary page.
- F. Barcode discount only applies to automation compatible Nonpresorted Bound Printed Matter flats with a minimum of 50 flat-size pieces.

Exhibit 30A

**Itemized Manifest
Domestic Prices¹ – Mixed Classes with Extra Services**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Piece ID	Actual Weight (Lbs)	Postage Based Weight (Lbs)	ZIP/Zone	Class/ Price	Postage	Total Fees	Total Charges
1316280 COD: 6.80	0.2140	0.2140	31226	FF	1.39	6.80	8.19
1322411 DC: 0.70	6.5460	20.00	32231/4	PX ²	20.57	0.70	21.27
1345230 COD: 6.80	2.7450	2.7450	37645/2	ZC	5.42	6.80	12.22
2486713 ↓	6.2140	6.2140	34909/5	P	15.23		15.23
4272084	0.1250	0.1250		FL	.61		.61
4272100 RRM: 3.80	23.4050	23.4050	31199/3	ZC	15.83	3.80	19.63
Page Totals: 12	123.3243				193.20	35.00	228.20
Cumulative Totals: 12	123.3243				193.20	35.00	228.20

Footnote:

- The domestic prices that may be included are: a) All Retail priced pieces except Priority Mail; b) Commercial Base or Commercial Plus Priority Mail (when all standards for Commercial Base or Commercial Plus prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select Ground.
- Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

- The use of class, price, and fee codes from **Exhibit 24** is required.
- This manifest must be presented with PS Form 3877 to support Extra Services.
- Mail insured for \$500 or less must bear PS Form 3813 and mail insured for more than \$500 must bear PS Form 3813-P.
- See **Exhibit 30B** for example summary page.

This page intentionally left blank.

Itemized Manifest Summary**Mixed Classes—Domestic Prices With Extra Services (excluding Certificate of Mailing)****Mailers Name: Manifest Sequence Number: Date of Manifest:****Form 3600-R****Part B – First-Class Mail Nonautomation**

		Pieces	Weight (Lbs)	Postage
B4	Single-Piece Letter ¹	10	1.25	6.10
B12	Single-Piece Flat ¹	10	1.25	10.50
	Totals	20	2.50	\$16.60

Part C – Priority Mail

	Zone	Pieces	Weight (Lbs)	Postage
C1	Flat-Rate Envelope	25	37.50	117.50
C4	Reg./Medium Flat-Rate Box	32	126.50	312.64
C7	L, 1, 2	16	48.50	83.45
C13	8	5	10.00	41.50
	Totals	78	222.50	\$555.09

Form 3605-R**Part D – Parcel Select-Ground**

	Zone	Pieces	Weight (Lbs)	Postage
D1	1 & 2	56	196.00	386.40
D2	3	72	286.00	563.89
D5	6	5	24.50	53.20
	Totals	133	506.50	\$1003.49

Part G - -

	Zone	Pieces	Weight (Lbs)	Postage
G3	4	127	317.50	762.27
G6	7	53	132.50	827.49
G7	8	12	48.50	114.68
	Totals	192	498.50	1704.44

Part S – Extra Services – Summary

		3600-R FCM Ltrs		3600-R FCM Flats		3600 Priority Mail		3605-R	
		Pieces	Fee Total	Pieces	Fee Total	Pieces	Fee Total	Pieces	Fee Total
S3	COD	1	5.50	1	6.80			1	5.50
S4	DC	1	.19	1	.19	1	.70	1	.80
S5	INS							1	2.25
S11	SC							1	1.95
	Totals	2	\$5.69	2	\$6.99	1	\$0.70	4	\$10.50

Total All Postage Statement(s)

Manifest Sequence #	Statements Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage	Fees	Total Charges
12345	12345-1	Form 3600-R - First-Class Mail Letters	10	1.25	5.80	5.69	11.49
12345	12345-2	Form 3600-R - First-Class Mail Flats	10	1.25	9.70	6.99	16.69
12345	12345-3	Form 3600-R - Priority Mail	78	222.50	560.15	0.70	555.09
12345	12345-4	Form 3605-R - /Parcel Select	325	1005.00	2707.93	10.50	2718.43
		Totals	423	1230.00	3249.46	\$16.81	\$3301.70

Footnote:

1. Different processing categories cannot be reported on the same postage statement, such as First-Class Mail letters and flats.
2. USPS Tracking fees reported are electronic fees. If using USPS Tracking electronic file, no fees will be reported for Priority Mail and appropriate fees for electronic file will be reported for Package Services on the manifest and summary.

This page intentionally left blank.

Exhibit 30C

**PS Form 3877 Facsimile
Mixed Extra Services**

Mailer's Name and Address

Permit Number:

MAC™ Ver. Number (or Software Ver. #):

Manifest Sequence Number:

Piece ID / Article #	Addressee Name Delivery Address	Postage	ES Type	ES Fee	Insured Value	Due Sender	Total Charge
1316280 M012185005000 01123498767899998761	Happy Hal's Hamburgers 123 Gator LN Macon GA 31213-9651	1.39	COD SC	6.80 2.35		33.45	10.54
1322411 M012196690000	Rick Spurrier 411 Two Dogs DR Tampa FL 32201-1234	20.57	COD	6.80		72.66	27.37
1344902 M012196686000	Bill Bob Bryan 1 Braves RD Atlanta GA 30311-5555	10.00	COD	5.50		49.83	15.50
1345230 M012196698000	Julie White 49 Wildcat BLVD Nashville TN 37202-3422	5.42	COD	6.80		74.26	12.22
2486713 V017857002000	Crystal Clear Reality 5 Summer LN Caribou ME 04736-5287	15.23	INS	2.75	200.00		17.98
4272084 M011236108000	Murphy's Law Book 7734 Lucky LN Cincinnati OH 45235-0001	.61	COD	6.80		54.43	7.41
4272096 M01213611000	Walka Dog Mail Service 2828 Broadway Paducah KY 42001-4125	12.74	COD	13.30		555.00	26.04
4272098 V0000000001000	Lauren Williams 1300 Woodland DR Lugoff SC 28078-0001	26.18	INS RD	4.70 4.50	250.00		35.38
4272100 N1047778291000	Martha Catherine RD 8 Box 102 Bedford NH 03110-4603	15.83	RRM	3.80			19.63
4272110 N1240020087000	Stubbs Computer Solutions 226 County RD Abbeville MS 38601-1234	9.35	RRM	3.80			13.15
Page Totals:	10	117.32		67.90			185.22
Cum Totals:	10	117.32		67.90			185.22

USPS CERTIFICATION

Total Number of Pieces Received: _____

Round Stamp: _____

Signature of Receiving Employee _____

PS Form 3877 (Facsimile)

NOTE: The USPS Certification block only needs to be shown on last page. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate of Mailing (permitted until June 2, 2017), no other extra service can be listed on the firm sheets and every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

This page intentionally left blank.

Exhibit 30D

**PS Form 3665 Facsimile
Certificate of Mailing-Firm (Domestic)**

Sender's Name and Address

Permit Number:

MAC™ Ver. Number (or Software Ver. #):

Manifest Sequence Number:

Piece ID / Article #	Addressee Name Delivery Address	Postage	ES Type	ES Fee	Special Handling	Parcel Airlift	Total Charge
1316280	Happy Hal's Hamburgers 123 Gator LN Macon GA 31213-9651	.485	CM	.38			.865
1322411	Rick Spurrier 411 Two Dogs DR Tampa FL 32201-1234	.485	CM	.38			.865
1344902	Bill Bob Bryan 1 Braves RD Atlanta GA 30311-5555	.485	CM	.38			.865
1345230	Julie White 49 Wildcat BLVD Nashville TN 37202-3422	.485	CM	.38			.865
2486713	Crystal Clear Reality 5 Summer LN Caribou ME 04736-5287	.485	CM	.38			.865
4272084	Murphy's Law Book 7734 Lucky LN Cincinnati OH 45235-0001	.485	CM	.38			.865
4272096	Walka Dog Mail Service 2828 Broadway Paducah KY 42001-4125	.485	CM	.38			.865
4272098	Lauren Williams 1300 Woodland DR Lugoff SC 28078-0001	.485	CM	.38			.865
4272100	Martha Catherine RD 8 Box 102 Bedford NH 03110-4603	.485	CM	.38			.865
4272110	Stubbs Computer Solutions 226 County RD Abbeville MS 38601-1234	.485	CM	.38			.865
Page Totals:	10	4.85		3.80			8.65
Cum Totals:	10	4.85		3.80			8.65

USPS CERTIFICATION

Total Number of Pieces Listed by Sender: _____

Total Number of Pieces Received by Post Office: _____

Postmark (Round Stamp) Date of Receipt: _____

Signature of Receiving USPS Employee _____

PS Form 3665 (Facsimile)

NOTE: The USPS Certification Postmark (Round Stamp) Date of Receipt block must be shown on every page for Certificate of Mailing service. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate of Mailing (permitted until June 2, 2017), no other extra service can be listed on the firm sheets and every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

This page intentionally left blank.

First-Class Mail Manifest Examples

This page intentionally left blank.

Exhibit 31

Itemized Manifest First-Class Package Service

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): Permit Number: MAC™ Ver. #: (Or Software Ver. #)	Date of Manifest: Class of Mail: Processing Cat.: Manifest Sequence #:
---------------------------	---	---

Sack ² #	Sack Level	Sack ZIP ZIP	ZIP Code Dest	Piece ID ³	Weight (Lbs)	Postage	Cum Postage	
3	5-digit	12305S	12305	000041	.3285	1.582	57.910	
			12305	000042	.3285	1.582	59.492	
				↓	↓	↓	↓	
			12306	000046	.3063	1.412	63.235	
			12306	000082	.1218	.902	84.832	
5-Digit Page Total				32	15.8260	84.832		
5-Digit Cumulative Total				78	15.8260		84.832	
4	3-digit	210	21001	000083	.1218	1.034	1.034	
				↓	↓	↓	↓	
			21009	000085	.4906	2.054	3.425	
			21012	000086	.4281	1.884	3.503	
				↓	↓	↓	↓	
			21091	000120*	.2031	1.374	107.229	
			21093	000121	.4906	2.054	109.283	
			21098	000122*	.2031	1.374	110.657	
3-Digit Digit Page Total				40	14.2006	110.657		
3-Digit Cumulative Total				40	14.2006		110.657	
5	ADC	A852	85009	000123	.4906	2.140	2.140	
			85281	000124	.5468	2.310	4.450	
				↓	↓	↓	↓	
			86363	00205*	.7590	2.990	176.459	
			86432	00206	.6093	2.480	178.939	
ADC Digit Page Total				104	36.4000	178.939		
ADC Cumulative Total				104	36.4000		178.939	
6	MADC	M852	80023	00207	.7590	3.260	3.260	
				↓	↓	↓	↓	
			94525	00222	.4906	2.410	42.560	
MADC Digit Page Total				16	5.6000	42.560		
MADC Cumulative Total				16	5.6000		42.560	

Footnotes

1. The first column are preferred, but not required on the manifest.
2. Pieces without a barcode, or irregularly shaped are denoted with an asterisk.
3. See **Exhibit 31A** for sample summary page.

This page intentionally left blank.

Exhibit 31A

**Itemized Manifest Summary
First-Class Package Service**

Mailer's Name:

Manifest Sequence Number:

Date of Manifest:

Form 3600 R

Part C – Presorted Parcels

		Pieces	Weight (Lbs)	Postage
B14	5-Digit	78	15.8260	84.832
B15	3-Digit	40	14.2006	110.846
B16	ADC	104	36.4000	36.400
B17	SP/MADC	16	5.6000	42.560
B18	Parcel Surcharge	3		.24
	TOTAL	241	72.0266	\$274.878

Total All Postage Statement(s)

Manifest Sequence #	Statement Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage
12345	12345-1	Form 3600-R – First-Class	241	72.0266	\$ 274.788

This page intentionally left blank.

**Floating Batch Manifest¹
 First-Class Mail (Nonautomation)
 Presorted Machinable Letters**

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): Permit Number: MAC™ Ver. #: (Or Software Ver. #)	Date of Manifest: Class of Mail: Processing Cat ² .: Ltrs DMM 235.5.32 Manifest Sequence #:
---------------------------	---	---

Tray # (optional columns) ³	Tray Size	Tray Level	Tray ZIP	Group Destination	Piece ID #	Presort Pieces	Batch Postage	Cumulative Postage
1	2	3DG ⁴	606	606	001 – 112	112	56.000	56.000
2	1	AADC	550	547	113 – 205	93	37.200	93.200
				551	206 – 301	96	57.600	150.800
3	2	AADC	640	640	302 – 390	89	35.600	186.400
				644	391 – 503	113	45.200	231.600
				655	504 – 629	126	55.600	287.200
				658	630 – 654	25	14.800	302.000
4	2	MAAD	606	A110	655 – 699	45	19.000	321.000
				A210	700 – 737	38	17.600	338.600
Page Total						699	321.000	

Footnotes:

1. See **Chapter 6** for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first two columns are preferred, but not required on the manifest.
4. Separate 3-digit origin trays required for each origin 3-digit ZIP Code.

This page intentionally left blank.

**Floating Batch Manifest¹
First-Class Mail (Automation)
Presorted Letters/Cards**

Mailer's Name and Address Post Office of Mailing: Date of Manifest:
Entry Facility (PVDS): Class of Mail:
Permit Number: Processing Cat²: LTRS DMM 235.6.02
MACTM Ver. #:(Or Software Ver. #) Manifest Sequence #:

Tray#	Tray Size	Tray Level	Tray ZIP	Group Dest	Piece ID #	PRICES				Batch Postage	Cum Postage
						5B	3B	AB	MB		
1	2	5DG	01603		001-250	250				78.310	78.310
2	2	5DG	01703		251-650	400				124.800	203.420
3	2	5DG	75601		651-1127	477				148.824	352.244
4	2	3DG	012		11281604		477			157.887	510.441
5	1	3DG	012		1605-1627		23			7.613	518.054
6	2	3DGS	110	110	1628-1677		50			16.550	534.914
				113	1678-1727		50			16.550	551.464
				114	1728-1792		65			21.545	573.009
				116	1793-2067		275			21.545	594.554
7	2	3DG	303		2068-2544		477			17.086	611.640
8	1	3DG	405		2545-3021		477			17.086	628.726
9	1	3DG	405		3022-3044		23			11.086	1025.868
10	1	3DG	756* ⁴	75601	3045-3189	145				49.965	1075.833
			756	756	3190-3339		150			53.675	1129.508
11	1	3DG	404		3340-3354			15		120.600	1279.733
12	2	AADC	403*	405	3355-3404		50			120.600	1400.333
				A403	3405-3739			335		120.600	1520.933
13	2	MAAD	M403		3740-3939				200	101.400	1381.133
Totals						1272	2117	350	200		

Overflow from tray 3 combined with pieces to same 3-digit retains 5B price and reported as a separate group within tray.

Origin tray with less than 150 to 3-digit/scheme does not qualify for 3B price.

PRICE SUMMARY (2 OPTIONS)

Price	Pieces	Postage	OR	Form 3600-R Part A			
5B	1,272	\$ 401.899		A1	5-Digit	1,272	\$ 401.899
3B	2,117	751.709		A2	3-Digit	2,177	751.709
AB	350	126.125		A3	AADC	350	125.125
MB	200	101.400		A4	Mixed AADC	200	101.400
TOTAL	3,939	\$ 1,381.133			TOTAL	3,939	\$1,381.133

Footnotes:

- See Chapter 6 for floating batch size limitations.
 - Domestic Mail Manual (DMM) reference for preparation method used is required.
 - The first two columns are preferred, but not required on the manifest.
 - Mailers must note with an asterisk (*) all trays containing overflow mail moved into that tray from a higher level tray.
- Note:** The format of this exhibit may also be used for Standard Mail automation letters.

This page intentionally left blank.

Floating Batch Manifest¹
First-Class Mail (Automation)
Discount Flats—Bundle Based

Mailer's Name and Address

Post Office of Mailing:
 Entry Facility (PVDS):
 Permit Number:
 MAC™ Version #:
 (Or Software Version #)

Date of Manifest:

Class of Mail:
 Processing Cat²: FLTS DMM 335.6.52
 Manifest Sequence #:

Tray # (optional column) ³	Tray Level	Tray ZIP	Bndl Dest	Piece ID #	5B	Prices			Batch Postage	Cum Postage
						3B	AB	MB		
1	5DG	12345	12345	00001-00089	89				\$35.422	\$35.422
2	5DG	12345	12345	00090-00190	101				60.398	95.820
3	5DG	16211	16211	00191-00290	100				39.800	135.620
4	5DG	22310	22310	00291-00375	85				50.830	186.450
5	5DG	22310	22310	00376-00465	90				53.820	240.270
6	3DGS	120	12345 12348	00466-00475 00476-00535	10 60				3.980 35.880	244.250 280.130
7	3DG	126		00536-00636		101			60.398	340.528
8	3DG	146	14621 146	00637-00696 00697-00760	60		64		35.880 52.672	376.408 429.080
9	ADC	120	12403 12551 12990	00761-00780 00781-00803 00804-00849	20 23 46				11.960 13.754 27.508	441.040 454.794 482.302
10	ADC	120	121 127 A120	00850-00894 00895-00924 00925-00940		45 30		16	28.035 12.698 6.928	510.337 523.027 529.955
11	ADC	150	16211 168 A150	00941-00951 00952-01011 01012-01026	11		60		6.578 37.380 9.495	536.533 573.913 583.408
12	MADC	331	31044 A380 M331	01027-01036 01037-01060 01061-01094	10			15 24	3.980 15.192 22.610	587.388 602.580 625.190
						↓	↓	↓	↓	
				Totals	705	300	55	34		

Footnotes:

1. See **Chapter 6** for floating batch size limitations.
2. *Domestic Mail Manual* (DMM) reference for preparation method used is required.
3. The first column is preferred but not required on the manifest.

This page intentionally left blank.

Floating Batch Manifest¹
First-Class Mail (Automation)
Presorted Flats—Tray Based

Mailer's Name and Address

Post Office of Mailing:
 Entry Facility (PVDS):
 Permit Number:
 MAC™ Version #:
 (Or Software Version #)

Date of Manifest:

Class of Mail:
 Processing Cat²: Flats DMM 335.6.62
 Manifest Sequence #:

Tray # (optional column) ³	Tray Level	Tray ZIP	Group Dest	Piece ID #	5B	Prices			Batch Postage	Cumulative Postage
						3B	AB	MB		
1	5DG	12345		00001-00105	105				\$ 74.655	\$ 74.655
2	5DG	12345		00106-00200	95				51.965	126.620
3	5DG	12403		00201-00292	92				86.112	212.732
4	5DG	22310		00293-00383	91				47.957	260.689
5	3DGS	120	122	00384-00434		51			48.756	309.445
			123	00435-00484		50			47.800	357.245
6	3DG	126		00485-00544		93			67.983	425.228
7	3DG	146		00545-00619		75			41.025	466.253
8	3DG	146		00620-00704		85			62.135	528.388
9	3DG	168		00705-00744		40			15.080	543.468
10	3DG	168		00745-00804		60			70.860	614.328
11	ADC	A120		00805-00897			93		69.006	683.334
12	ADC	A150		00898-00997			100		55.800	739.134
13	MADC	M331		00998-01067				70	68.250	807.384
Total					383	454	193	70		

Footnotes:

1. See **Chapter 6** for floating batch size limitations.
2. *Domestic Mail Manual* (DMM) reference for preparation method used is required.
3. The first column is preferred but not required on the manifest.

This page intentionally left blank.

Standard Mail Manifest Examples (Itemized)

This page intentionally left blank.

Exhibit 36

**Itemized Manifest
Standard Mail Marketing Parcels
Machinable Parcels Only—USPS Tracking and Bulk Insurance – With PS Form 3877
Nonbarcoded Pieces Denoted by Asterisk
(With Cumulative Page Totals)**

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): Permit Number: MAC™ Ver. #: (Or Software Ver. #)	Date of Manifest: Class of Mail: Processing Category: Manifest Sequence #:
---------------------------	---	---

Sack #	Sack Level	Sack ZIP	Piece ID	Confirmation Service #	ZIP Code	Ins. Value	Ins. Fee	Piece Wt. (Lbs)
1	5DG	04756	1234	02123456789123456789	04756	50.00	.95	.8245
			1357	02123456789123456790	04756	50.00	.95	.9237
			2345	02123456789123456792	04756	50.00	.95	.8139
			2469		04756			.2688
			2888		04756	100.00	1.45	.9625
			3458		04756			.9360
			4567		04756	50.00	.95	.9920
			↓	↓	↓	↓	↓	↓
			4666	02123456789123456796	04756	50.00	.95	.5757
			4987		04756			.9888
5D Page Totals			25	21		10	10.25	20.6578
2	NDC	NDC Chicago IL 60808	1237*					.9674
			1254	02123456789123456797	46420	50.00	.95	.9548
			1258	02123456789123456802	53002			.7566
			1299		53109			.8897
			1301	02123456789123456803	53405			.7889
			↓	↓	↓	↓	↓	↓
			6780	02123456789123456805	60102			.6778
			6792*		60441			.8729
			6805	02123456789123456806	60011	150.00	1.95	.7854
NDC Page Totals			55	41		8	8.50	52.3214
3	NDC ¹	NDC Pittsburgh PA 15195	1305		13057	50.00	.95	.9788
			1306	02123456789123456804	13440			.8788
Origin-NDC Page Totals			2	1		1	.95	1.8576
*Nonbarcoded			2					
Cumulative Totals		5D	25	21		10	10.25	20.6578
		NDC	55	42		8	8.50	52.3214
		Origin-NDC	2	1		1	0.95	1.8576
		MXD NDC	0	0		0	0.00	0.0000
		TOTALS	82	64		19	19.60	74.8368
		*Nonbarcoded	2					

Exhibit 36 (Continued)

Sack #	Sack Level	Sack ZIP	Piece ID	USPS Tracking #	ZIP Code	Ins. Value	Ins. Fee	Piece Wt. (Lbs)
4	MXD NDC	MXD NDC Pittsburgh PA	5111*			50.00	.95	.8282
			5178	02123456789123456807	22209	↓	↓	.7123
			↓	↓	↓	↓	↓	↓
			6620	02123456789123456812	44501	100.00	1.45	.7856
	MXD NDC Page Total		95	61		15	16.75	87.3598
	*Nonbarcoded		5					
Cumulative Totals			5D	25	21	10	10.25	20.6578
		NDC	55	42	8	8.50	52.3214	
		Origin-NDC	2	1	1	.95	1.8576	
		MXD NDC	95	61	15	16.75	87.3598	
		TOTALS	177	125	34	36.35	163.1966	
		*Nonbarcoded	12					

USPS CERTIFICATION

Total Number of Pieces Received: _____

Round Stamp: _____

Signature of Receiving Employee

PS Form 3877 (Facsimile)

Footnote:

1. Separate Origin-NDC (intra-NDC turnaround) sack required.

Notes:

- This exhibit is inclusive of nonbarcoded pieces, USPS Tracking and Bulk Insurance. If any of these services are not used, the columns or notations showing this information are not required.
- The first column is preferred, but not required on the manifest.
- A surcharge applies to each nonbarcoded piece. Nonbarcoded pieces are designated by an asterisk next to the piece ID number. The surcharge does not apply to pieces sorted to 5DG ZIP Codes.
- 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DNDC, DFSS, DSCF, or DDU).
- 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
- To claim NDC prices, refer to Domestic Mail Manual
- See **Exhibit 36B** for example summary.
- The USPS Certification block only needs to be shown on last page. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate Of Mailing, every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

Exhibit 36A

**Itemized Manifest Summary
Standard Mail Marketing Parcels**

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Summary for Exhibit 36

Form 3602-R – Part G – Standard Mail Marketing Parcels

Entry	Category	Piece Price	No. of Pieces	Pieces \$ Subtotal	Pound Price	Pounds	Pounds \$ Subtotal	\$ Total
C2	Mixed NDC	1.279	97	124.063	0.990	89.2174	88.3252	212.3882
C3	5-Digit	0.440	25	11.00	0.775	20.6578	16.0097	27.0097
C4	NDC	0.879	55	48.3450	0.775	52.3214	40.5490	88.8940
C7	Nonbarcoded Surcharge	0.080	12	0.96				0.96
							Part C Total	\$ 329.2519

Part S – Extra Services

Entry	Service	Fee	No. of Pieces	\$ Total	
S4	USPS Tracking (electronic only)	0.19	124	23.56	
S5	Insured (bulk only)	Nonidentical	34	36.45	
				Part S Total	\$ 60.01

TOTAL POSTAGE	\$ 389.2619
----------------------	--------------------

This page intentionally left blank.

Exhibit 37

Itemized Manifest

Standard Mail, Parcel Select, Parcel Lightweight, and Package Services machinable parcels, And Standard Mail Marketing parcels 6 oz. or more (5-Digit: DSCF, NDC: DNDC)

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Sk # ¹	Sk Lvl	Sk ZIP	ZIP Code Dest	Pc ID #	Mktg Lb Pr Cum Pcs	Mktg Lb Pr Pc Wt	PS Cum Pcs	PS Pc Wt	PS Postage	PSLW Mach Cum Pcs	PSLW Mach Pc Wt	PSLW Mach Postage	Price Codes
1	5DGS	06701	06721	1234	1	.3810							RMM5S
			06721	1357			1	2.9375	3.02				SM
			06721	1789					2.80				SM
			06722	1999	2					1	.4256	0.96	RMM5S
			06722	2468						2	.7500	1.14	DMM5S
			06722	4978						3	.7300	1.14	DMM5S
			06725	5432						↓	↓	↓	↓
			06725	5466			25	1.8134	2.80	↓	↓	↓	SM
			06725	5678						11	.8201	1.21	DMM5S
			06725	5690	23	.4045							RMM5S
2	5DG	06104	06104	2057	24	.5899							RMM5S
			06104	2346			26	1.6543	2.80				SM
				↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
			06104	5843						32	.7356	1.14	DMM5S
			06104	6101	42	.3999							RMM5S
			06104	6543						33	.6789	1.10	DMM5S
5-Digit Page Total					42	18.1858	26	49.6875	142.23	33	15.6875	37.56	
Cumulative Totals													
			5-Digit		42	18.1858	26	49.6875	11	13	15.6875	37.56	
			NDC		0	0	0	0	0	0	0	0	
			Origin-NDC		0	0	0	0	0	0	0	0	
			MXD NDC		0	0	0	0	0	0	0	0	
			*Nonbarcoded	0									

The ZIP Code Destination column is required for Standard Mail with scheme Sorts.

Exhibit 37 (Continued)

Sk # ¹	Sk Lvl	Sk ZIP	ZIP Code Dest.	Pc ID #	Mktg Lb Pr Cum Pcs	Mktg Lb Pr Pc Wt	PS Cum Pcs	PS Pc Wt	PS Postage	PSLW Mach Cum Pcs	PSLW Mach Pc Wt	PSLW Mach Postage	Price Codes
3	NDC	19205	13788	1237						1	.6301	1.61	DMMNN
			19023	4768	1	.8752							RMMBB
				↓	↓	↓				↓	↓	↓	↓
			19190	5467						25	.9125	1.81	DMMNN
			19222	6780*	40	.7589							RMMBB
			19225	6792*						26	.7123	1.66	DMMNN
NDC Page Total					40	35.7456				26	20.5487	40.25	
* Nonbarcoded					3								
4	NDC	15195	13057	6123						1	.5414	2.03	DMMM
				↓						↓	↓	↓	↓
			13440	6231						8	.4414	1.97	DMMM
Origin-NDC *2 Pg Total										8	6.1817	14.56	
5	MXD NDC	15195	06712	1003	1	.8929							RMMM
			46206	1079*						1	.7212	2.22	DMMM
				↓	↓	↓				↓	↓	↓	↓
			85284	2346						35	.8546	2.34	DMMM
MXD NDC Pg Total					1	.8929				35	31.6141	80.25	
* Nonbarcoded					3								
Cumulative Totals													
			5-Digit		42	18.1858	26	49.6875	142.23	33	15.6875	37.56	
			NDC		40	35.7456				26	20.5487	40.25	
			Origin-NDC							8	6.1817	14.56	
			MXD NDC		1	.8929				35	31.6141	80.25	
			Grand Total		83	54.8243	26	49.6875	142.23	102	74.0320	172.62	
			*Nonbarcoded	6									

Footnote:

- Sack # column is optional, but preferred.
- Separate Origin-NDC (intra-NDC turnaround) sack required.

Notes:

- Only machinable parcels and Marketing Parcels weighing 3.3 ounces or more may be combined in NDC/ASF, Origin NDC and mixed NDC sacks.
- Nonbarcoded pieces are designated by an asterisk next to the piece ID number. Applicable nonbarcoded surcharge applied.
- 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DNDC, DFSS, DSCF, or DDU).
- 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
- To claim NDC prices, refer to Domestic Mail Manual
- See **Exhibit 37H** for an example of a summary.

Exhibit 37A

Itemized Manifest

Standard Mail, Parcel Select, Parcel Select Lightweight, and Package Services Irregular parcels and Marketing Parcels (weighing less than 6 oz.)

DNDC Entry

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Sk # ¹	Sk Lvl	Sk ZIP	ZIP Code Dest	Pc ID #	Mktg Pc Pr Cum Pcs	Mktg Pc Pr Pc Wt	Mktg Lb Pr Cum Pcs	Mktg Lb Pr Pc Wt	PSLW Irreg Cum Pcs	PSLW Irreg Pc Wt	PSLW Irreg Postage	MM Cum Pcs	MM Pc Wt	MM Postage	Price Codes
1	5DGS	06701	06721	1234	1	.2010									RMM5B
			06721	1357					1	.3375	1.02				DMI5N
			06721	1789					2	.2300	.92				DMI5N
			06722	1999	2	.1936									RMM5B
			06722	2468			1	.3356							RMM5B
			06725	5432								1	.3554	2.47	MM
				↓	↓	↓	↓	↓	↓	↓	↓				↓
			06725	5466					35	.3134	1.02				DMI5N
			06725	5678			34	.2890							RMM5B
			06725	5690	23	.2045									RMM5B
2	5DG	06104	06104	2057	24	.1899									RMM5B
			06104	2346					36	.3543	1.02				DMI5N
				↓	↓	↓			↓	↓	↓				↓
			06104	5843								2	.3606	2.47	MM
			06104	6101	72	.1999									RMM5B
			06104	6543					45	.3786	45.32				DMI5N
5-Digit Page Total					72	15.1858	34	8.6088	45	13.6875		2	.7160	4.94	
Cumulative Totals															
			5-Digit		72	15.1858	34	8.6088	45	13.6875	45.32	4	.7160	4.94	
			3-Digit		0	0	0	0	0	0		0	0		
			ADC		0	0	0	0	0	0		0	0		
			MXD ADC		0	0	0	0	0	0		0	0		
			*Nonbarcoded	0											

Exhibit 37B

Combined Mixed Class Parcels Qualification Report

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Ver. #:

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Sack Lvl	Sack ZIP	ZIP Code Dest	Pc ID#	Pc Wt (Lbs)	Class/Price
5DG	50009	50009	043114580	0.0759	RMI5S
		50009	050997219	1.2657	L5
		50009	051971101	0.3451	DMM5S
		50009	054937466	0.4650	RMM5S
		50009	070212026	1.3825	BPS
		50009	070947869	0.1007	RMI5S
		50009	071919293	2.1061	SM
		50009	084536548	0.2383	DMM5S
		50009	150346241	1.1468	SM
		50009	232651907	0.6121	DMM5S
		50009	235038501	0.3323	RMI5S
			Total Pieces	11	
			Total Weight (Lbs.)	8.0705	
SCF	500	50010	232651908	2.0759	BP4
		50013	235038502	2.2657	BP4
		50015	281214087	1.3451	LB
		50018	298197008	1.2650	LB
		50020	322478096	2.3825	BP4
		50023	346759185	1.1007	LB
		50025	371040273	1.1061	MB
		50028	395321362	1.2383	3SN
		50030	419602450	1.1468	3SN
		50033	443883539	2.3121	3SN
		50035	468164627	1.3323	3SN
		50138	492445716	0.1825	RMI5S
		50240	516726804	0.2383	RMI5S
		50110	541007893	1.1468	BP4
		50313	565288981	1.6121	LB
		↓	↓	↓	↓
		50115	613851158	0.1825	DMISS
			Total Pieces	28	
			Total Weight (Lbs.)	25.8355	
				Pieces	Pounds
			Page Total	39	33.9060
			Cum Page Total	126	82.6300
			SCF Des Moines Total	126	82.6300

This page intentionally left blank.

**Itemized Manifest
Standard Mail Marketing Parcels Piece and Piece/Pound Prices
Irregular Parcels Less than 6 Oz**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Sack #1	Sack Lvl	Sack ZIP	ZIP Code Dest.	Pc ID #	Pc Pr Cum Pcs	Pc Wt (Lbs)	Lb Pr Cum Pcs	Lb Pr Pc Wt	Page 1
1	5DGS	06701	06721	1234	1	.2010			
			06721	1357			1	.3011	
			06721	1789			2	.2727	
			06722	1999	2	.1936			
			06722	2468	3	.2013			
				↓	↓	↓	↓	↓	
			06725	5432			25	.2869	
			06725	5678	30	.1890			
			06725	5690	31	.2056			
2	5DG	06104	06104	2057	32	.1899			
			06104	2346			26	.3089	
				↓	↓	↓	↓	↓	
			06104	5843			57	.3740	
			06104	6101	67	.1999			
			06104	6543			58	.3456	
5-Digit Page Total					67	4.6250	58	18.1250	
3	SCF	530	53012	1237	1	.1913			
			53110	4768			1	.2057	
			53172	5467	2	.2011			
			53201	6780*			2	.3740	
				↓	↓	↓	↓	↓	
			53401	6792*	53	.1960			
SCF Page Total					53	10.3833	32	12.1256	
* Nonbarcoded					4				
4	NDC	681	12012	1001	1	.2031			
			12134	1257			1	.2989	
				↓	↓	↓	↓	↓	
			12876	6123*	57	.1989			
NDC Page Total					57	12.6789	34	13.9087	
* Nonbarcoded					2				
Cumulative Totals									
			5-Digit		67	4.6250	58	18.1250	
			SCF		53	10.3833	32	12.1256	
			NDC		57	12.6789	34	13.9087	
			MXD NDC		0	0	0	0	
			*Nonbarcoded	6					

Exhibit 37C (Continued)

Sack #1	Sack Lvl	Sack ZIP	ZIP Code Dest.	Pc ID #	Pc Pr Cum Pcs	Pc Wt (Lbs)	Lb Pr Cum Pcs	Lb Pr Pc Wt
6	MXD NDC	15195	24509	1003			1	.3011
			45012	1079*	1	.1789		
			47209	1589	2	.1889		
			↓	↓	↓	↓	□↓	□↓
			90210	2346			26	.2765
			MXD NDC Page Total		24	3.4784	26	8.9070
			* Nonbarcoded		1			
Cumulative Totals								
			5-Digit		67	4.6250	58	18.1250
			SCF		53	10.3833	32	12.1256
			NDC		57	12.6789	34	13.9087
			MXD NDC		24	3.4784	26	8.9070
			Grand Total		203	31.1654	150	53.0663
			*Nonbarcoded		8			

Footnote:

1. Sack # column is optional, but preferred.
2. Separate Origin-NDC (intra-NDC turnaround) sack required.

Notes:

- A. A surcharge applies to each Standard Mail nonbarcoded piece in SCF, NDC, and MXD NDC sacks. Nonbarcoded pieces are designated by an asterisk next to the piece ID number.
- B. 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DNDC, DFSS, DSCF, or DDU).
- C. 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
- D. To claim SCF, FSS and NDC prices, refer to Domestic Mail Manual See **Exhibit 37F** for an example of a summary.

Exhibit 37D

**Itemized Manifest
Standard Mail Presort Piece and Piece/Pound Prices
Automation Flat-size**

Mailer's Name and Address

Post Office of Mailing: Memphis TN
Entry Facility (PVDS):
Permit Number:
MAC™ Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Sack # ¹	Sack Lvl	Sack ZIP	Bndl Dest	ZIP Code Dest	Pc ID #	Pc Pr Cum	5B Pc Pr Cum	3B Pc Pr Cum	AB Pc Pr Cum	MB Pc Pr Cum	5B Lb Pr Cum	3B Lb Pr Cum	AB Lb Pr Cum	MB Lb Pr	Pc Wt (lbs)	Lb Pr Only Cum				
1	5DG	04742	04742		1234						1				.3028	.3028				
					1357					2					.2098	.5126				
					1789					3					.2222	.7348				
					1999	1										.1688				
					2468	2										.2003				
					↓	↓								↓			↓			
					2888										112			.3209	24.9853	
					3456	121												.2012		
					1254	122												.2001		
					↓	↓												↓		
2	3DG	060	06050S	06051	1265	133									.2025					
					↓	↓														
					06053	9765									1		.2212	25.2065		
					9772										↓		.1987			
					↓	↓											↓			
					9780						110						.2002			
					9792											79		.2998	25.5061	
					9805							111					.1789			
					987	134											.1908			
					↓	↓											↓			
3	ADC	021	01912	019	1002	149									.2010					
					1003											.1678				
					1004										80		.2390	25.7451		
					↓	↓										↓				
					6620						124						.1980			
					7101												.2012			
					↓	↓											↓			
					7213												.1998			
					4598												.2016			
					↓	↓											↓			
4	MADC	380	550	A021	4623										.2059					
					4647											1	.3152	26.0603		
					↓	↓										↓				
					4777												34	.2890	36.7771	
					Page Total					16	26	217	0	0	0	1	0	34		11.2710
					Cumulative Total						149	137	217	0	112	80	0	34		36.7771

Footnote:

1. Sack # column is optional, but preferred.
Note: See Exhibit 37D for example summary.

This page intentionally left blank.

Itemized Manifest Summary
Standard Mail Automation Flats Piece and Piece/Pound Prices

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3602-R

Part D – Automation Flats

Flats 3.3 oz. (0.2063 lbs.) or Less						
	Entry	Category	Piece Price	Pieces	Weight (Lbs)	Postage
D3	None	5-Digit	0.346	161	324.8981	55.706
D4	None	3-Digit	0.418	112	23.9129	46.816
D5	None	ADC	0.486	275	55.0275	133.650
D6	None	Mixed ADC	0.496	153	32.3289	75.888
Total				701	436.1674	\$312.060

Flats Over 3.3 oz. (0.2063 lbs.) but less than 16 oz.									
	Entry	Category	Piece Price	Pieces	Postage Pieces	Pound Price	Pounds	Postage Pounds	Postage
D22	None	5-Digit	0.196	310	60.760	0.725	81.3782	58.9991	119.7591
D23	None	3-Digit	0.268	172	46.096	0.725	45.1518	32.7350	78.8310
D24	None	ADC	0.336	303	101.808	0.725	79.5407	57.667	159.4750
D25	None	Mixed ADC	0.346	213	73.698	0.725	55.9147	40.5381	114.2361
Total				998	\$282.362		261.9854	\$189.9392	\$472.3012

Part D Total Postage	\$ 784.3612
-----------------------------	--------------------

Total All Postage Statement(s)

Manifest Sequence #	Statement Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage
12345	12345-1	Form 3602-R – Flats	1699	698.1528	\$ 784.36

This page intentionally left blank.

**Consolidated Postage Statement – Supplement
Standard Mail and Nonprofit Standard Mail**

Form 3602-C

Post Stmt Seq #	PO & ZIP of Entry	Pc Wt	Entry Disc	Prsrt Level	Price	# of Pcs/Lbs	Postage	# of Cont.	# of Pcs	Total Wt	Postage
1202	NDC Phila PA 19205	NI	NDC	F3	.723	1601	1892.3820				
				F4	.782	230	142.6000				
				F12	.563	1171	535.1470				
					.775	317.5267	184.1655				
				F13	.622	450	226.3500				
					.775	136.2150	79.0047				
Total								63 S	3452	772.0023	2086.2412
1203	SCF Phoenix AZ 852	NI	SCF	C5	.440	767	337.480				
					.566	383.5421	217.0848				
				F6	.671	1545	1036.6950				
Total								46 S	22312	383.5421	1591.2598
1204	Memphis TN 381	NI	None	F1	1.226	20	24.5200				
					.879	15	13.1850				
				C1	.990	7.5345	7.4591				
Total								1 S	35	11.1595	45.1641
										Total Postage	\$3722.6651

This page intentionally left blank.

Exhibit 37G

**Itemized Manifest Summary
Standard Mail Marketing Parcels Piece/Pound Prices
and Marketing Parcels Combined in 5-Digit/Scheme Sacks (Marketing Parcels less than 6
oz. Combined Below the 5-Digit Presort Level)**

Mailers Name: _____ **Manifest Sequence Number:** _____ **Date of Manifest:** _____

Form 3602-R

Part G– Standard Mail Marketing Parcels 3.3oz (.2063 lbs) or less

	Entry	Category	Piece Price	Pieces	Postage
G3	DNDC	5-Digit	0.565	11	6.215
G4	DNDC	SCF	0.598	16	9.568
G5	DNDC	NDC	0.952	4	3.808
G9		Nonbarcoded Surcharge	0.07	1	0.070
Total					19.661

Part G– Standard Mail Marketing Parcels Over 3.3oz but less than 16 oz.

	Entry	Category	Piece Price	Pieces	Postage Pieces	Pound Price	Pounds	Postage Pounds	Postage
G12	DNDC	5-Digit	0.405	13	5.265	0.775	3.6650	2.840	8.105
G13	DNDC	SCF	0.438	15	6.570	0.775	4.2300	3.278	9.848
G14	DNDC	NDC	0.792	12	9.504	0.775	3.3990	2.634	12.138
G18		Nonbarcoded Surcharge	0.07	0					0
Total									30.091

Part G Total	49.752
---------------------	---------------

Total All Postage Statement(s)

Manifest Sequence #	Statement Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage
123654	123654-3	Form 3602-R – Marketing Parcels	83	51.5727	49.752
Totals			83	51.5727	\$49.752

This page intentionally left blank.

Standard Mail Manifest Examples (Batch)

This page intentionally left blank.

Exhibit 38

**Floating Batch Manifest¹
Standard Mail
Enhanced Carrier Route Letters**

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): Permit Number: MAC™ Version #: (Or Software Version #)	Date of Manifest: Class of Mail: Processing Cat ² : Ltrs DMM 245.6.02 Manifest Sequence #:
---------------------------	---	--

Page 1

Tray # (optional columns) ³	Tray Size	Tray Level	Tray ZIP	Group Dest	Piece ID #	WS	Prices HD	CR	Batch Postage	Cumulative Postage
1	1	CRD	34002	B050	10000-10233		233		\$38.212	\$38.212
2	1	CR5	34252	C080	10234-10357			124	24.056	62.268
				R009	10358-10427			70	13.580	75.848
				B090	10428-10455			28	5.432	81.280
3	2	CRD	40203	B001	10456-10916		461		75.604	156.884
4	2	CRD	40665	C023	10917-11417	501			76.152	233.036
5	1	CR5	40665	C023	11418-11451	34			5.168	238.204
				C046	11452-11637		186		30.504	268.708
6	1	CR5	40974	C010	11638-11834		197		32.308	301.016
				R023	11835-11887	53			8.056	309.072
7	2	CR5	41701	C028	11188-12318	431			65.512	374.584
8	1	CR5	47656	R009	12319-12427			109	21.146	395.730
				C001	12428-12541			114	22.116	417.846
9	1	CR3	229							
			22901	B004	12542-12604			63	12.222	430.068
				B005	12605-12639			35	6.790	436.858
			22906	R001	12640-12765		126		20.664	457.522
10	2	CR3	223							
			22310	C002	12766-12895		130		19.630	477.152
				C005	12896-12970			75	14.550	491.702
			22315	C007	12971-13071			101	19.594	511.296
			22316	C010	13072-13211		140		22.960	534.256
Page Total						1019	1473	719		
Cum Total						1019	1473	719		

Footnotes:

1. See **Chapter 6** for floating batch size limitations.
2. *Domestic Mail Manual* (DMM) reference for preparation method used is required.
3. The first two columns are preferred but not required on the manifest.

This page intentionally left blank.

**Floating Batch Manifest¹
 Standard Mail (Nonautomation)
 Presorted Nonmachinable Letters
 Weight 3.3 Ounces or Less**

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): Permit Number: MAC™ Ver. #: (Or Software Ver. #)	Date of Manifest: Class of Mail: Processing Cat ² : Ltrs DMM 245.5.52 Manifest Sequence #:
---------------------------	---	--

Tray #	Tray Size	Tray Level	Tray ZIP	Bundle Dest	Pc ID #	5D	Prices 3D	AD	MD	Batch Postage	Cum Post
(optional columns) ³											
1	2	5DG	12345		0001-0210	210				\$75.600	\$75.600
2	2	5DG	20852		0211-0422	212				76.320	151.920
3	1	3DG	123	12345	0423-0436		14			5.544	157.464
				12348	0437-0455		19			7.524	164.988
				123	0456-0686		231			91.476	256.464
4	2	3DG	280	28052	0687-0743		57			22.572	279.036
				28057	0744-0753		10			3.960	282.996
				280	0754-0978		225			89.100	372.096
5	1	3DG	282		0979-1228		250			99.000	471.096
6	2	ADC	280	28112	1229-1248			20		8.180	479.276
				28601	1249-1265			17		6.953	486.229
				288	1266-1316			51		20.859	507.088
				A280	1317-1526			210		85.890	592.978
7	2	MADC	32199	31044	1527-1538				12	5.376	598.354
				60607	1539-1553				15	6.720	605.074
				421	1554-1569				16	7.168	612.242
				A590	1570-1591				22	9.856	622.098
				A852	1592-1612				21	9.408	631.506
				M32199	1613-1634				22	9.856	641.362
Page Total						422	806	298	108		
Cum. Total						422	806	298	108		

Footnotes:

1. See **Chapter 6** for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first two columns are preferred, but not required on the manifest.

This page intentionally left blank.

Exhibit 40

**Fixed Batch Manifest
Standard Mail Automation – Flats (Sacked)
Weight 3.3 Ounces or Less**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MACTM Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Cat¹: Flats DMM 345.7.01
Manifest Sequence #:

SK # ²	Sk	Lvl	Sk ZIP	Bndl	Dest ZIP Code	Dest	Pc ID #	5B	3B	AB	MB	Bch Post	Cum Post
1	5DG		12345		12345		00001-00025	25				7.500	7.500
							00026-00050	25				7.500	15.000
							00051-00075						22.500
							00076-00100						30.000
							00101-00125						37.500
2	5DGS		13501		13501S	13501	00126-00150	25				7.500	45.000
							00152-00175	25				7.500	52.500
							00176-00200	25				7.500	60.000
						13502	00201-00225	25				7.500	67.500
							00226-00250	25				7.500	75.000
							00251-00265	15				4.500	79.500
3	3DG		080		08102		00266-00290	25				7.500	87.000
					08205		00316-00340	25				7.500	99.435
					081		00291-00315		25			4.935	91.935
					082		00341-00365		25			4.935	104.370
					082		00366-00390		25			4.935	109.305
					083S	083	00391-00395		5			1.910	113.225
						084	00396-00400		5			1.910	113.225
4	3DG		128		12801		00401-00425	25				7.500	120.725
					12805		00426-00450	25				7.500	128.225
					128		00451-00475		25			4.935	133.160
					128		00476-00500		25			4.935	138.095
					128		00501-00525		25			4.935	143.030
5	ADC		120		12403		00526-00550	25				7.500	150.530
					12551		00551-00575	25				7.500	158.030
					12990		00576-00600	25				7.500	165.530
					129		00601-00625		25			4.935	170.465
					121		00626-00650		25			4.935	175.400
					A120		00651-00665			15		5.310	180.710
6	MADC		190		24045		00666-00690	25				7.500	188.210
					25936		00691-00715	25				7.500	195.710
					260		00716-00740		25			4.935	200.645
					M190		00741-00765				25	9.775	210.420
							00766-00790				25	9.775	220.195
							00791-00815				25	9.775	229.970
							00816-00840				25	9.775	239.745
							00841-00855				15	5.865	245.610
Page Total								490	235	15	115		
Cum Total								490	235	15	115		

New scheme sort for STD Mail and column to report in.

Footnotes:

1. Domestic Mail Manual (DMM) reference for preparation method used is required.
2. The first column is preferred, but not required on the manifest.

This page intentionally left blank.

**Floating Batch Manifest¹
Standard Mail Nonautomation – Flats (Sacked)
Weight 3.3 Ounces or Less**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Cat². Flats DMM 345.52
Manifest Sequence #:

Offset the scheme ZIP Code showing ZIP Codes included below. Alternate method to having a ZIP Dest column as in Exhibit 42.

Sack # ³	Sack Level	Sack ZIP	Bundle ⁴ Destination	Piece ID #	Prices		ADC	MADC	Batch Postage	Page 1
					5D	3D				Cumulative Postage
1	5DG	12345	12345	0001-0140	140				48.020	48.020
2	5DG	20852	20852	0141-0365	225				71.175	119.195
3	5DGS	13815	13815S							
			13815	0366-0415	50				17.150	136.345
			13820	0416-0485	70				24.010	160.355
			13827	0486-0494	9				3.087	163.442
			13850	0495-0500	6				2.058	165.500
4	3DG	280	28052	0501-0557		57			21.546	187.046
			28057	0558-0568		10			3.780	190.826
			280	0569-0631		63			23.814	214.640
5	3DG	282	28201	0632-0656		25			9.450	224.090
			28220	0657-0671		15			5.670	229.760
			28226	0672-0694		23			8.694	238.454
			282	0695-0781		87			32.886	271.340
6	3DG	335	33505	0782-0806		25			9.450	280.790
				↓		↓			↓	↓
			34644	0941-0965		25			9.450	340.892
			335S							
			335	0966-0981		15			6.048	346.940
			336	0982-1010		29			10.962	357.902
			346	1010-1015		6			1.89	359.792
6	ADC	280	28112	1016-1035			20		8.020	367.812
			28601	1036-1052			17		6.817	374.629
			288	1053-1103			51		20.451	395.080
			A280	1104-1143			40		16.040	411.120
7	MADC	32199	31044	1144-1155				12	5.172	416.292
			60607	1156-1170				15	6.465	422.757
			421	1171-1176				16	6.896	429.653
			A590	1177-1198				22	9.482	439.135
			852	1199-1220				21	9.051	448.186
			M32199	1221-1242				22	9.482	457.668
Page Total					500	514	128	108	457.668	457.668
Cum Totals					500	514	128	108	457.668	457.668

Footnotes:

1. See **Chapter 6** for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first column is preferred, but not required on the manifest.
4. Each 5-digit or 3-digit must be reported separately with a 5-digit or 3-digit scheme package.

This page intentionally left blank.

Exhibit 42

**Batch Manifest
Standard Mail Presort Piece and Piece/Pound Price
Carrier Route**

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): Permit Number: MAC™ Ver. #: (Or Software Ver. #)	Date of Manifest: Class of Mail: Processing Cat. Flats DMM 345.52 Manifest Sequence #:
---------------------------	---	---

Sack # (optional)	Sack Level	Sack ZIP	Group Dest	Batch ID #	Prices			Pound Price			Batch Postage	Cumulate Weight	Cumulative Postage
					WS	HD	CR	WS	HD	CR			
1	CRD	34442	B050	10000-10233		13 3			30 3		\$76.265	48.4667	\$48.212
2	CR5	34442	C080	10234-10357					64		\$36.306	25.2412	\$67.268
			R009	10358-10427					70		\$31.047	29.3160	\$79.848
			B090	10428-10455					79		\$23.915	11.7264	\$87.280
3	CRD	40306	B001	10456-10916		26 1			10 0		\$65.801	95.9539	\$166.884
4	CRD	40665	C023	10917-11417	40 1				31 0		\$110.910	102.049 9	\$245.036
5	CR5	40665	C023	11418-11451	34				0		\$5.236	6.7660	\$238.204
			C046	11452-11637		16 1			72		\$42.491	37.6539	\$273.708
6	CR5	40974	C010	11638-11834		0			19 7		\$55.172	433.103 6	\$321.016
			R023	11835-11887	53				0		\$10.441	10.5947	\$309.072
Page Total					488	555	198	310	672	213	\$457.58	800.8723	\$1,836.53
Cum Total					488	555	198	310	672	213	\$457.58	800.8723	\$1,836.53

This page intentionally left blank.

**Batch Manifest Summary
Standard Mail Presort Piece and Piece/Pound Price**

Mailer's Name and Address

Manifest Sequence #:

Date of Manifest:

Form 3602-R

Part B – Automation Flats

Flats 3.3 oz (0.2063 lbs.) or Less						
	Entry	Category	Piece Price	Pieces	Weight (Lbs)	Postage
F1	None	Saturation	0.197	53	10.5947	10.441
F7	DSF	Saturation	0.154	435	86.9565	66.99
F8	DSF	High Density	0.181	422	84.3578	76.382
F11	DDU	High Density	0.172	133	26.5867	22.876
F12	DDU	Basic	0.219	198	39.5802	43.362
Total				1241	248.0759	\$220.05

Flats Over 3.3 oz (0.2063 lbs.) up to 15.9984 oz									
	Entry	Category	Piece Price	Pieces	Postage Pieces	Pound Price	Pounds	Postage Pounds	Postage
F23	None	Basic	0.127	197	\$25.019	0.700	43.1036	30.173	55.192
F27	DSCF	Saturation	0.071	310	\$22.010	0.400	67.828	27.131	49.141
F28	DSCF	High Density	0.098	172	\$16.856	0.400	37.6336	15.054	31.910
F31	DDU	High Density	0.098	303	\$29.694	0.357	66.2964	23.668	53.362
F32	DDU	Basic	0.127	213	\$27.051	0.448	46.6044	20.879	47.930
Total				1195	\$120.630		261.466	116.904	237.53

Part F Total Postage	\$457.58
-----------------------------	-----------------

This page intentionally left blank.

**Batch Manifest Consolidated Postage Statements--Supplement
Standard Mail Presort Piece and Piece/Pound Price**

Form 3602-C

Post Stmt Seq #	Pc	Entry	Prsrt Level	Price	# of Pcs	Lb Price	Pounds	Postal	Total Pieces	Total Weight
	PO & ZIP of Entry	Wt	Disc							
1202	Hernando Fl 34442	NI	DDU	F11	0.172	133		\$22.876	133	26.5867
				F12	0.219	198		\$43.362	198	39.5802
				F31	0.098	303	0.357	66.300	303	66.2964
				F32	0.127	213	0.448	10.200	213	46.6044
	Total					847		76.500	847	179.0677
1203	SCF Louisville KY 403	NI	DSCF	F7	0.154	435		\$66.990	435	86.9565
				F8	0.181	422		\$76.382	422	84.3578
				F27	0.071	310	0.400	67.830	310	67.8280
				F28	0.098	172	0.400	37.640	172	37.6336
	Total					1339		105.470	1339	276.7759
1204		NI	None	F1	0.197	53		\$10.595	53	10.5947
				F23	0.127	197	0.700	43.110	197	43.1036
	Total					250		43.110	250	53.6983

This page intentionally left blank.

Parcel Select Manifest Example

This page intentionally left blank.

Exhibit 43

Itemized Manifest

Parcel Select—DNDC Parcel Select Price or Multiple DNDC Entry Machinable and Nonmachinable, Barcoded and Nonbarcoded¹

(With Page and Cumulative Counts)

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): Permit Number: MAC™ Ver. #: (Or Software Ver. #)	Date of Manifest: Class of Mail: Processing Category: Manifest Sequence #:
---------------------------	---	---

(This format may be used for multiple DNDC entry mailings. See notes below.)

DNDC	Piece ID Number	Weight (lbs.)	Zone	Price	Postage
NDC Denver CO 80088	1234	22.69	743/4	DM	\$ 14.42
	1357	9.43	739/3	DM	11.03
	1388	16.21	809/2	DM	7.42
	1431	19.05	800/1	DM	8.17
	1432	2.18	811/3	DMX	12.85
	1440	16.99	821/3	DM	13.44
	1445	31.09	835/5	DM	22.65
	1487	3.94	825/3	DM	5.35
	1512	32.45	824/4	DM	16.72
	1543	5.77	826/3	DM	6.56
	1576	43.02	827/3	DMX	64.65
	1621	6.15	809/2	DM	4.56
	1634	14.95	824/4	DM	12.17
	1665	20.22	830/3	DM	13.11
	1698	23.14	826/4	DM	16.72
	1702	1.52	344/7	DM	7.59
	1709	15.75	829/3	DM	13.10
	1745	6.98	816/2	ZC	9.97
	1766	8.65	813/3	DM	8.10
	1788	31.25	820/2	DM	10.72
	1789	18.21	811/3	DM	14.13
Page Total	21	349.64			\$293.43
Cumulative Total	69	1224.73			\$603.75

Notes:

- The use of class, price, and fee codes from **Exhibit 24** is required.
- Multiple DNDC entry mailings may be shown on the same manifest printout. However, each DNDC entry must be segregated and total counts shown separately.
- DNDC price pieces must be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Select price or prices.
- See **Exhibit 43A** for example summary.

This page intentionally left blank.

**Itemized Manifest Grand Total Summary
Parcel Select
DNDC Parcel Select—Multiple Entries**

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

PS Form 3605-R

Part C – Parcel Select Destination Entry

	Zone/ Entry	Pieces	Weight	Postage
C1	1 & 2	5	27	26.45
C2	3	13	94	45.38
C3	4	4	34	22.94
C4	5	3	23	18.76
C6	3	2	60	22.44
C8	5	1	34	16.12
	Total Part C	28	272	152.09

Part D- Parcel Select-Ground

	Zone	Pieces	Weight	Postage
D1	1 & 2	0	0	0
D2	3	1	20.22	13.11
D3	4	4	8.25	22.72
D4	5	8	115.0	128.15
D5	6	19	256.0	160.25
D6	7	8	125.0	73.94
D7	8	6	95.0	55.92
	Total Part D	46	486.47	430.19

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	3605-R – Parcel Select/	68	613	\$631.80

Notes:

- A. Summarize all DNDC entry mailings on the same manifest summary.
- B. Report each DNDC mailing on a consolidated postage statement and register (see sample register **Exhibit 43B**).

This page intentionally left blank.

Itemized Manifest
Parcel Select Consolidated Postage Statement Register
DNDC Parcel Select—Multiple Entries

Form 3605-R
Register of Postage Statements

Post Stmt Seq #	PO & ZIP of Entry	Entry Disc	Prsrt Level	Zone	# of Pcs	Postage	# of Cont	Total # of Pcs	Total Weight	Postage
2020	NDC Denver CO 80088	DNDC	C1	1 & 2	5	26.45				
			C2	3	13	45.38				
			C3	4	4	22.94				
			C4	5	3	18.76				
			C6	3	2	22.44				
			C8	5	1	12.75				
		None	D2	3	1	13.14				
			D4	5	4	22.72				
			D8	1 & 2	8	128.15				
			D9	3	19	160.25				
			D10	4	8	73.94				
			D11	5	6	55.92				
			D15	1 & 2	1	61.80				
			D17	4	1	65.94				
			D18	5	1	67.89				
		Total					2 P	77	1160	\$ 1122.19
2021	NDC Dallas TX 75199	DNDC	C1	1 & 2	20	128.15				
			C2	3	25	125.75				
			C3	4	19	100.44				
			C4	5	8	86.54				
		Total					1 P	72	443	\$ 440.88
2022	NDC Seattle WA 98000	DNDC	C1	1 & 2	15	115.90				
			C2	3	35	240.72				
			C3	4	9	35.52				
			C4	5	14	86.44				
		Total					1 P	73	521	\$ 478.58
		Grand Total					4 P	222	2124	\$2041.65

This page intentionally left blank.

**Itemized Manifest
Parcel Select--DSCF Price
Including Electronic Confirmation Services, DNDC, DDU, Parcel Select Ground
(With Cumulative Postage Column)
Manifest and PS Form 3877 Facsimile Combined for USPS Tracking Service Only**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
SCF Indianapolis IN 460
Permit Number:
MAC™ Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:

Processing Category:
Manifest Sequence #:

Destination	Piece ID #	Confirmation Number	Conf Pc Count	5-Digit ZIP/Zone	Weight (Lbs)	Class/Price	Postage	ES Type	ES Fee	Total Charges	Cumulative Charges
46064	1036	22026837331000000348	125	46064	3.00	5SN	2.62	SC	1.95	4.57	1396.51
	1141	02026837331000000122	126	46064	6.55	5SN	3.34	DC	0.00	3.34	1399.85
	1258	22026837331000000355	127	46064	7.20	5SNX	5.74	SC	1.95	7.69	1407.54
	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
	1289					3.25	5SN	2.81		2.81	1605.13
	1305					6.15	5SN	3.34		3.34	1608.47
	1339					4.50	5SN	2.99		2.99	1611.46
462 ¹	1345				24.10	5SN	6.53			6.53	1617.99
	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
	1525	02026837331000000146	130	46064	6.40	5SN	3.34	DC	0.00	3.34	1689.20
	950					46140	3.45	3SN		3.63	1692.83
	951					46130	3.00	3SN		3.44	1696.27
	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
	1426					46032	3.00	3SN		3.44	1748.27
DSCF	250						1727.27	150	21.00		1748.27
46064	1347			46064/1	5.87	DM	4.30			4.30	4.30
	1349			46064/1	9.30	DM	5.28			5.28	13.88
DNDC	1502	22026837331000000362	135	46064/1	25.00	DM	9.35	SC	1.95	11.30	202.45
	25						200.50	5	1.95		202.45
46206	1121				2.45	DD	1.68			1.68	1.68
	1230	02026837331000000153	136	46206	35.60	DD	3.44	DC	0.00	3.44	5.12
	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
DDU Total	15				4.55	DD	1.79			1.79	36.50
	Ground	1200	02026837331000000160	143	95020/7	7.00	ZC	13.01	DC	0.19	13.20
	1413				85030/8	3.55	ZCX	25.51		25.51	38.71
	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
	1414			534/4	16.80	ZC	14.24			14.24	77.92
Subtotal	5						77.35	3	.57		77.92
Page Total	50										
Cumulative	295		143		1478.72		\$2039.67	167	\$25.74		\$2065.14

USPS Certification

Total Number of Extra Services Pieces Received: _____

Round Stamp: _____

Signature of Receiving Employee
PS Form 3877 Facsimile

Footnote:

1. Non-machinable pieces sorted to a 3-digit and deposited at the SCF may be claimed at 3-D DSCF prices.
2. Overflow 5-D pallet containing less than required minimum pallet volume may be deposited at SCF, but must be claimed at DNDC prices

Notes: Only Confirmation Service Article Number, 5-Destination ZIP Code, & applicable fee required for 3877 used for Confirmation Service. See Exhibit 43D for example summary page.

The USPS Certification block only needs to be shown on last page. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate Of Mailing, every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

This page intentionally left blank.

**Itemized Manifest Summary
Parcel Select—DSCF Price - Confirmation Service**

Form 3605-R

Part C - Parcel Select Destination Entry

	Zone/ Entry	Pieces	Weight (Lbs)	Postage
C1	1&2	25	135.56	200.50
C9	DSCF	200	784.53	989.60
C10	DSCF	25	196.43	169.48
C11	DSCF	25	187.98	268.19
C12	DDU	15	105.87	34.55
	Total Part C	290	1410.37	\$ 1962.32

Part S – Extra Services

	Service	Pieces	Total
S4	USPS Tracking	3	\$.57
S11	Signature Confirmation	14	\$ 25.17
	Totals	17	\$ 25.74

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage	Fees	Total Charges
12345	12345-1	3605-R – Parcel Select/	290	1410.37	1962.32	\$25.74	\$1988.06. 14

This page intentionally left blank.

**Itemized Manifest
Parcel Select - DDU Price
(With Cumulative Postage Column)**

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): Charlottesville VA 22901 Permit Number: MAC™ Ver. #: (Or Software Ver. #)	Date of Manifest: Class of Mail: Processing Category: Manifest Sequence #:
---------------------------	---	---

Page1

5-Digit ZIP Code	Piece ID Number	Weight (Lbs)	Class/Price	Postage	Cumulative Postage
22901	85	5.76	DD	\$ 1.84	\$ 1.84
	89	27.34	DD	3.13	4.97
	93	2.91	DD	1.68	6.65
	101	1.56	DD	1.61	8.26
	107	12.33	DDX	2.74	11.00
	108	3.12	DD	1.73	12.73
22906	6	2.63	DD	1.68	14.41
	7	12.00	DD	2.20	16.61
	15	14.00	DDO	7.33	23.94
	36	4.99	DD	1.79	25.73
	37	2.02	DD	1.68	27.41
	100	16.76	DD	2.55	29.96
	106	2.46	DD	1.68	31.64
	111	2.46	DD	1.68	33.32
	180	5.61	DD	1.84	35.16
	181	41.98	DDO	7.33	42.49
	192	13.21	DD	2.35	44.84
	209	2.31	DD	1.68	46.52
	231	3.95	DD	1.73	48.25
	241	6.15	DDX	2.74	50.99
Page Totals: 20		183.55		50.99	

Notes:

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. The 5-digit ZIP Codes in this example are for delivery out of the same delivery unit (DDU).
- C. Multiple DDU entry mailings may be shown on the same manifest. When reporting mail for multiple DDUs on a single manifest, show the name/ZIP of the entry facility and then list the pieces for each DDU by 5-digit ZIP Code as shown in this example.
- D. Each DDU entry is a separate mailing and must be segregated. The total counts (pieces, weight and postage) must be shown separately.
- E. Pieces claimed at a DDU price must be part of a mailing of 50 or more pieces. There is no minimum number of pieces required for deposit at each destination. The total of all line items for all destinations from one origin mailing site on a single day reported on a PVDS consolidated postage statement may be used to meet the 50-piece minimum volume requirement. A postage statement register showing the total number of pieces, total weight and total postage for each entry post office (DDU) must also be submitted with the consolidated postage statement.
- F. Mail that is not for delivery at the DDU price may be shown on the manifest at the Parcel Select Ground price, (see **Exhibit 43C**).
- G. See **Exhibit 43F** for an example summary page.

This page intentionally left blank.

**Itemized Manifest Summary
Parcel Select - DDU Price**

Mailer's Name and Address Sequence Number Date of Manifest

Form 3605-R

Part C – Parcel Select Destination Entry

	Zone/ Entry	Pieces	Weight (Lbs)	Postage
C12	DDU	125	1147.1875	\$ 295.24
Total Part C		125	1147.1875	\$ 295.24

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	3605-R – Parcel Select	125	1147.1875	\$ 295.24

Note: The total of all line items for all destinations from one origin mailing site on a single day reported on a PVDS consolidated postage statement (3605-R) may be used to meet the 50-piece minimum volume requirement. A postage statement register showing the total number of pieces, total weight, and total postage for each entry post office (DDU) must also be submitted with the consolidated postage statement.

This page intentionally left blank.

Exhibit 43G

**Itemized Manifest
Parcel Select Lightweight
Machinable Parcels Only
(With Cumulative Page Totals)**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Sack #	Sack Level	Sack ZIP	Piece ID	Confirmation Service #	ZIP Code	Piece Wt. (Lbs)	Postage
1	NDC	NDC Los Angeles CA 90901	1234	02123456789123456789	90008	.8245	2.34
			1357	02123456789123456790	90054	.9237	2.41
			2345	02123456789123456792	90631	.8139	2.34
			2469		90805	.2688	1.78
			2888		90638	.9625	2.47
			3458		90710	.9360	2.41
			4567		90712	.9920	2.47
			↓	↓	↓	↓	↓
			4666	02123456789123456796	04756	.5757	2.09
			4987	02123456789123456798	04756	.9888	2.47
NDC Los Angeles - Page Totals			25	21		20.6578	51.25
2	NDC	NDC Chicago IL 60808	1237			.9674	2.47
			1254	02123456789123456797	46420	.9548	2.47
			1258	02123456789123456802	53002	.7566	2.28
			1299		53109	.8897	2.41
			1301	02123456789123456803	53405	.7889	2.28
			↓	↓	↓	↓	↓
			6780	02123456789123456805	60102	.6778	2.16
			6792		60441	.8729	2.34
6805	02123456789123456806	60011	.7854	2.28			
NDC Chicago - Page Totals			55	41		52.3214	113.78
3	NDC ¹	NDC Pittsburgh PA 15195	1305		13057	.9788	2.47
			1306	02123456789123456804	13440	.8788	2.41
			Origin-NDC Page Totals			2	1
Cumulative Totals		NDC	80	62		52.3214	165.03
		Origin-NDC	2	1		1.8576	4.88
		MXD NDC	0	0		0.0000	0.00
		TOTALS	82	63		54.1790	169.91

Exhibit 43G (Continued)

Sack #	Sack Level	Sack ZIP	Piece ID	USPS Tracking #	ZIP Code	Piece Wt. (Lbs)	Postage
4	MXD NDC	MXD NDC Pittsburgh PA	5111			.8282	2.34
			5178	02123456789123456807	22209	.7123	2.22
			↓	↓	↓	↓	↓
			6620	02123456789123456812	44501	.7856	2.28
MXD NDC Page Total			95	61		87.3598	192.89
Cumulative Totals		NDC	80	62		52.3214	165.03
		Origin-NDC	2	1		1.8576	4.88
		MXD NDC	95	61		87.3598	192.89
		TOTALS	177	124		141.5388	362.80

USPS CERTIFICATION

Total Number of Pieces Received: _____

Round Stamp: _____

Signature of Receiving Employee

PS Form 3877 (Facsimile)

Footnote:

1. Separate Origin-NDC (intra-NDC turnaround) sack required.

Notes:

- This exhibit is inclusive of USPS Tracking. If any of these services are not used, the columns or notations showing this information are not required.
- The first column is preferred, but not required on the manifest.
- To claim NDC prices, refer to Domestic Mail Manual 443.5.3.2.
- See **Exhibit 43H** for example summary.
- The USPS Certification block only needs to be shown on last page. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate Of Mailing, every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

Exhibit 43H

**Itemized Manifest Summary
Parcel Select Lightweight
Machinable Parcels**

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Summary for Exhibit 43G

Form 3605-R – Part G – Parcel Select Lightweight Parcels

Entry	Entry	Price Category	Price	No. of Pieces	Subtotal Postage			Total Postage
G1	None	NDC		80	165.03			165.03
G2	None	Mixed NDC		97	197.77			197.77
							Part G Total	362.80

Part S – Extra Services

Entry	Service	Fee	No. of Pieces	\$ Total
S4	USPS Tracking (electronic only)	0.19	124	23.56
			Part S Total	\$ 23.56

TOTAL POSTAGE	\$ 386.36
----------------------	------------------

This page intentionally left blank

Package Services Manifest Examples

This page intentionally left blank.

Exhibit 44

**Itemized Manifest
 Package Services – Combining Parcels for DSCF and DDU Entry
 Including Presort, PS Ground, and USPS Tracking
 (With Cumulative Page Totals)**

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): SCF Macon GA 310 Permit Number: MAC™ Ver. #: (Or Software Ver. #)	Date of Manifest: Class of Mail: Processing Category: Manifest Sequence #:
---------------------------	---	---

Page 20

Destination	5-Digit ZIP Code	USPS Tracking #	PC ID #	Wt Lbs	Class/ Price	Postage	Presorted BPM Cum Pc Ct	Cum Wt
SCF Macon GA 310	31097	02026837331000000115	1234	3.75	LM	3.37		
			1235	7.12	M5	4.35		
		02026837331000000122	1240	3.12	BPS		301	2253.1200
		02026837331000000125	1256	1.89	SM	2.40		
		02026837331000000130	1257	13.35	BPS		302	2266.4700
			1300	3.75	SM	2.81		
		02026837331000000133	1340	1.25	BPS		303	2267.7200
		02026837331000000135	1425	4.80	M5	3.18		
		02026837331000000137	1543	1.75	SM	2.40		
		02026837331000000139	1683	2.50	M5	2.40		
	31213	02026837331000000140	1236	1.25	BPS		304	2268.9700
			1242	1.50	SM	2.40		
		02026837331000000145	1243	6.80	SM	3.34		
		02026837331000000147	1255	2.60	LM	3.00		
02026837331000000149		1286	6.50	M5	3.96			
		1287	6.50	SM	3.34			
02026837331000000152		1301	12.05	BPS		305	2281.0200	
02026837331000000153		1302	4.25	M5	3.18			
	1412	7.05	SM	3.52				
	02026837331000000157	1527	14.33	BPS		306	2295.3500	
		1766	1.00	SM	2.16			
DSCF Macon GA 310 Page Totals		DC: 15	21	107.11		45.81		
DSCF Macon GA 310 Cum Totals		DC: 354	951	7857.56		2018.72	306	2295.3500
Macon GA	31210	02026837331000000167	1230	5.60	M5	3.57		
		02026837331000000169	1249	51.78	DD	3.88		
		02026837331000000172	1276	1.25	BPD		1	1.2500
Macon GA 31210 Page Totals		DC: 3	3	58.63		7.45		
Macon GA 31210 Cum Page Totals		DC: 357	954	7916.19		2026.17		2296.6000

Exhibit 44 (Continued)

Destination	5-Digit ZIP Code	Delivery Confirm. #	Piece ID #	Wgt Lbs	Class/ Price	Postage	Presorted Cum Pc. Ct.	BPM Cum Wt.
Macon GA	31210		1277	42.50	DD	3.66		
		02026837331000000181	1304	11.65	BPD		2	12.9000
		02026837331000000185	1341	25.45	DD	3.04		
		02026837331000000187	1427	1.75	DD	1.61		
			1502	36.50	M5	15.66		
		02026837331000000195	1631	1.25	BPD		3	14.1500
	↓	↓	↓	↓	↓	↓	↓	↓
			1834	3.12	BPD		15	112.4500
		02026837331000000199	1835	36.50	DD	3.47		
Macon GA 31210								
Page Totals		DC: 20	49	739.72		83.12		
Macon GA 31210								
Cum Totals		DC: 23	52	798.35		90.57	15	112.4500
Page Totals		DC: 20	49	739.72		83.12		
Cum Page Totals		DC: 377	1003	8655.29		\$2108.86		2312.02

USPS CERTIFICATION

Total Number of Pieces Received: _____

Round Stamp: _____

Signature of Receiving Employee _____

Form 3877 (Facsimile)

Notes:

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. Multiple DSCF and DDU entry mailings may be shown on the same manifest printout. When reporting mail for multiple entries on a single manifest, show the name/ZIP of the entry facility and then list the pieces for each 5-digit ZIP Code as shown in this example.
- C. Each DSCF and DDU entry is a separate mailing and must be segregated and total counts (pieces, weight, postage) must be shown separately.
- D. Each 5-digit ZIP Code must meet minimum standards based on type of container used (i.e. sack or pallet).
- E. Minimum mailing standards for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately before combining.
- F. Separate postage statements are required for each of the separate mailings contained within the combined mailing.
- G. Carrier Route Bound Printed Matter may not be combined with these mailings.
- H. If USPS Tracking is not used, the USPS Tracking column may be deleted.
- I. USPS Tracking Page and Cumulative totals reflect only those pieces charged a DC fee. Parcel Select pieces using DC (electronic) are not charged a fee.
- J. See **Exhibit 44A** for an example summary page.
- K. The USPS Certification block only needs to be shown on last page. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate Of Mailing, every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

Exhibit 44A

**Itemized Manifest Summary
Package Services – Combining Parcels for DSCF and DDU Entry**

Form 3605-R

Part A – Bound Printed Matter

Zone/ Entry	# of Pcs	Presorted Price		PLUS	Pound Price		Total Postage	
		X Piece Price	= Per Piece Total		# of Lbs	X Pound Price		= Per Lb Total
A52	DSCF	306	\$.836	\$255.816	2295.3500	\$.060	\$137.721	
A53	DDU	15	.657	9.855	112.4500	.025	2.811	
Totals		321		\$265.671	2407.8000		\$140.532	\$406.20

Part B – Library Mail

	Pieces	Pounds	Postage
B5 Single-Piece	102	826.1002	\$460.02

Part B – Media Mail

	Pieces	Pounds	Postage
B8 5-Digit	512	4131.2010	\$2007.04

	Pieces	Pounds	Postage
Total Part B	614	4957.3012	\$2467.06

Part C – Parcel Select - Destination Entry

Zone/ Entry	Pieces	Pounds	Postage
C9 DSCF	38	1009.6020	\$191.52
C12 DDU	30	282.5002	\$46.79
Total Part C	68	1292.1022	\$238.31

Part S – Extra Services

		3605-R (BPM)		3605-R Library/Media Mail	
		Pieces	Fees	Pieces	Fees
S4	DC	147	\$27.93	230	\$43.70

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage	Fees	Total Charges
12345	12345-1	3605-R – Bound Printed Matter	321	2407.8000	\$406.20	\$27.93	\$434.13
12345	12345-2	3605-R – Library Mail/Media Mail	614	4957.3012	\$2467.06	\$43.70	\$2510.76
12345	12345-3	3605-R –Parcel Select	68	1292.1022	\$238.31	\$0.00	\$238.31
Total			1003	8657.2034	\$3111.57	\$71.63	\$3183.20

This page intentionally left blank.

**Itemized Manifest
Presorted Bound Printed Matter Price
Machinable Parcels, Flats or Irregular Parcels¹
(With Cumulative Page Totals)**

Mailer's Name and Address	Post Office of Mailing:	Date of Manifest:
	Entry Facility (PVDS):	Class of Mail:
	Permit Number:	Processing Category:
	MAC™ Ver. #:(Or Software Ver. #)	Manifest Sequence #:

Zone	Piece ID Number	Weight (lbs.)	Cum. Weight	Page 35
1&2	786001	2.45	3329.28	
	789286	4.25	3333.53	
Zone 1&2 Pg Totals	2	6.70		
Zone 1&2 Cum Totals	1502	6.70	3333.53	

Zone	Piece ID Number	Weight (lbs.)	Cum. Weight
3	798105	1.00 ²	1.00
	798108	3.50	4.50
	800124	3.68	8.18
	801129	3.68	11.86
	802131	4.25	16.11
	806123	3.68	19.79
	↓	↓	↓
	813121	3.68	5379.08
	815117	3.68	5382.76
	816114	3.68	5386.44
	817125	3.68	5390.12
	818104	3.68	5393.80
	819126	3.68	5397.48
Zone 3 Pg Totals	18	66.13	
Zone 3 Cum. Totals	1974	72.83	5397.48

Zone	Piece ID Number	Weight (lbs.)	Cum. Weight
4	820123	3.18	3.18
	820456	6.37	9.55
	↓	↓	↓
	821222	5.87	15.42
Zone 4 Pg Totals	3	15.42	
Zone 4 Cum. Totals	3	88.25	15.42

Footnotes:

- Each processing category must be shown on a separate manifest. Presort as required by DMM 365 for flats and 465 for parcels.
- Bound Printed Matter pieces weighing less than a pound must be recorded as weighing 1 pound.

Notes:

- USPS Qualification report required as described in DMM 708.1
- Zones 1 & 2 are reported as one zone.
- See **Exhibit 47A** for example summary page for parcels.
- See **Exhibit 47B** for example summary page for flats.

This page intentionally left blank.

**Itemized Manifest Summary
Presorted Bound Printed - Parcels**

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3605-R

Part A – Bound Printed Matter – Presorted Parcels

	Zone/ Entry	Price	# of Pcs/ Pounds	Postage
A29	1 & 2	1.422	1250	1777.5000
	plus	.164	2500.00	410.0000
A30	3	1.422	1850	2630.7000
	plus	.195	5025.48	979.9686
A31	4	1.422	753	1070.7660
	plus	.235	1618.95	380.4532
A32	5	1.422	422	600.0840
	plus	.301	738.50	222.2885
A33	6	1.422	122	173.4840
	plus	.372	390.40	145.2288
A36	1 & 2	1.452	252	365.9040
	plus	.164	833.53	136.6989
A37	3	1.452	124	180.0480
	plus	.195	372	72.5400
A38	4	1.452	52	75.5040
	plus	.235	108.46	25.4881
A39	5	1.452	35	50.8200
	plus	.301	112.43	33.8414

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	Form 3605R – Bound Printed Matter Parcels	4860	11699.7500	\$9331.3175

This page intentionally left blank.

**Itemized Manifest Summary
Presorted Bound Printed Matter Price - Flats**

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3605-R

Part A – Bound Printed Matter – Presorted Flats

	Zone/ Entry	Price	# of Pcs/ Pounds	Postage
A29	1 & 2	1.216	1250	1520.0000
	plus	.138	2500.00	345.0000
A30	3	1.216	1850	2249.6000
	plus	.158	5025.48	794.0258
A31	4	1.216	753	915.6480
	plus	.200	1618.95	323.7900
A32	5	1.216	422	513.1520
	plus	.253	738.50	186.8405
A33	6	1.216	122	148.3520
	plus	.321	390.40	125.3184
A36	1 & 2	1.246	252	313.9920
	plus	.138	833.53	115.0271
A37	3	1.246	124	154.5040
	plus	.158	372	58.7760
A38	4	1.246	52	64.7920
	plus	.200	108.46	21.6920
A39	5	1.246	35	43.6100
	plus	.253	112.43	28.4447

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	Form 3605R – Bound Printed Matter Flats	4860	11699.7500	\$7922.5645

This page intentionally left blank.

Exhibit 47C

**Itemized Manifest
Presorted Bound Printed Matter
Machinable Parcels
PVDS Option to a Destination Entry—DSCF and/or DDU**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC™ Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Entry: SCF Charlottesville VA 229

Page 10

Sack # (Optional)	Dest Entry	ZIP Code	Piece ID Number	Piece Weight	Cum Weight
51	DDU	22901	20170	1.12	1.12
			20171	2.50	3.62
			20172	1.25	4.87
			□	□	□
			20261	5.00	36.75
		ZIP Total¹	12	36.75	
52	DDU	22906	20182	1.12	37.87
			20183	1.50	39.37
			□	□	□
			20195	3.25	64.57
		ZIP Total¹	13	27.82	
	Charlottesville VA 22901 DDU				
		Page Total	25	64.57	
	Charlottesville VA 22901 DDU				
		Cum Total	25		64.57
53	SCF Charlottesville VA 229	24401	20111	1.12	1.12
			20112	2.50	3.62
			20113	1.25	4.87
			□	□	□
			20151	5.00	64.35
		ZIP Total¹	27	64.35	
	DSCF Charlottesville VA 229				
		Page Total	27	64.35	
	DSCF Charlottesville VA 229				
		Cum Total	27		64.35

Exhibit 47C (Continued)

Sack # (Optional)	Dest Entry	ZIP Code	Piece ID Number	Piece Weight	Cum Weight
54	DSCF	22903	20262	2.50	66.85
			20315	1.25	68.10
			20316	3.25	71.35
			□	□	□
			20374	5.00	116.10
		ZIP Total¹	15	51.75	
	DSCF Charlottesville VA 229				
		Page Total	15	51.75	
	DSCF Charlottesville VA 229				
		Cum Total	42	51.75	116.10

Footnote:

1. ZIP Total is an optional subtotal.

Notes:

- A. All destination entry prices entered at the same facility must be shown on the same manifest.
- B. Each destination entry discount must be segregated and total counts shown separately.
- C. See **Exhibit 47D** for example summary.
- D. This format may be used for DSCF and/or DDU.

Exhibit 47D

**Postage Statement Register and Consolidated Manifest Summary
Presorted Bound Printed Matter
DSCF and DDU Machinable Parcels**

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

**Form 3605- R
Postage Statement Register**

Postage Statement Seq #	PO & ZIP of Entry	Entry Disc	Prsrt Lvl	No. Pcs/Lbs	X Price	Total	Total Postage	Total Entry Postage	# of Cont	Total # of Pcs	Total Entry Weight
123	SCF Charlottesville VA 229	DDU	A52	25	0.657	\$16.4250	\$18.0392				
				64.57	0.025	\$1.6142					
		DSCF	A51	42	0.836	\$35.1120	\$42.0780	\$60.1172	2	67	180.67
				116.10	0.060	\$6.9660					
124	SCF Phoenix AZ 852	DSCF	A51	373	0.836	\$311.8280	\$390.3818	\$390.3818	10	373	1309.23
				1309.23	0.060	\$78.5538					

**Form 3605- R
Part A – Consolidated Manifest Summary – Parcels**

	Dest Entry Price	Number of Pieces	X Piece Price	Pc Price Postage	Number of Pounds	X Pound Price	Pound Price Postage	Total Postage
A52	DSCF	415	0.836	\$346.9400	1425.33	0.060	\$85.5198	\$432.4598
A53	DDU	25	0.657	\$16.4250	64.57	0.025	\$1.6142	\$18.0392

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	Form 3605R – Bound Printed Matter Parcels	440	1489.9000	\$450.4990

This page intentionally left blank.

**Itemized Manifest
Presorted Media Mail or Library Mail—5-Digit and Basic Price
Machinable Parcels**

Mailer's Name and Address:	Post Office of Mailing: Entry Facility (PVDS): Permit Number: MAC™ Ver. #: (Or Software Ver. #)	Date of Manifest: Class of Mail: Media Mail Processing Category: Manifest Sequence #:
----------------------------	---	---

Sack/Pallet Number ¹ 5-Digit Price	Sack/Pallet Level	Sack/Pallet ZIP	Piece ID Number	Piece Weight	Postage Price	Cumulative Postage
12	5D	05040	1234	22.69	10.20	\$5295.65
			1357	9.43	5.13	5345.78
			1388	16.21	7.86	5353.64
			1431	19.05	9.03	5362.67
			1432	2.18	2.40	5365.07
			1445	31.09	13.71	5378.78
			1487	3.94	2.79	5381.57
			1499	20.68	9.42	5390.99
			1512	32.45	14.10	5405.09
			1543	5.77	3.57	5408.66
			1576	43.02	18.39	5427.05
			1621	6.15	3.96	5431.01
			1634	14.95	7.08	5438.09
			1665	20.22	9.42	5447.51
			↓	↓	↓	↓
			1832	3.98	2.79	5638.09
5-D Page Total			30	509.12		342.44
5-D Cum Total			153	2512.35		5638.09
Basic Price						
13	NDC	NDC Springfield MA 05500	1230	5.52	3.91	3.91
			1249	51.85	21.88	25.79
			1276	.85	1.96	27.75
			1277	42.10	17.98	45.73
			1304	10.18	5.86	51.59
			↓	↓	↓	↓
			1835	33.27	14.86	408.56
Basic Page Totals			59	1063.77		408.56
Basic Cum Page Totals			59	1063.77		408.56

Footnote:
1. The first column is preferred, but not required on the manifest.

Notes:
A. See **Exhibit 48B** for example summary.

This page intentionally left blank.

**Itemized Manifest
Presorted Media Mail or Library Mail—5-Digit and Basic Price
Flats or Irregular Parcels**

Mailer's Name and Address: Post Office of Mailing: Date of Manifest:
 Entry Facility (PVDS): Class of Mail: **Library Mail**
 Permit Number: Processing Category:
 MAC™ Ver. #:(Or Software Ver. #) Manifest Sequence #:

Sack/Pallet Number ¹	Sack/Pallet Level	Sack/Pallet ZIP	Package Destination ²	Piece ID Number ³	Piece Weight	Price	Cumulative Postage
5-Digit Price							
3	5DG	04742	04742	1234	.8924	1.54	59.80
				1357	.9565	1.54	61.34
				1999	1.1000	1.91	63.25
				2345	1.2000	1.91	65.16
				2468	.8763	1.54	66.70
				2469	.9995	1.54	68.24
				2888	1.2500	1.91	70.15
				3456	1.1400	1.91	72.06
				4021	1.1500	1.91	73.97
				4121	1.1250	1.91	75.88
				6793	1.1400	1.91	77.79
5-D Page Total				11	11.7907	19.53	
5-D Cum Total				64	68.6604		77.79
Basic Price							
4	3DG	061	061	6794	1.1010	2.26	2.26
				6795	.7625	1.89	4.15
				6796	.8924	1.89	6.04
				6802	1.1010	2.26	8.30
				6812	1.2000	2.26	10.56
				6814	1.0000	1.89	12.44
				6815	1.1140	2.26	14.71
				6816	.9995	1.89	16.60
				6819	.7854	1.89	18.49
				↓	↓	↓	↓
				6997	1.1010	2.26	40.84
5	MADC	190	M190	6768	.8245	1.89	42.73
				6771	.9237	1.89	44.62
				6772	.9625	1.89	46.51
				6781	.7625	1.89	48.40
				6782	.9888	1.89	50.29
				6783	.9880	1.89	52.18
				6784	1.0030	2.26	54.44
				6785	1.1010	2.26	56.70
				6786	1.2500	2.26	58.96
Basic Page Total				55	65.6745	58.96	
Basic Cum Total				55	65.6745		58.96
Cum Total				119	134.3349		

Footnote:

- The first column is preferred, but not required on the manifest.
- Eliminate the "Package Destination" column for an irregular parcels manifest.

Note: See Exhibit 48B for example summary.

This page intentionally left blank.

Exhibit 48B

**Itemized Manifest Summary
Media Mail or Library Mail**

Mailer's Name:

Manifest Sequence Number:

Date of Manifest:

Form 3605-R

Part B – Library Mail

		Pieces	Postage
B1	Basic		
B3	5-Digit		
		TOTAL	

OR

Part B – Media Mail

		Pieces	Postage
B6	Basic	150	105.71
B8	5-Digit	64	75.46
		TOTAL	214
			\$181.17

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	Form 3605R – Library Mail/ Media Mail	214	220.2130	\$181.17

This page intentionally left blank.

International Mail Manifest Exhibits

This page intentionally left blank.

Exhibit 49

**Itemized Manifest
First-Class Mail International and Priority Mail International Mixed – With Extra Services
(With Cumulative Charges Column)**

Mailer's Name and Address

Post Office of Mailing:
Permit Number:
MAC™ Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Piece ID	Weight Oz/Lbs ¹	Ctry Code	Class/ Price	Price Group	Postage	Value	Total Fees	Total Charges	Cumulative Charges
1226	21.00	CA	PI	1	54.00			54.00	4955.65
1227	8.44	FR	PIB		41.95			41.95	4997.60
1235	0.2/.0125	FR	FIC		0.98			0.98	4998.58
1240	0.2/.0125	FR	FIC		0.98			0.98	4999.56
1256	10.25	FR	PI	5	57.50			57.50	5057.06
1257	3.50	DK	PIE		12.95			12.95	5070.01
1372	13.00	CA	PI	1	40.00	430.00	6.70	46.70	5116.71
INS:									
6.70									
1446	19.93	BR	PIB		41.95			41.95	5158.66
1449	15.50	DE	FIM	4	71.40			71.40	5230.06
1457	65.38	MX	FIM	2	264.00			264.00	5494.06
1459	22.00	CA	PI	1	55.75	50.00	1.75	46.50	5540.56
INS:									
1.75									
1460	40.50	FR	PI	5	147.50	600.00	8.40	155.90	5696.46
INS:									
8.40									
RR:									
2.30									
Page Total	222.57				\$788.96		\$16.85	\$794.81	
12									
Cum Total	1353.745				\$5578.96		\$117.50	\$5,696.46	\$5696.46
205									

Footnote:

1. First-Class Mail International piece weights (except M-Bag Airmail) must be recorded in ounce and in pound increments.

Notes:

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. Must be presented with Form 3877 to support Extra Services
- C. See **Exhibit 49A** for example summary page.

This page intentionally left blank.

First-Class Mail International and Priority Mail International Mixed – With Extra Services Summary

Mailer's Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3700

Part A – First-Class Mail International

Postcards

	Destination Country	Pieces	Weight (Lbs)	Per Piece Charge	Postage
A1	Canada	5	0.0625	0.75	3.75
A2	Mexico	4	0.0500	0.79	3.16
A3	All Other Countries	5	0.0625	0.98	4.90
	Total	14	0.1750		\$11.81

Letters

	Destination Country/ Price Group	Pieces	Weight (Lbs)	Postage
A4	Canada	24	3.75	30.00
A5	Mexico	26	3.58	49.14
A6	3	13	1.14	23.66
A7	4	15	0.75	14.70
A8	5	10	1.94	35.00
	Total	88	11.16	\$152.50

Large Envelopes (Flats)

	Destination Country/ Price Group	Pieces	Weight (Lbs)	Postage
A5	Mexico	11	8.25	71.50
A6	3	5	1.56	23.00
A9	6	2	3.50	30.24
	Total	18	13.31	\$124.74

Packages/Small Packets

	Destination Country/ Price Group	Pieces	Weight (Lbs)	Postage
A4	Canada	24	60.00	261.36
A5	Mexico	26	91.00	617.50
	Total	50	151.00	\$878.86

Exhibit 49A (Continued)

M-Bag Airmail

	Price Group	Sacks	Sacks X 11 Lbs	Price Per Sack	Sack Subtotal	# Lbs Over 11	Price Per Pound	Pound Subtotal	Total Postage
A14	1	5	55	26.95	134.75	25	2.45	61.25	196.00
A15	2	7	77	28.60	200.20	7	2.60	18.20	218.40
A16	3	4	44	55.00	220.00	13	5.00	65.00	285.00
A17	4	4	44	46.20	184.80	15	4.20	63.00	247.80
A18	5	2	22	35.75	71.50	23	3.25	74.75	146.25
	Total	37	242		\$811.25	83		\$282.20	\$1093.45

	Pieces	Pounds	Postage
Part A Total	207	418.375	\$2261.36

Part D – Priority Mail International

Priority Mail International

	Price Group	Pieces	Weight (Lbs)	Postage
D1	1	19	208.60	693.50
D2	2	14	185.30	794.50
D6	6	3	116.25	661.50
	Total Part D	36	510.15	\$2149.50

Flat-Rate Envelope

	Price Group	Pieces	Weight (Lbs)	Postage
D12	2	1	2.07	12.95
	Total Part D	1	2.07	\$12.95

Small Flat-Rate Box

	Price Group	Pieces	Weight (Lbs)	Postage
D14	1	3	3.10	32.85
	Total Part D	3	3.10	\$32.85

Regular/Medium Flat-Rate Box

	Price Group	Pieces	Weight (Lbs)	Postage
D16	2	5	20.15	209.75
	Total Part D	5	20.15	\$209.75

Exhibit 49A (Continued)

Large Flat-Rate Box

	Price Group	Pieces	Weight (Lbs)	Postage
D18	2	1	7.45	53.95
	Total Part D	1	7.45	\$53.95

	Pieces	Pounds	Postage
Part D Total	46	542.92	\$2459.00

Part S – International – Extra Services

	Service	Pieces	Cum Fee
S1	Insurance	19	87.40
S4	Return Receipt	14	32.20
	Total Part S	33	\$119.60

Total All Postage Statement(s)

Manifest Sequence #	Statements Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage	Fees	Total Charges
12345	12345-1	Form 3700 – First-Class Mail Intl - Letters			\$1257.76		\$1257.76
12345	12345-2	Form 3700 – First-Class Mail Intl – Large Envelopes	18	13.31	\$124.74		\$124.74
12345	12345-3	Form 3700 – First-Class Mail Intl – Packages	50	151.00	\$878.86		\$878.86
12345	12345-4	Form 3700 – Priority Mail Intl	46	542.92	2459.00	\$119.60	\$2578.60
		Totals	423	1230.00	4720.36	\$19.60	\$4715.22

This page intentionally left blank.

Itemized Manifest
International and Domestic Prices¹—Mixed Classes
(With Cumulative Page Totals)

Mailer's Name and Address

Post Office of Mailing:
 Entry Facility (PVDS):
 Permit Number:
 MAC™ Version #:
 (Or Software Version #)

Date of Manifest:
 Class of Mail:
 Processing Category:
 Manifest Sequence #:

Page 2

Piece ID Number	Weight Oz/Lbs ²	ZIP/Zone Ctry Code	Class/Price	Price Group	Postage	Cumulative Postage
1153	12.45	879/3	P		12.06	321.12
1155	34.65	865/3	P		19.65	340.77
1157	21.55	GB	PI	3	109.50	450.27
1159	8.44	FR	PI	5	51.50	501.77
1234	0.19		FL		0.95	502.72
1357	5.00	852/1	P ³		6.33	509.05
1358	7.88	478/7	P		21.70	530.75
1372	13.00	CA	PI	1	40.00	570.75
1457	63.85	MX	PIM	2	166.40	737.15
1579	0.79	853/1	PF		4.95	742.10
1789	4.10	521/6	PB		10.35	752.45
1999	7.35	683/5	P		16.70	769.15
2345	2.55	910/4	P		6.44	775.59
2469	3.20	897/4	P		7.62	783.21
2678	20.75	GB	PI	3	102.00	885.21
2888	49/3.06 ¹	FR	FIP	5	26.24	911.45
3456	4/0.24 ¹	FR	FIF	5	3.76	915.21
3458	3.06	FR	PIE		12.95	928.16
3459	10.25	DK	PI	9	51.75	979.91
3579	5.06	DK	PI	10	51.05	1030.96
4987	15.60	JP	PI	10	102.55	1133.51
Page Totals	243.02				\$824.45	
Cum Totals	394.89					\$1133.51

Footnote:

- The domestic prices that may be included are: a) Commercial Base or Commercial Plus price Priority Mail (when all standards for Commercial Base or Commercial Plus prices are met); b) Nonpresorted Bound Printed Matter; and d) Parcel Select Ground.
- First-Class Mail International piece weights (except M-Bag Airmail) must be recorded in ounce and in pound increments.
- Retail prices may no longer be claimed for permit imprint domestic Priority Mail pieces. Domestic Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Domestic Priority Mail code listed in **Exhibit 24**. Domestic Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

- The use of class, price, and fee codes from **Exhibit 24** is required.
- See **Exhibit 50** and **50A** for complete list of country codes.
- See **Exhibits 49A** and **29B** for example summary pages.

This page intentionally left blank.

International Country Codes—Listed Alphabetically By Country Name

Country	Code	Country	Code
ASCENSION	AC	DOMINICA	DM
AFGHANISTAN	AF	DOMINICAN REPUBLIC	DO
ÅLAND ISLANDS	AX	ECUADOR	EC
ALBANIA	AL	EGYPT	EG
ALGERIA	DZ	EL SALVADOR	SV
ANDORRA	AD	EQUATORIAL GUINEA	GQ
ANGOLA	AO	ERITREA	ER
ANGUILLA	AI	ESTONIA	EE
ANTARCTICA	AQ	ETHIOPIA	ET
ANTIGUA AND BARBUDA	AG	FALKLAND ISLANDS (MALVINAS)	FK
ARGENTINA	AR	FAROE ISLANDS	FO
ARMENIA	AM	FIJI	FJ
ARUBA	AW	FINLAND	FI
AUSTRALIA	AU	FRANCE	FR
AUSTRIA	AT	FRENCH GUIANA	GF
AZERBAIJAN	AZ	FRENCH POLYNESIA	PF
BAHAMAS	BS	FRENCH SOUTHERN TERRITORIES	TF
BAHRAIN	BH	GABON	GA
BANGLADESH	BD	GAMBIA	GM
BARBADOS	BB	GREAT BRITAN & N. IRELAND	GB
BELARUS	BY	GEORGIA	GE
BELGIUM	BE	GERMANY	DE
BELIZE	BZ	GHANA	GH
BENIN	BJ	GIBRALTAR	GI
BERMUDA	BM	GREECE	GR
BHUTAN	BT	GREENLAND	GL
BOLIVIA	BO	GRENADA	GD
BOSNIA AND HERZEGOVINA	BA	GUADELOUPE	GP
BOTSWANA	BW	GUATEMALA	GT
BOUVET ISLAND	BV	GUERNSEY	GG
BRAZIL	BR	GUINEA	GN
BRITISH INDIAN OCEAN TERRITORY	IO	GUINEA-BISSAU	GW
BRUNEI DARUSSALAM	BN	GUYANA	GY
BULGARIA	BG	HAITI	HT
BURKINA FASO	BF	HEARD ISLAND & MCDONALD ISLANDS	HM
BURUNDI	BI	HONDURAS	HN
CAMBODIA	KH	HONG KONG	HK
CAMEROON	CM	HUNGARY	HU
CANADA	CA	ICELAND	IS
CAPE VERDE	CV	INDIA	IN
CAYMAN ISLANDS	KY	INDONESIA	ID
CENTRAL AFRICAN REPUBLIC	CF	IRAN, ISLAMIC REPUBLIC OF	IR
CHAD	TD	IRAQ	IQ
CHILE	CL	IRELAND	IE
CHINA	CN	ISLE OF MAN	IM
CHRISTMAS ISLAND	CX	ISRAEL	IL
COCOS (KEELING) ISLANDS	CC	ITALY	IT
COLOMBIA	CO	JAMAICA	JM
COMOROS	KM	JAPAN	JP
CONGO	CG	JERSEY	JE
CONGO, DEMOCRATIC REP. OF THE	CD	JORDAN	JO
COOK ISLANDS	CK	KAZAKHSTAN	KZ
COSTA RICA	CR	KENYA	KE
COTE D'IVOIRE	CI	KIRIBATI	KI
CROATIA	HR	KOREA, DEMOCRATIC PEOPLE'S REP OF	KP
CUBA	CU	KOREA, REPUBLIC OF	KR
CURACAO	CW	KUWAIT	KW
CYPRUS	CY	KYRGYZSTAN	KG
CZECH REPUBLIC	CZ	LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
DENMARK	DK		
DJIBOUTI	DJ		

Exhibit 50 (Continued)

Country	Code	Country	Code
LATVIA	LV	SAINT KITTS AND NEVIS	KN
LEBANON	LB	SAINT LUCIA	LC
LESOTHO	LS	SAINT PIERRE AND MIQUELON	PM
LIBERIA	LR	SAINT VINCENT AND THE GRENADINES	VC
LIBYAN ARAB JAMAHIRIYA	LY	SAMOA	WS
LIECHTENSTEIN	LI	SAN MARINO	SM
LITHUANIA	LT	SAO TOME AND PRINCIPE	ST
LUXEMBOURG	LU	SAUDI ARABIA	SA
MACAO	MO	SENEGAL	SN
MACEDONIA, FORMER YUGOSLAV REP.	MK	SERBIA	RS
MADAGASCAR	MG	SEYCHELLES	SC
MALAWI	MW	SIERRA LEONE	SL
MALAYSIA	MY	SINGAPORE	SG
MALDIVES	MV	SINT MAARTEN	SX
MALI	ML	SLOVAKIA	SK
MALTA	MT	SLOVENIA	SI
MARTINIQUE	MQ	SOLOMON ISLANDS	SB
MAURITANIA	MR	SOMALIA	SO
MAURITIUS	MU	SOUTH AFRICA	ZA
MAYOTTE	YT	SOUTH GEORGIA & SOUTH SANDWICH IS.	GS
MEXICO	MX	SPAIN	ES
MOLDOVA, REPUBLIC OF	MD	SRI LANKA	LK
MONACO	MC	SUDAN	SD
MONGOLIA	MN	SURINAME	SR
MONTENEGRO	ME	SVALBARD AND JAN MAYEN	SJ
MONTSERRAT	MS	SWAZILAND	SZ
MOROCCO	MA	SWEDEN	SE
MOZAMBIQUE	MZ	SWITZERLAND	CH
MYANMAR	MM	SYRIAN ARAB REPUBLIC	SY
NAMIBIA	NA	TAIWAN, PROVINCE OF CHINA	TW
NAURU	NR	TAJKISTAN	TJ
NEPAL	NP	TANZANIA, UNITED REPUBLIC OF	TZ
NETHERLANDS	NL	THAILAND	TH
NEW CALEDONIA	NC	TIMOR-LESTE	TL
NEW ZEALAND	NZ	TOGO	TG
NICARAGUA	NI	TOKELAU	TK
NIGER	NE	TONGA	TO
NIGERIA	NG	TRINIDAD AND TOBAGO	TT
NIUE	NU	TRISTAN DU CUNHA	TS
NORFOLK ISLAND	NF	TUNISIA	TN
NORTHERN MARIANA ISLANDS	MP	TURKEY	TR
NORWAY	NO	TURKMENISTAN	TM
OMAN	OM	TURKS AND CAICOS ISLANDS	TC
PAKISTAN	PK	TUVALU	TV
PALESTINIAN TERRITORY, OCCUPIED	PS	UGANDA	UG
PANAMA	PA	UKRAINE;	UA
PAPUA NEW GUINEA	PG	UNITED ARAB EMIRATES	AE
PARAGUAY	PY	URUGUAY	UY
PERU	PE	UZBEKISTAN	UZ
PHILIPPINES	PH	VATICAN CITY	VA
PITCAIRN	PN	VANUATU	VU
POLAND	PL	VENEZUELA	VE
PORTUGAL	PT	VIET NAM	VN
QATAR	QA	VIRGIN ISLANDS, BRITISH	VG
REUNION	RE	WALLIS AND FUTUNA	WF
ROMANIA	RO	WESTERN SAHARA	EH
RUSSIAN FEDERATION	RU	YEMEN	YE
RWANDA	RW	ZAMBIA	ZM
SAINT HELENA	SH	ZIMBABWE	ZW

Exhibit 50A
International Country Codes—Listed
Alphabetically By Country Code

Country	Code	Country	Code
ASCENSION	AC	ECUADOR	EC
ANDORRA	AD	ESTONIA	EE
UNITED ARAB EMIRATES	AE	EGYPT	EG
AFGHANISTAN	AF	WESTERN SAHARA	EH
ANTIGUA AND BARBUDA	AG	ERITREA	ER
ANGUILLA	AI	SPAIN	ES
ALBANIA	AL	ETHIOPIA	ET
ARMENIA	AM	FINLAND	FI
NETHERLANDS ANTILLES	AN	FIJI	FJ
ANGOLA	AO	FALKLAND ISLANDS (MALVINAS)	FK
ANTARCTICA	AQ	FAROE ISLANDS	FO
ARGENTINA	AR	FRANCE	FR
AUSTRIA	AT	GABON	GA
AUSTRALIA	AU	GREAT BRITAN & N. IRELAND	GB
ARUBA	AW	GRENADA	GD
ÅLAND ISLANDS	AX	GEORGIA	GE
AZERBAIJAN	AZ	FRENCH GUIANA	GF
BOSNIA AND HERZEGOVINA	BA	GUERNSEY	GG
BARBADOS	BB	GHANA	GH
BANGLADESH	BD	GIBRALTAR	GI
BELGIUM	BE	GREENLAND	GL
BURKINA FASO	BF	GAMBIA	GM
BULGARIA	BG	GUINEA	GN
BAHRAIN	BH	GUADELOUPE	GP
BURUNDI	BI	EQUATORIAL GUINEA	GQ
BENIN	BJ	GREECE	GR
BERMUDA	BM	SOUTH GEORGIA & SOUTH SANDWICH IS.	GS
BRUNEI DARUSSALAM	BN	GUATEMALA	GT
BOLIVIA	BO	GUINEA-BISSAU	GW
BRAZIL	BR	GUYANA	GY
BAHAMAS	BS	HONG KONG	HK
BHUTAN	BT	HEARD ISLAND & MCDONALD ISLANDS	HM
BOUVET ISLAND	BV	HONDURAS	HN
BOTSWANA	BW	CROATIA	HR
BELARUS	BY	HAITI	HT
BELIZE	BZ	HUNGARY	HU
CANADA	CA	INDONESIA	ID
COCOS (KEELING) ISLANDS	CC	IRELAND	IE
CONGO, DEMOCRATIC REP. OF THE	CD	ISRAEL	IL
CENTRAL AFRICAN REPUBLIC	CF	ISLE OF MAN	IM
CONGO	CG	INDIA	IN
SWITZERLAND	CH	BRITISH INDIAN OCEAN TERRITORY	IO
COTE D'IVOIRE	CI	IRAQ	IQ
COOK ISLANDS	CK	IRAN, ISLAMIC REPUBLIC OF	IR
CHILE	CL	ICELAND	IS
CAMEROON	CM	ITALY	IT
CHINA	CN	JERSEY	JE
COLOMBIA	CO	JAMAICA	JM
COSTA RICA	CR	JORDAN	JO
CUBA	CU	JAPAN	JP
CAPE VERDE	CV	KENYA	KE
CURACAO	CW	KYRGYZSTAN	KG
CHRISTMAS ISLAND	CX	CAMBODIA	KH
CYPRUS	CY	KIRIBATI	KI
CZECH REPUBLIC	CZ	COMOROS	KM
GERMANY	DE	SAINT KITTS AND NEVIS	KN
DJIBOUTI	DJ	KOREA, DEMOCRATIC PEOPLE'S REP OF	KP
DENMARK	DK	KOREA, REPUBLIC OF	KR
DOMINICA	DM	KUWAIT	KW
DOMINICAN REPUBLIC	DO	CAYMAN ISLANDS	KY
ALGERIA	DZ		

Exhibit 50A (Continued)**International Country Codes—Listed Alphabetically**

Country	Code	Country	Code
KAZAKHSTAN	KZ	ROMANIA	RO
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA	SERBIA	RS
LEBANON	LB	RUSSIAN FEDERATION	RU
SAINT LUCIA	LC	RWANDA	RW
LIECHTENSTEIN	LI	SAUDI ARABIA	SA
SRI LANKA	LK	SOLOMON ISLANDS	SB
LIBERIA	LR	SEYCHELLES	SC
LESOTHO	LS	SUDAN	SD
LITHUANIA	LT	SWEDEN	SE
LUXEMBOURG	LU	SINGAPORE	SG
LATVIA	LV	SAINT HELENA	SH
LIBYAN ARAB JAMAHIRIYA	LY	SLOVENIA	SI
MOROCCO	MA	SVALBARD AND JAN MAYEN	SJ
MONACO	MC	SLOVAKIA	SK
MOLDOVA, REPUBLIC OF	MD	SIERRA LEONE	SL
MONTENEGRO	ME	SAN MARINO	SM
MADAGASCAR	MG	SENEGAL	SN
MACEDONIA, FORMER YUGOSLAV REP.	MK	SOMALIA	SO
MALI	ML	SURINAME	SR
MYANMAR	MM	SAO TOME AND PRINCIPE	ST
MONGOLIA	MN	EL SALVADOR	SV
MACAO	MO	SINT MAARTEN	SX
MARTINIQUE	MQ	SYRIAN ARAB REPUBLIC	SY
MAURITANIA	MR	SWAZILAND	SZ
MONTSERRAT	MS	TURKS AND CAICOS ISLANDS	TC
MALTA	MT	CHAD	TD
MAURITIUS	MU	TRISTAN DU CUNHA	TS
MALDIVES	MV	FRENCH SOUTHERN TERRITORIES	TF
MALAWI	MW	TOGO	TG
MEXICO	MX	THAILAND	TH
MALAYSIA	MY	TAJIKISTAN	TJ
MOZAMBIQUE	MZ	TOKELAU	TK
NAMIBIA	NA	TIMOR-LESTE	TL
NEW CALEDONIA	NC	TURKMENISTAN	TM
NIGER	NE	TUNISIA	TN
NORFOLK ISLAND	NF	TONGA	TO
NIGERIA	NG	TURKEY	TR
NICARAGUA	NI	TRINIDAD AND TOBAGO	TT
NETHERLANDS	NL	TUVALU	TV
NORWAY	NO	TAIWAN, PROVINCE OF CHINA	TW
NEPAL	NP	TANZANIA, UNITED REPUBLIC OF	TZ
NAURU	NR	UKRAINE;	UA
NIUE	NU	UGANDA	UG
NEW ZEALAND	NZ	URUGUAY	UY
OMAN	OM	UZBEKISTAN	UZ
PANAMA	PA	VATICAN CITY	VA
PERU	PE	SAINT VINCENT AND THE GRENADINES	VC
FRENCH POLYNESIA	PF	VENEZUELA	VE
PAPUA NEW GUINEA	PG	VIRGIN ISLANDS, BRITISH	VG
PHILIPPINES	PH	VIET NAM	VN
PAKISTAN	PK	VANUATU	VU
POLAND	PL	WALLIS AND FUTUNA	WF
SAINT PIERRE AND MIQUELON	PM	SAMOA	WS
PITCAIRN	PN	YEMEN	YE
PALESTINIAN TERRITORY, OCCUPIED	PS	MAYOTTE	YT
PORTUGAL	PT	SOUTH AFRICA	ZA
PARAGUAY	PY	ZAMBIA	ZM
QATAR	QA	ZIMBABWE	ZW
REUNION	RE		