

# Update Notice

This online version of Publication 685 has been updated with changes through January 2018, as follows:

<b>This chapter, subchapter, part, or section</b>	<b>titled</b>	<b>was</b>
Throughout the document, various grammatical changes and additional assessment calculations were included.		
3-1.1.5	Postage Assessment	updated with the removal of “pending PRC approval” and the addition of an assessment start date.



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# 1 Introduction to the Publication for Streamlined Mail Acceptance For Letters And Flats

Publication 685, *Publication for Streamlined Mail Acceptance for Letters and Flats*, contains the policies and processes for the verification of eligible business mailings using tools provided by Intelligent Mail Full-Service, eInduction, and Seamless Acceptance. Publication 685 contains an explanation of each verification program; detailed participation requirements for each program; descriptions of Postal Service verifications; mail quality error thresholds; and postage assessment calculations.

Publication 685 is a central hub to other reference documents, with links to the *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM) and other relevant documents.

Publication 685 is subject to updates based on changes to the DMM or program modifications. Notification of policy or threshold changes will be provided through notification in the Federal Register, Industry Alerts, and DMM Advisories, etc. The mailing industry will be provided a 30-day comment period on revisions or changes to processes, verifications and thresholds within Publication 685. The Postal Service will provide notification of the final proposal and implement the change no earlier than 90 days from the date of initial notification.

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

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

## 1-1 Streamlined Mail Acceptance

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

1. Improve mail quality by sharing information on mail preparation, identification of trends, and trend-based quality measurements.
2. Simplify the induction of mailings through automated and standardized acceptance, verification, and induction processes.

3. Provide end-to-end visibility through scan data.
4. Enable mailers, through an account management portal, to manage account activities, view account balances, and generate reports based on mailings.

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

1. **Intelligent Mail Full-Service:** Full-Service uses Intelligent Mail barcodes (IMb) on mail containers, handling units (trays, sacks), and mailpieces to provide end-to-end visibility into the mailstream. First-Class Mail (cards, letters, and flats), Periodicals (letters and flats), and USPS Marketing Mail (letters, and flats) meeting eligibility requirements for automation or carrier route prices (except for Standard Mail Enhanced Carrier Route saturation flats), and Bound Printed Matter (BPM) presorted or carrier route barcoded flats, are potentially eligible for Full-Service incentives. Electronic Verifications are performed to ensure mailer compliance with the program requirements.
2. **Move Update:** The Postal Service has updated the verification of Move Update compliance from sampling at the job level on Mail Evaluation Readability Lookup Instrument (MERLIN) to census verification using Mail Processing Equipment (MPE). The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the Postal Service. Mailers are required to reconcile their mailing address list within 95 days prior to the postage statement finalization date utilizing one of the Postal Service-approved methods. Census verification results can be viewed on the Mailer Scorecard; mailers are assessed additional postage on pieces that exceed the error threshold.
3. **eInduction:** The electronic Induction process simplifies the induction of drop shipments and expedited plant load mailings by leveraging eDoc, Intelligent Mail container barcodes (IMcb), and handheld scanner technologies to verify the payment and preparation of commercial mail containers. eInduction eliminates the need for paper PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, PS Form 8017, *Expedited Plant-Load Shipment Clearance*, and PS Form 8125-CD, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance – DSMS*, and manual reconciliation at the entry facility.
4. **Seamless Acceptance:** Seamless Acceptance automates the verification of commercial mailings by leveraging eDoc, IMcb, Intelligent Mail tray barcodes (IMtb), IMb, and information collected from both handheld sampling devices and mail processing equipment scans.

# 2 Intelligent Mail Full-Service

## 2-1 Program Overview

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The Postal Service offers the mailing industry two options for automation discounts: basic service and Full-Service. In a Basic Automation mailing, the IMb is not required to be unique and does not have to be submitted via eDoc. Full-Service combines the use of unique barcodes on each container, tray and mailpiece with electronic submission of postage statements and documentation. Requirements for Full-Service are outlined in the DMM 705.23, found here: <http://pe.usps.com/text/dmm300/705.htm#ep1402993>.

## 2-2 Participation Criteria

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First-Class Mail (cards, letters, and flats), Periodicals (letters and flats), and USPS Marketing Mail (letters, and flats) meeting eligibility requirements for automation or carrier route prices (except for USPS Marketing Mail Enhanced Carrier Route saturation flats), and Bound Printed Matter (BPM) presorted or carrier route barcoded flats, are potentially eligible for Full-Service incentives.

To participate in Full-Service, a mailer must meet the following requirements:

1. Ensure all containers, trays, sacks, and mailpieces have an appropriate unique barcode: IMcb, IMtb, or IMb.
  - a. IMcb: <http://postalpro.usps.com/node/859>
  - b. IMtb: <http://postalpro.usps.com/node/863>
  - c. IMb: <http://postalpro.usps.com/node/858>
2. Utilize pallets or approved alternate containers whenever a mailing is entered at the dock of a Postal Service processing facility and meets minimum container/pallet volume requirements under DMM 705.8: <http://pe.usps.com/text/dmm300/705.htm#1380958>. Pallets must be prepared in accordance with the DMM preparation requirements or, for First-Class Mail, using a Customer Supplier Agreement (CSA). Additional information about palletization is available on the *Full-Service Palletization Fact Sheet*: <http://postalpro.usps.com/node/650>. Additional information about CSAs is available in the *Guide to Customer Supplier Agreements*: <http://postalpro.usps.com/node/1133>.

3. Use an approved electronic method to transmit a postage statement and mailing documentation to the *PostalOne!* system:
  - a. Submission of eDoc requires mailers to register on the Business Customer Gateway (BCG) and obtain a Customer Registration ID (CRID), used to identify the mailer in Postal Service systems.
    - (1) Instructions on registering for the BCG are available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.
    - (2) Instructions on obtaining a CRID can be found in the *Quick Step Guide to MID and/or CRID Acquisition*: <https://postalpro.usps.com/node/1135>.
  - b. Mailers must transmit postage statements and documentation to the *PostalOne!* System using a Mail.dat file, Mail.XML messages, Postal Wizard (mailings under 10,000 pieces), or the Intelligent Mail for Small Business (IMsb) Tool.
  - c. Additional information about preparing electronic documentation (eDoc) for Full-Service is available in the Mail.dat and Mail.XML Technical Specifications: <http://postalpro.usps.com/node/1137>.
  - d. For new users it is suggested that electronic documentation be checked for accuracy by first uploading into the *PostalOne!* Test Environment for Mailers (TEM). Information about how to use TEM is available in the Intelligent Mail Guides Specs, found here: <http://postalpro.usps.com/node/1138>.
4. Accurately include the following required information in the eDoc:
  - a. Mailer ID (MID).
  - b. Service Type ID (STID).
  - c. By/For identification for Mail Owner and Mail Preparer.
  - d. Unique barcode applied to each container, tray, sack, and mailpiece. Include relationship between each container (Nesting/Sortation) tray or sack, and mailpiece.
  - e. Entry Facility.
  - f. Copal identification and submission (if applicable).
5. Schedule appointments through the Facility Access and Shipment Tracking (FAST) system for any mailer shipments to origin and destination entry points at Postal Service processing facilities. FAST appointments are not required for mailer shipments to Postal Service delivery facilities.



## 2-3 Full-Service Electronic Verification Policy

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Full-Service mailings require mailers to populate their eDoc with specific information about each container, handling unit, and mailpiece. When the eDoc is submitted to *PostalOne!*, Full-Service validations are performed. These validations are detailed in the *Mail.dat and Mail.XML Technical Specifications*: <http://postalpro.usps.com/node/1137>. Electronic documentation must be correctly completed for eDoc acceptance and postage statement generation for a Full-Service or mixed-service mailing. Mailers are given the Full-Service discount at the time of mailing. After the postage statement is finalized in *PostalOne!*, verifications are performed on the eDoc to ensure Full-Service requirements are met. Verification errors are logged against pieces that do not meet the Full-Service requirements. The requirements are included in [DMM 705.23](#).

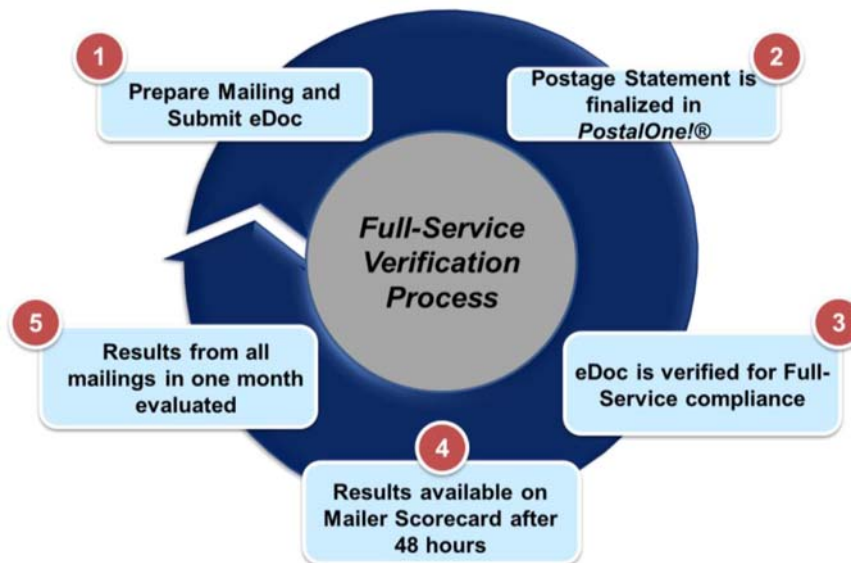
These errors are identified as being postage-assessment eligible when the total pieces in error for a specific metric have exceeded an established error threshold. Only pieces over an error threshold are eligible for assessment and the assessment is equal to the Full-Service discount claimed on the piece eligible for assessment. Mailpieces may only lose the Full-Service discount once even if they are eligible for assessment in multiple error types. When a container or handling unit exceeds an error threshold, all Full-Service mailpieces in the container or handling unit are eligible for assessment. For logical containers and handling units, all Full-Service pieces associated to the logical container or handling unit are eligible for assessment if one physical container or handling unit in the logical container or handling unit exceeds the error threshold. More information on logical containers can be found in the *Mail.dat and Mail.XML Technical Specifications*: <http://postalpro.usps.com/node/1137>.

### 2-3.1 Verification Process

Full-Service verification is a five-step process as shown in [Exhibit 2-3.1](#).

Exhibit 2-3.1

#### Full-Service Verification Process



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

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

### 2-3.1.1 Mailer Identifier (MID) Verification

#### 2-3.1.1.1 Description

It is a requirement of Full-Service to use a valid MID in the container (IMcb), handling unit (IMtb) and piece (IMb) barcodes. The MID is a six- or nine-digit code included in the Intelligent Mail barcode suite, allowing identification of the party responsible for a mailpiece, handling unit, or container. These barcodes are provided in the eDoc for evaluation. A valid MID is one that is registered within the Postal Service systems. Information on how to acquire or validate a MID can be found in the *Quick Step Guide to MID and/or CRID Acquisition*: <https://postalpro.usps.com/node/1135>.

Mailers should note that MIDs are not available for use until 48 hours after activation. Descriptions of each MID error are included in the [Table 2-3.1.1.1](#).

Table 2-3.1.1.1  
**MID Error Descriptions**

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

#### 2-3.1.1.2 Error Calculation

To calculate MID errors, the numerator and denominator must be the same type of Full-Service element (both numerator and denominator are containers, or both are handling units, or both are pieces). The error percentage for containers and handling units is calculated by dividing the number of Full-Service container/handling units with MID errors in eDoc by the total number of Full-Service containers/handling units submitted in an

eDoc that contains any Full-Service pieces. Mixed-service containers/handling units contain both basic and Full-Service pieces. The error percentage for pieces is calculated by dividing the number of Full-Service pieces with MID errors in eDoc by the number of total Full-Service pieces submitted in eDoc.

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

2-3.1.1.3 **Error Threshold**

The error threshold for each MID error is included in [Table 2-3.1.1.3](#).

Table 2-3.1.1.3  
**MID Error Thresholds**

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

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

2-3.1.1.4 **Exceptions**

There are no exceptions for the MID requirements.

2-3.1.1.5 **Postage Assessment**

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

For container and handling unit errors, the assessment applies to all Full-Service pieces nested to the containers or handling units with errors above the error threshold. For logical containers/handling units, the assessment applies to all pieces within the logical container/handling unit if any physical sibling container/handling unit has an error over the error threshold. More information on logical containers is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

The Full-Service discount is only removed once per piece. Errors on containers and handling units are applied to nested pieces. See [2-4](#) for additional guidance.

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

2-3.1.2 **Service Type ID (STID) Verification**

2-3.1.2.1 **Description**

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

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

A description of a STID Error is included in [Table 2-3.1.2.1](#).

Table 2-3.1.2.1  
**STID Error Description**

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

2-3.1.2.2 **Error Calculation**

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

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

2-3.1.2.3 **Error Threshold**

The error threshold for STID Errors is included in [Table 2-3.1.2.3](#).

Table 2-3.1.2.3  
**STID Error Threshold**

Error	Error Threshold
STID	2%

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

2-3.1.2.4 **Exceptions**

There are no exceptions to the STID requirements for Full-Service mailings.

2-3.1.2.5 **Postage Assessment**

Any Full-Service pieces with errors that exceed an error threshold may be subject to an assessment. The assessment amount is equal to the removal of the Full-Service discount (as defined in Notice 123: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>) claimed for each piece in error. The Full-Service discount is only removed once per piece. See [2-4](#) for additional guidance.

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

### 2-3.1.3 **By/For Verification**

#### 2-3.1.3.1 **Description**

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

A Mail Owner is a business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for postage on the mailpiece directly or by way of a mailing agent. A mailpiece may have more than one Mail Owner.

Mail Owners often use the services of a Mail Preparer or MSP to prepare and enter their mailings. In this business relationship, the Mailer Preparer or MSP is acting on behalf of the Mail Owner, creating a By/For relationship that is identified in the eDoc or on the hardcopy postage statement. The mail is prepared by the Mail Preparer or MSP, for the Mail Owner. Both the Mail Owner and Mail Preparer must be identified for all Full-Service mailings, unless the exception criteria in [2-3.1.3.4](#) has been met. Identifying a Mail Owner in a mailing with less than 5,000 pieces is optional, even for pieces with multiple Mail Owners, unless pieces are claimed at nonprofit prices. The Postal Service strongly encourages the identification of Mail Owners and Mail Preparers or MSPs in electronic documentation for every mailing, regardless of size, to allow the Postal Service to fully leverage all of the benefits of Intelligent Mail technology.

A special circumstance arises when a Mail Preparer or MSP subcontracts with other Mail Preparers or MSPs to prepare a mailing for the same Mail Owner. Regardless of the size of the ultimate mailing submitted to the Postal Service, Mail Preparers or MSPs are still required to meet the By/For requirement if the mail volume provided to the second MSP is originally part of a mailing of 5,000 pieces or more tendered to the first MSP by the Mail Owner. For example, a well-known bank plans to mail 10,000 pieces. The bank provides all 10,000 pieces to "MSP A." "MSP A" prepares and mails 9,000 of the pieces and subcontracts 1,000 pieces to "MSP B" for preparation. The Mail Owner must be identified in the eDoc by both "MSP A" and "MSP B." It is the responsibility of "MSP A" to instruct "MSP B" to identify the Mail Owner in "MSP B's" eDoc or on the hardcopy postage statement for this mailing, because the aggregate total presented for the Mail Owner exceeds 5,000 pieces.

Additionally, A Mail Owner that prepares its own mail may be excused from paying assessments arising from By/For errors by notifying the Postal Service that it is also the Mail Preparer. Contact your District Business Mail Entry office for additional information.

For more information on how to acquire or validate a MID or CRID, refer to the *Quick Step Guide to MID and/or CRID Acquisition*: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

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

The following scenarios cause a By/For error:

1. No Valid Mail Preparer is identified: The Mail Preparer CRID or MID fields were blank in the eDoc or had invalid values.
2. No Valid Mail Owner is identified: The Mail Owner CRID, MID, Permit Number or Publication Number fields were blank in the eDoc or had invalid values. **(Exception:** Detailed in [2-3.1.3.4.](#))
3. Mail Preparer is incorrectly recorded as the Mail Owner: Both the Mail Owner and Mail Preparer resolved to the same CRID and the Mail Preparer is not the Mail Owner. **(Exception:** Detailed in [2-3.1.3.4.](#))
4. Mail Owner previously identified as a Mail Preparer: The Mail Owner was previously identified as a Mail Preparer in a different eDoc submission submitted within the last 90 days or was on a static list of Mail Preparers.

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

The description of a By/For Error is included in the [Table 2-3.1.3.1.](#)

Table 2-3.1.3.1  
**By/For Error Description**

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

2-3.1.3.2 **Error Calculation**

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

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

2-3.1.3.3 **Error Threshold**

The error threshold for By/For Errors is included in [Table 2-3.1.3.3.](#)

Table 2-3.1.3.3  
**By/For Error Threshold**

Error	Error Threshold
By/For	5%*

\* *Note: A custom By/For Error threshold may be set as noted below.*

Mail owners preparing their own mail and eDoc Submitters preparing more than 5 percent of their mailings for Mail Owners providing less than 5,000 mailpieces should contact the *PostalOne!* Helpdesk for further assistance. An explanation of error thresholds and the error threshold determination process is located in Appendix [A](#) of this document.

2-3.1.3.4 **Exceptions**

Mail Owner identification is not required when the total mailing is less than 5,000 pieces. This exception is not applicable to pieces claiming nonprofit prices. The Mail Owner must be identified for all pieces claiming nonprofit prices.

2-3.1.3.5 **Postage Assessment**

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

The Full-Service discount is only removed once per piece. See [2-4](#) for additional guidance.

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

2-3.1.4 **Barcode Uniqueness Verification**

2-3.1.4.1 **Description**

It is a requirement of Full-Service to keep barcodes unique for 45 days across all mailers and mailings on containers, handling units, and pieces. The 45-day period is measured from the postage statement mailing date provided in the eDoc. Exceptions are detailed in [2-3.1.4.4](#) of this publication. The following fields from each barcode are used to determine if the barcode is unique:

1. IMcb: MID and Serial Number.
2. IMtb: Barcode Type, MID, Content Identified (CIN), ZIP Code, Serial Number.
3. IMb: Class from the STID, MID and Serial Number.

In a mixed-service mailing (a mailing that includes mailpieces with both basic automation and Full-Service automation), all containers and handling units must include a unique IMcb and IMtb.

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



The descriptions of each Barcode Uniqueness Error are included in [Table 2-3.1.4.1](#).

Table 2-3.1.4.1  
**Barcode Uniqueness Error Descriptions**

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

\* *Note: The MID, Serial Number, and Mail Class from the STID define a unique IMb. If the same MID and Serial Number are used on two mailpieces with two different STIDs that indicate the same class of mail (for example First-Class STIDs 314 and 320), those pieces will be flagged as non-unique.*

2-3.1.4.2 **Error Calculation**

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

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

2-3.1.4.3 **Error Threshold**

The error thresholds for Barcode Uniqueness Errors are defined in [Table 2-3.1.4.3](#).

Table 2-3.1.4.3

**Barcode Uniqueness Error Thresholds**

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

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

2-3.1.4.4 **Exceptions**

The following exceptions exist for Barcode Uniqueness requirements.

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

1. Postage is affixed to each piece at the correct price,  
or
2. Each mailpiece is of identical weight and the mailpieces are separated by price.

2-3.1.4.5 **Postage Assessment**

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

For container and handling unit errors, the assessment applies to all Full-Service pieces nested to the containers or handling units with errors above the error threshold. For logical containers/handling units, the assessment applies to all pieces within the logical container/handling unit if any physical sibling container/handling unit has an error over the error threshold. More information on logical containers is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

The Full-Service discount is only removed once per piece. Errors on containers and handling units are applied to nested pieces. See [2-4](#) for additional guidance.

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

2-3.1.5 **Entry Facility Verification**2-3.1.5.1 **Description**

It is a requirement of Full-Service to identify the entry location for every container or orphan handling unit. An orphan handling unit is a tray or sack that is not nested to a container. Mailers use either a Locale Key or ZIP Code to identify entry location in the eDoc file. The Locale Key or ZIP Code provided in the eDoc must be a valid location in the Facility File of the Drop

Ship Product. The Drop Ship Product is available from the FAST system:  
<https://fast.usps.com/fast/>.

The description of each Entry Facility Error is included in [Table 2-3.1.5.1](#).

Table 2-3.1.5.1

**Entry Facility Error Descriptions**

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

2-3.1.5.2 **Error Calculation**

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

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

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

2-3.1.5.3 **Error Threshold**

The error thresholds for Entry Facility Errors are defined in [Table 2-3.1.5.3](#).

Table 2-3.1.5.3

**Entry Facility Error Thresholds**

<b>Error</b>	<b>Error Threshold</b>
Entry Facility Container	2%
Entry Facility Handling Unit	2%

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

2-3.1.5.4 **Exceptions**

There are no exceptions to the Entry Facility identification requirements.

2-3.1.5.5 **Postage Assessment**

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

The Full-Service discount is only removed once per piece. Errors on containers and handling units are applied to nested pieces. See [2-4](#) for additional guidance.

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

2-3.1.6 **Unlinked Copal Verification**

2-3.1.6.1 **Description**

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

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

Additional information on how to prepare electronic documentation for co-palletization, review the *Mail.dat and Mail.XML Technical Specifications* found here: <http://postalpro.usps.com/node/1137>.

The description of an Unlinked Copal Error is included in [Table 2-3.1.6.1](#).

Table 2-3.1.6.1

**Unlinked Copal Error Descriptions**

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

2-3.1.6.2 **Error Calculation**

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

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

2-3.1.6.3 **Error Threshold**

The error threshold for Unlinked Copal Errors is defined in [Table 2-3.1.6.3](#).

Table 2-3.1.6.3

**Unlinked Copal Error Threshold**

Error	Error Threshold
Unlinked Copal	5%

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

2-3.1.6.4 **Exceptions**

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

2-3.1.6.5 **Postage Assessment**

For handling unit errors, the assessment applies to all Full-Service pieces nested to the handling units with errors above the error threshold. For logical handling units, the assessment applies to all pieces within the logical handling unit if any physical sibling container/handling unit has an error over the error threshold. More information on logical containers is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

The assessment amount is equal to the removal of the Full-Service discount (as defined in Notice 123: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>) claimed for each piece in error.

The Full-Service discount is only removed once per piece. Errors on containers and handling units are applied to nested pieces. See [2-4](#) for additional guidance.

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

## 2-4 Full-Service Postage Assessment

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

When Full-Service pieces have errors in excess of the error threshold for multiple error types, postage assessment is only calculated for one error type.

## 2-5 Full-Service Mail Quality Reports

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After the Full-Service verifications are performed, the results of these verifications are provided to mailers through MicroStrategy (including the Mailer Scorecard) and *PostalOne!* reports. Detailed guidance on reporting functionality and user guides is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting* found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

# 3 Move Update

## 3-1 Program Overview

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The Move Update standard requires the periodic matching of a mailer's address records with customer-filed Change-of-Address (COA) orders maintained by the Postal Service. Mailers must reconcile their mailing address list within 95 days prior to the postage statement finalization date with one of the Postal Service-approved methods or a surcharge is assessed. The Address Quality Census Measurement and Assessment Process (Census Process), has been approved by the Postal Regulatory Commission (PRC) to replace traditional MERLIN Move Update methods for mailers submitting Full-Service volume. Currently, Census data is gathered for mailers submitting any mail volume as Full-Service.

The Census Process is a new method for evaluating Move Update compliance and assessing errors as mail is processed through the mail stream by using data collected from MPE. The results of the verification are displayed on the Electronic Verification tab of the Mailer Scorecard.

Additional information on Move Update can be found in the *Guide to Move Update*: <http://postalpro.usps.com/node/1116> DMM 602.5 <http://pe.usps.com/text/dmm300/602.htm#ep1113059>.

## 3-2 Census Process Participation Criteria

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The Census Process applies to mailers subject to the Move Update standard who do as follows:

1. Submit any Full-Service volume during a calendar month.
2. Use eDoc to submit mailing information.
3. Mail First-Class Mail and USPS Marketing Mail letter and flats.

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

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

Periodicals are a special case. Although the Move Update standard stated in DMM 602.5: <http://pe.usps.com/text/dmm300/602.htm#1113059> does not specify Periodicals mail, DMM 507.1.5.2: <http://pe.usps.com/text/dmm300/507.htm#1223780> states that Address Correction Service (ACS) is mandatory for all Periodicals publications, and the ACS fee must be paid for each notice requested and received. Although mailers who enter Periodicals are not subject to the Census Process, mailers are provided with address quality data via the Mailer Scorecard.

Under the Census Process, if mailpieces are undeliverable, they are intercepted automatically or identified by mailers, and directed either to the Postal Automation Redirection System (PARS), or to the Computerized Forwarding System (CFS). As the mailpieces go through PARS or CFS, change of address information is created when possible and transmitted to the mailers electronically upon request.

## 3-3 Move Update Census Process Verification Policy

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### 3-3.1 Verification Process

With 92 percent of commercial mailing volume in Full-Service and growing, the Postal Service migrated from the MERLIN sampling approach to the Census Process after receiving approval from the PRC. The Census Process is a much more robust method in assessing Move Update compliance. Specifically, Move Update compliance is measured across all mailings within a calendar month, as follows:

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

#### 3-3.1.1 Move Update Verification

##### 3-3.1.1.1 Description

It is a requirement of Move Update that mailers use one of the Postal-approved methods to ensure that the addresses contained within a mailing list have been updated within 95 days prior to the mailing. A Move Update error is logged when the printed address (delivery point of the IMb) on the mailpiece has not been updated due to a COA record where the more current of the COA Move Effective and COA Create date is between 95 days



and 18 months prior to the postage statement finalization date. This error is derived from scans on MPE.

The description of a Move Update error is included in [Table 3-3.1.1.1](#).

Table 3-3.1.1.1

**Move Update Error Description**

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

3-3.1.1.2 **Error Calculation**

Under the Census Process, the Move Update error percentage is calculated by dividing the number of COA errors by the number of Move Update Eligible Pieces submitted in eDoc within a calendar month.

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

3-3.1.1.3 **Error Threshold**

The Census Process error threshold as proposed is defined in [Table 3-3.1.1.3](#).

Table 3-3.1.1.3

**Move Update Error Threshold**

Error Type	Error Threshold
Move Update	0.5%

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

3-3.1.1.4 **Alternative Methods**

Currently, there are alternative methods to the Move Update verification.

3-3.1.1.4.1 **99 Percent Accurate**

Mailers who can demonstrate address list accuracy at 99 percent or greater may apply for use of the 99 percent Accuracy alternative method of meeting Move Update compliance. To apply for use of the 99 percent Accuracy method, applicants must first complete and return the 99 percent Mailer Move Update Processing Order Form along with a copy of the completed PS Form 3553, *CASS Summary Report*. This method is not a formal exception and mailers using this alternative method will still be subject to evaluation through the Move Update Census process. See the *99 Percent Testing* page found here: <http://postalpro.usps.com/node/1136>.

3-3.1.1.4.2 **Legal Restraint**

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

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

The Postal Service would not perform Census Process verification on Mail Owners or Mail Preparers approved for Legal Restraint based on a list of approved MIDs/CRIDs maintained in Postal Service systems.

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

#### 3-3.1.1.5 **Postage Assessment**

Any pieces with errors that exceed the Move Update Census Process error threshold may be subject to an assessment. Beginning in March 2018 for mailings submitted in February mailpieces exceeding the threshold will be assessed the move update assessment charge reflected in Notice 123.

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

## 3-4 Move Update Mail Quality Reports

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The results of the Census Process verification are provided to mailers through MicroStrategy (including the Mailer Scorecard) and *PostalOne!* reports. Detailed guidance on reporting functionality and user guides is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReporting-Guide>.

# 4 eInduction

## 4-1 Program Overview

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

## 4-2 eInduction Participation Criteria

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

General provisions for preparing and entering eInduction containers will be forthcoming and is available in DMM 705.20 and Publication 804, *Drop Shipment Procedures for Destination Entry*. Publication 804 can be found here: <http://about.usps.com/publications/pub804.pdf>.

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

1. Activate eDoc submitter CRID for eInduction:
  - a. Call the FAST help desk at 1.877.569.6614, or e-mail the help desk at [FAST@usps.gov](mailto:FAST@usps.gov), to begin the CRID activation process.
  - b. For co-palletized and co-mingled mailings, all parties in the mailing must use an eDoc submitter CRID activated for eInduction.
2. Prepare containers of commercial letters and flats:
  - a. First-Class Mail cards, letters, flats; USPS Marketing Mail letters or flats; Periodicals letters or flats; or BPM flats or parcels. Mailing types not eligible for eInduction include Package

- Services (except BPM), Priority Express Mail, Priority Mail, Parcel Select, Media Mail, Library Mail, or Parcel Return Service.
- b. Sacks or trays which are not included on a container [pallet, hamper, wire container, or all-purpose container (APC)] are not eligible.
  - c. Identify all containers with two unique Intelligent Mail Container placards (on adjacent sides), which display the IMcb for that container.
3. Submit electronic documentation for all eInduction containers using Mail.dat files, Mail.XML messages, or Postal Wizard:
    - a. Include IMcb for each container. The IMcb must be unique for 45 days from the postage statement mailing date.
    - b. Identify container as participating in eInduction by:
      - (1) Using the eInduction indicator field.
      - (2) Including an approved eInduction continuous MID in the IMcb.
      - (3) Identifying the container as Postal Service Pickup.
    - c. Identify an entry location for the container in eDoc. For containers that include pieces at destination-entry rates, the entry location must be valid per the Mail Direction File in effect on the planned date of entry at the destination facility.
  4. For all mailer shipments, schedule a FAST appointment for shipments to a Postal Service processing facility. More information on FAST can be found in the *FAST Customer User Guides*, located here: <http://postalpro.usps.com/operations/FAST>.

## 4-2.1 **Advanced and Optional Preparations**

### 4-2.1.1 **Accept Misshipped Containers Option**

Mailers can choose to allow the Postal Service to accept misshipped containers. These containers are inducted into processing if they are entered at a different location from what the mailer provided in the eDoc or different from what is allowed by the current Mail Direction File. The Postal Service systems log a Misshipped Error for such containers. The error may result in an assessment if the mailer has claimed destination entry discount rates on the container (see *Misshipped Postage Assessment* in [4-3.3.4.5](#)).

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

### 4-2.1.2 **eInduction Continuous MID**

Mailers who cannot generate a finalized postage statement two hours before container entry may request approval for an eInduction Continuous MID. Once approved, mailers may enter any container with the approved MID in the IMcb prior to the receipt of electronic documentation. Mailers are

required to submit an eDoc and generate a finalized postage statement for all eInduction Continuous MID containers within one calendar day of the unload scan.

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

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

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

Information on requesting an eInduction Continuous MID is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

#### 4-2.1.3 **Logical Containers in eInduction**

eInduction is available for mailings that contain logical containers. Logical containers allow mailers to link payment for pieces to physical containers when reporting of nesting data is not possible. Preparation of logical containers is detailed in 705.20 of the DMM and in the *Mail.dat Technical Specification and Mail.XML Technical Specification*: <http://postalpro.usps.com/node/1137>.

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

#### 4-2.1.4 **Drop Shipment Management Systems (DSMS)**

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

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

Mailers participating in Seamless Acceptance and eInduction have their DSMS authorization rescinded and the release process is returned to the mailer to manage. At this point, the mailer is no longer authorized to create and print PS Form 8125-CD, which does not require a Postal Service acceptance signature or round date. Any container that is not identified as

eInduction must be presented with hardcopy PS Form 8125 at a Business Mail Entry Unit or approved Detached Mail Unit where The Postal Service Acceptance Employee must sign and date the form prior to inducting the containers into a postal facility.

#### 4-2.1.5 **Co-palletized Mailings**

Mailers who consolidate mailings at the container level may participate in eInduction.

The entity that creates the consolidated containers (consolidator) must submit an eDoc that contains the required information on the physical containers. The consolidator controls the eInduction status of the containers created and is considered the eDoc submitter for error logging.

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

There is no eInduction requirement that all containers on a truck load/ appointment participate in eInduction.

#### 4-2.1.6 **Modifying eInduction Container Status**

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

#### 4-2.1.7 **Mixed Load**

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

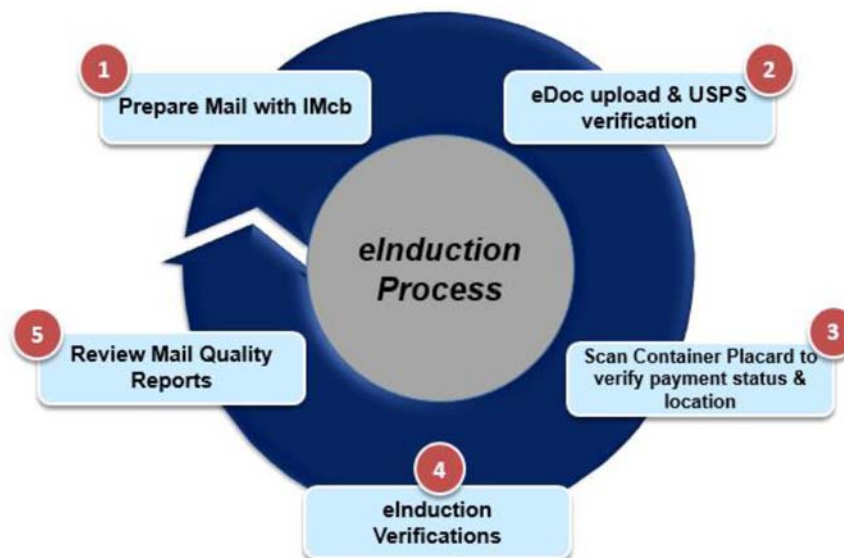
## 4-3 eInduction Verification Policy

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

### 4-3.1 Verification Process

Exhibit 4-3.1

#### eInduction Program



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

does not provide immediate feedback. All barcoded containers are scanned and accepted, and eInduction verifications take place post-induction. Existing drop-shipment procedures for destination entry are outlined in Publication 804, found here: <https://about.usps.com/publications/pub804/welcome.htm>.

4. The Postal Service performs eInduction verifications at the following two points:
  - a. For containers entered at Surface Visibility (SV) sites, the SV scanners verify payment, entry location, and IMcb uniqueness (within each FAST appointment) except for:
    - (1) eInduction Continuous MID containers (all verifications skipped).
    - (2) Containers using Accept Misshipped option (Misshipped verification skipped).
    - (3) Postal Service Transported containers.
  - b. For all containers not verified by the SV scanners, *PostalOne!* performs verifications after containers are accepted.
5. Container verification results are available on the Mailer Scorecard or the Shipping Summary Report. eInduction verifies that each container is paid for, entered at the correct facility, and that the mailpieces were eligible for the drop-ship discount received on the postage statement. Additional information on the Mailer Scorecard is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

## 4-3.2 Entry of eInduction Containers

### 4-3.2.1 Surface Visibility (SV)-Enabled Facilities

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

#### 4-3.2.1.1 Confirmation of Postage Payment

It is a requirement for all scanned eInduction containers must be included in the following:

1. In an eDoc submitted within 45 days of the scan date.
2. On a postage statement in FIN or FPP status 2 hours prior to the time of scan.

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



If a postage statement is reversed before the associated containers are entered at a Postal Service facility, the containers will no longer be connected to a finalized postage statement and may be held at the entry facility until payment is confirmed or returned to the mailer. Mailers that plan to re-submit containers in a different mailing or postage statement will wait 2 hours after reversal before resubmitting the new mailing or postage statement.

**Exception:** Containers that contain a valid eInduction Continuous MID in the IMcb are accepted and postage payment status is checked after the FAST appointment closeout per [4-3.3.1](#) and [4-3.3.2](#).

#### 4-3.2.1.2 **Confirmation of Correct Entry Location**

It is a requirement that all containers with mail claiming destination entry rates be entered at a valid location. For Destination Entry containers, the valid entry location is determined by the active version of the Mail Direction File. The Mail Direction File is effective at the beginning of the active month and has a 30-day grace period into the following month. For Origin Entry (including zone skip) containers, the entry location identified in the eDoc is the valid entry location. Postal Service systems identify all misshipped containers and report the status to Postal Service dock employees. Dock employees reject all misshipped containers and return to the mailer/driver.

**Exception:** Misshipped containers with a valid eInduction Continuous MID in the IMcb, or Containers identified as Accept Misship = Y in the mailer's eDoc and the entry location, are checked after FAST appointment closeout per [4-3.3.4](#).

#### 4-3.2.1.3 **Confirmation of IMcb Uniqueness Within Appointment**

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

#### 4-3.2.2 **Non-SV Facilities**

At entry facilities not equipped with the SV system, dock employees scan and accept all containers placarded with an IMcb barcode. Postage payment, entry location, and IMcb duplicates are checked by Postal Service systems following FAST appointment closeout per [4-3.3](#).

#### 4-3.3 **Post-Induction Verifications**

Postal Service systems perform six post-induction verifications on all accepted eInduction containers. Verification failures are logged as errors and count against the eDoc submitter's monthly error threshold. Errors in excess

of the error threshold may be subject to assessment. The error types and error thresholds for eInduction verifications are located below:

#### 4-3.3.1 **Undocumented (Extra) Containers Verification**

##### 4-3.3.1.1 **Description**

It is a requirement of eInduction for all scanned and accepted eInduction containers to be included in the following:

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

The error description for Undocumented Errors is included in [Table 4-3.3.1.1](#).

Table 4-3.3.1.1

#### **Undocumented Error Description**

<b>Error Type</b>	<b>Error Description</b>
(Extra) Undocumented	An Undocumented Error is logged when a scanned Intelligent Mail container barcode (IMcb) is not found in any eDoc or is included in an eDoc and associated to a postage statement in estimated (EST) status. Containers will be flagged as Undocumented 10 days after the scan date/time if no eDoc has been uploaded or if the postage statement is still in EST status. No additional verifications are performed on Undocumented containers.

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

##### 4-3.3.1.2 **Error Calculation**

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

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

##### 4-3.3.1.3 **Error Threshold**

The error thresholds for Undocumented Errors are included in [Table 4-3.3.1.3](#).

Table 4-3.3.1.3

#### **(Extra) Undocumented Error Thresholds**

<b>Error</b>	<b>Error Threshold</b>
(Extra) Undocumented	0%

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

##### 4-3.3.1.4 **Exceptions**

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

4-3.3.1.5 **Postage Assessment**

Each Undocumented eInduction container above an error threshold may be subject to an assessment. The assessment amount will be equal to the average postage paid for each container mailed by the eDoc submitter CRID over the current invoice period.

$$\text{Average Postage Per Container} = \frac{\text{Total Adjusted Postage}}{\text{Total Mailer Submitted Containers (eInduction and non-eInduction)}}$$

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

This same assessment process applies to logical mailers, since undocumented containers cannot be linked to a logical counterpart. See [4-4](#) for additional guidance.

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

4-3.3.2 **Payment Verification**

4-3.3.2.1 **Description**

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

The error description of Payment Error is included in [Table 4-3.3.2.1](#).

Table 4-3.3.2.1  
**Payment Error Description**

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

4-3.3.2.2 **Error Calculation**

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

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

4-3.3.2.3 **Error Threshold**

The error thresholds for Payment Errors are included in [Table 4-3.3.2.3](#).

Table 4-3.3.2.3  
**Payment Error Thresholds**

Error	Error Threshold
Payment	0%

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

4-3.3.2.4 **Exceptions**

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

4-3.3.2.5 **Postage Assessment**

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

For Payment Errors logged on physical siblings of logical containers, the total postage is charged to the first physical sibling container scanned. Any additional scans among other physical siblings will log errors, but will not result in an additional charge.

See [4-4](#) for additional information.

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

4-3.3.3 **Duplicate Verification**

4-3.3.3.1 **Description**

It is a requirement of eInduction for all IMcbs to remain unique for 45 days. Postal Service systems log Duplicate Errors when an IMcb is scanned and accepted during more than one FAST appointment in the previous 45 days. This verification is only performed when the container can be associated to an eDoc. Duplicate Errors are not logged if the duplicate scans take place within 5 hours of the original container scan.

The description of the Duplicate Error is included in [Table 4-3.3.3.1](#).

Table 4-3.3.3.1  
**Duplicate Error Description**

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

4-3.3.3.2 **Error Calculation**

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

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

4-3.3.3.3 **Error Threshold**

The error thresholds for Duplicate are included in [Table 4-3.3.3.3](#).

Table 4-3.3.3.3

**Duplicate Error Thresholds**

Error	Error Threshold
Duplicate	0.17%

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

4-3.3.3.4 **Exceptions**

For mailers participating in Seamless Acceptance, eInduction Duplicate Errors are logged but containers are not subject to Postage Assessment.

4-3.3.3.5 **Postage Assessment**

Each Duplicate eInduction container above an error threshold may be subject to an assessment. The assessment amount is equal to the average postage paid for each container mailed by the eDoc submitter CRID over the current invoice period.

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

For Duplicate Errors logged against physical siblings of logical containers, postage is recalculated on the logical container, then divided by the number of physical siblings. This amount is then applied to each physical sibling in error.

See [4-4](#) for additional guidance.

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

4-3.3.4 **Misshipped Verification**

4-3.3.4.1 **Description**

It is a requirement of eInduction that all containers claiming a destination entry discount be delivered to correct entry locations per the active version of the Mail Direction File. The correct entry location is determined using the Container Destination ZIP, Rate Class, Processing Category, and Container Entry Facility Type. All redirection locations are valid entry locations.

Postal Service systems log Misshipped Errors when the container is delivered to an incorrect entry location. This verification is only performed when the container can be associated to an eDoc. Containers not containing pieces that claim destination entry discount rates (origin entry and numeric zone rates) may be entered at any entry point indicated in the mailer’s eDoc.

The description of Misshipped Error is included in [Table 4-3.3.4.1](#).

Table 4-3.3.4.1

**Misshipped Error Description**

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

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

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

4-3.3.4.2 **Error Calculation**

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

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

4-3.3.4.3 **Error Threshold**

The error thresholds for Misshipped Errors are included in [Table 4-3.3.4.3](#).

Table 4-3.3.4.3

**Misshipped Error Thresholds**

<b>Error</b>	<b>Error Threshold</b>
Misshipped	1.05%

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

4-3.3.4.4 **Exceptions**

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

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

4-3.3.4.5 **Postage Assessment**

Each misshipped eInduction container above an error threshold may be subject to an assessment. The assessment amount is equal to the difference between the eDoc postage claimed and the correct postage amount for the container. The correct postage amount is calculated using the piece rate at

the Entry Discount of “None” for the mail class, shape, weight, mail prep, and presort identified in the eDoc per Notice 123. Postage is calculated at the piece level and totaled for the container. Only pieces claiming destination entry discount rate are subject to assessment.

For Misshipped Errors logged against physical siblings of logical containers, postage is recalculated on the logical container, then divided by the number of physical siblings. This amount is then applied to each physical sibling in error.

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

See [4-4](#) for additional guidance.

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

### 4-3.3.5 Zone Discount Verification

#### 4-3.3.5.1 Description

It is a requirement of eInduction for pieces claiming a Zone Discount to be entered at a valid facility. Postal Service systems log Zone Discount Errors when Zone Discount claimed in the eDoc is invalid at the actual entry facility. The description of Zone Discount verification is included in [Table 4-3.3.5.1](#).

Table 4-3.3.5.1  
Zone Discount Error Description

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

Two separate processes verify Zone Discounts:

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

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

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

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

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

#### 4-3.3.5.2 **Error Calculation**

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

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

#### 4-3.3.5.3 **Error Threshold**

The error threshold for Zone Discount Errors is included in [Table 4-3.3.5.3](#).

Table 4-3.3.5.3

##### **Zone Discount Error Thresholds**

<b>Error</b>	<b>Error Threshold</b>
Zone Discount	0.01%

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

#### 4-3.3.5.4 **Exceptions**

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

#### 4-3.3.5.5 **Postage Assessment**

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

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

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

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

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

For Zone Discount Errors logged against physical siblings of logical containers, postage is recalculated on the logical container, then divided by



the number of physical siblings. This amount is then applied to each physical sibling in error to the eDoc Submitter CRID. See [4-4](#) for additional guidance. For assessment calculation examples for Zone Discount Errors, see Appendix [C](#).

4-3.3.6 **Entry Point Discount (EPD) Verification**

4-3.3.6.1 **Description**

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

The description of EPD Error is included in [Table 4-3.3.6.1](#).

Table 4-3.3.6.1

**Entry Point Discount Description**

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

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

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

EPD Errors are not logged on undocumented or misshipped containers.

4-3.3.6.2 **Error Calculation**

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

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

4-3.3.6.3 **Error Threshold**

The error threshold for Entry Point Discount Error is included in [Table 4-3.3.6.3](#).

Table 4-3.3.6.3

**Entry Point Discount Error Thresholds**

Error	Error Threshold
Entry Point Discount	0.5%

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

4-3.3.6.4 **Exceptions**

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

#### 4-3.3.6.5 **Postage Assessment**

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

For containers claiming an Entry Point Discount in the eDoc, correct postage amount is calculated using the piece rate for Entry Discount that is valid at the actual entry point for the mail class, shape, weight, mail prep, and presort identified in the eDoc, per Notice 123. Postage is calculated at the piece level and totaled for the container. Only pieces with a correct postage rate greater than the claimed postage rate are subject to assessment.

For EPD Errors logged against physical siblings of logical containers, postage is recalculated on the logical container, then divided by the number of physical siblings. This amount is then applied to each physical sibling in error. See [4-4](#) for additional guidance.

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

## 4-4 eInduction Postage Assessment

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

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

Examples of assessment calculations for each eInduction verification are located in Appendix [C-3](#) of this publication.

## 4-5 eInduction Mail Quality Reports

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

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

Detailed guidance on reporting functionality and user guides is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

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# 5 Seamless Acceptance

## 5-1 Program Overview

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

Mail is verified through the comparison of eDoc to MPE scans (called census verification) and the comparison of eDoc to scans from sampling (called sampling verification). The results of these Seamless Acceptance verifications are aggregated over a 1-month period, measured against established error thresholds, and displayed in the Mailer Scorecard under the Seamless Tab. When the mailer is participating in Seamless Acceptance or [Seamless Parallel](#), the Seamless tab of the Scorecard is accessible to Mail Preparers and Mail Owners. Data provided to non-Seamless mailers is for informational purposes only.

**Note:** Once a CRID is enrolled in Seamless Acceptance there is no ability to “opt out.”

## 5-2 Participation Criteria

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Participation in the Seamless Acceptance process is limited to mailings and mailers that meet specific requirements for mail preparation, barcoding, and electronic documentation. Participation is voluntary, and Mailers must demonstrate their ability to meet minimum criteria in key mail data quality metrics prior to activating a location for Seamless Acceptance. The requirements for Seamless Acceptance participation are available in DMM 705.22.

### 5-2.1 Mail Preparation

First-Class Mail, Periodicals, and USPS Marketing Mail letters and flats and BPM-barcode flats are potentially eligible for Seamless Acceptance. All mailpieces, including basic and nonautomation, must be uniquely barcoded

when entered under the Seamless Acceptance program and must be prepared as follows:

1. Be in compliance with the barcoding and barcode uniqueness requirements for IMcb, IMtb, and IMb outlined in [2-3.1.4](#) and included in electronic documentation.
2. Be part of a mailing using an approved electronic method to transmit a postage statement and mailing documentation to the *PostalOne!* system (describing how mailpieces are linked to trays or sacks, and containers, if applicable). Further details regarding electronic submission of postage statements is available in [2-2](#).
3. Be sent by a mailer who is mailing over 90 percent of their eligible volume as Full-Service.
4. Be part of a mailing that is 100-percent induction (if preparing DMU-verified origin-entry or destination-entry drop shipment).

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

### 5-2.2 **Electronic Documentation**

In order to be eligible for Seamless Acceptance processing, mailers must meet the following requirements:

1. Ensure all containers, trays, sacks, and mailpieces have an appropriate unique IMcb, IMtb, and/or IMb.
2. Transmit postage statements and documentation to the *PostalOne!* system using Mail.dat and Mail.XML messages, Postal Wizard, or the IMsb Tool.

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

### 5-2.3 **Seamless Parallel Program**

Seamless Parallel is an intermediate step mailers must take before fully participating in Seamless Acceptance. During Parallel, both traditional and Seamless verifications are performed. Seamless Acceptance verifications do not result in additional postage during Parallel and auto-finalization (see [5-2.5](#)) of postage statements do not occur. This will provide mailers the opportunity to start reviewing Seamless Acceptance data in the Mailer Scorecard.

#### 5-2.3.1 **Seamless Parallel Entry Criteria**

All mailers who are mailing over 90 percent of their eligible volume as Full-Service are eligible to have their CRIDs enabled for Seamless Parallel. Mailers wishing to enter into Seamless parallel should inquire with their local BSC/BMEU.

### 5-2.3.2 **Seamless Parallel to Seamless Acceptance Transition Criteria**

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

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

Barcoded pieces not included in eDoc are a source of Seamless Acceptance Undocumented Piece errors. The requirements for the process to identify barcoded pieces not included in eDoc is located in [5-2.8.1](#).

## 5-2.4 **Onboarding**

### 5-2.4.1 **Onboarding Process Overview**

The following steps should be taken by mailers intending to onboard to Seamless Acceptance. A checklist of activities is available in Appendix [D](#).

1. Adopt Full Service if not already participating and prepare at least 90 percent of eligible volume as Full Service.
2. Prepare all other mailpieces, including basic and nonautomation, as outlined in DMM 705.23.0, see <http://pe.usps.com/text/dmm300/705.htm#ep1402993>.
3. Meet all content and price eligibility standards for the price claimed.
4. Work with your BME clerk to begin onboarding to eInduction program.
5. Communicate your intent to transition into Seamless to your BMS/BME employee.
6. BMS/BME employee will validate enrollment criteria is met.
7. BMS/BME employee set individual CRID(s) to Seamless Parallel.
8. Monitor Seamless Parallel metrics and bring all metrics under threshold.
9. Document known undocumented (as necessary).
10. Complete eInduction adoption.
11. Maintain Seamless Parallel metrics below threshold for at least one entire calendar month.
12. Submit request to your BMS/BME employee to migrate to Seamless Acceptance.
13. BMS/BME employee will verify compliance with metrics and eligibility for migration.
14. BMS/BME employee will confirm enrollment, and set CRID(s) to Seamless Acceptance.
15. Continue to monitor Seamless Acceptance compliance.

### 5-2.5 **Auto-finalization**

Mailers that are participating in Seamless Acceptance have their postage statements automatically finalized after a successful job submission. The postage statements are finalized by the *PostalOne!* system on the Postage Statement Mailing Date that was submitted in the eDoc at which point balance checks are performed. Postage Statements auto-finalize after the job is submitted on the designated Mailing Date listed in the eDoc. It is the responsibility of the mailer to ensure that their account contains sufficient postage funds for all Permit numbers they submit for auto-finalization.

#### 5-2.5.1 **Upload before Postage Statement Mailing Date**

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

#### 5-2.5.2 **Upload on or After Postage Statement Mailing Date**

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

If there are insufficient funds to cover the postage, a negative balance email is automatically sent to the Verification Assessment Evaluator (VAE) as listed for the CRID of the payment account in the BCG. If a VAE has not been assigned to the CRID, the email is sent to the Business Service Administrator (BSA) listed in the BCG. A negative balance email is also sent to a Postal Service Acceptance Employee. The mailer and Postal Service employee must then ensure the impacted account(s) is funded. *PostalOne!* continues to attempt to auto-finalize the mailing until the account(s) is funded or the 14-day auto-finalization period has passed. After the 14-day auto-finalization period, the mailing must be manually finalized by a Postal Service Acceptance Employee after funds have been added.

#### 5-2.5.3 **Negative Balance Warnings**

The system generates a negative balance warning when the balance check is performed 2 days before the Postage Statement Mailing Date, if the postage statement would require the account to have a negative balance but would remain within a configurable allowable error threshold for that CRID. If the account is still negative but within the error threshold on the day of the Postage Statement Mailing Date, the postage statement is added to an Override Report and auto-finalized. Postal Service Acceptance Employees receive an email notification of negative balances that fall within a specific threshold on the day of finalization and after a statement is auto-finalized with a negative balance. It is important to note that Negative Balance Warnings are not given for jobs uploaded on or after the postage statement mailing date. Negative Balance errors are logged for these mailings.



#### 5-2.5.4 **Negative Balance Errors**

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

#### 5-2.6 **Confirmation Page for BMEU Entry**

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

#### 5-2.7 **Verification Process**

Seamless Acceptance verification is a six-step process as shown in [Exhibit 5-2.7](#).

Exhibit 5-2.7

#### **Seamless Acceptance Verification Process**



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

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

2. Next, *PostalOne!* auto-finalizes Seamless Acceptance postage statements on the Postage Statement Mailing Date as detailed in [5-2.5](#).
3. Then, the mailing may be sampled using a handheld scanner to collect mailing characteristics that are not collected during automated mail processing. These characteristics include information about the postage payment method, piece weight, non-profit eligibility, mailpiece content, mail class, and processing category of the mailing. The information collected in the sample is used later in the process to check the mail preparation quality. A complete sample includes one container, three handling units from that container, and 30 pieces from the container (10 pieces from each handling unit).
4. After that, the mail is processed for delivery. As the mail runs across mail processing equipment (MPE), the MPE scans the IMb and sends information about where the mailpiece was, when it was processed, and what operation it was run on to the Seamless Acceptance program. Using information from the MPE for verification allows Seamless Acceptance to check almost every mailpiece for quality problems.
5. After being processed, the mailing is verified. The information provided by the mailer in their eDoc is compared to the information gathered from sampling and MPE. This comparison lets Seamless Acceptance perform the equivalent of the key manual verifications performed today. Each verification has a different error threshold that identifies significant mail quality and preparation errors in mail quality. If a verification crosses an error threshold, the mailer may be charged additional postage. Errors are measured over an entire calendar month for comparison to the error thresholds.
6. Finally, the results of the verifications from Seamless Acceptance are reported on the Mailer Scorecard. All of the Seamless Acceptance data is located under the Seamless tab of the Mailer Scorecard. The Mailer Scorecard displays information for the current month to-date and allows mailers and Acceptance Employees to review mailer results from previous months. Mailers and Acceptance Employees can further investigate verification results by “drilling down” into more detailed reports. The additional reports allow mailers and Acceptance Employees to view individual error data, thus providing a clearer

picture of what actually occurred. Additional information on the Mailer Scorecard is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

## 5-2.8 Verifications Using Error Thresholds

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

### 5-2.8.1 Undocumented (Piece) Verification

#### 5-2.8.1.1 Description

It is a requirement for Seamless Acceptance for all pieces with an IMb to be linked to any eDoc submitted within the previous 45 days. An Undocumented Error is logged when a barcode gathered during sampling (with FS-IMD scanners) or MPE scan could not be linked to any eDoc submitted within the last 45 days. The MID, STID, and Serial Number contained in the IMb are compared to the eDoc to determine if a piece is undocumented. If no match is found, the system continues to attempt to re-associate both sampling scans and MPE scans for 3 days after the scan was received. Undocumented pieces are reported on the Mailer Scorecard after this 3-day re-association has expired. This period avoids undocumented pieces being reported on the Scorecard if there is a temporary issue with eDoc upload, or for continuous mailers who submit eDoc the following day. For sampling scans, the system attempts to re-associate the FS-IMD to an eDoc every day for the full 45-day barcode uniqueness period after the scan was initially received. For MPE scans, the system attempts to re-associate undocumented scans to eDoc on both the seventh and tenth day after the scan was first received. As a result, some undocumented mail can be reported and later be removed from the report when a matching IMb scan is found in eDoc.

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

bookended pieces are viewable from the Undocumented Detail Report. An example of the undocumented bookending process is given in the figure below:

Exhibit 5-2.8.1.1

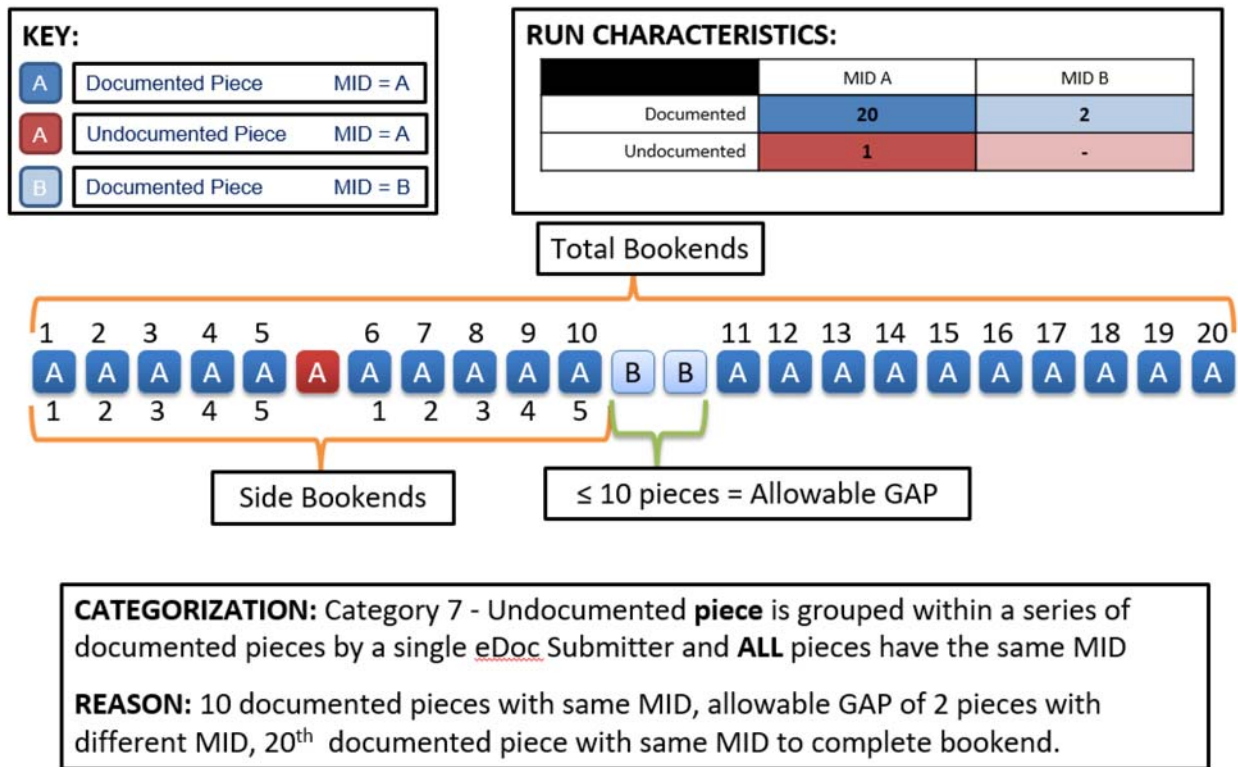
**Undocumented Bookending Example**

Example Thresholds:

The following thresholds were used in this example for illustrative purposes :

- Minimum Total Bookends: 10
  - *Minimum number of scans to be considered a bookend*
- Minimum Side Bookends: 2
  - *Minimum number of bookend pieces on each side of an undocumented piece*
- Maximum MID Gap Threshold: 5
  - *Maximum number of gap pieces which do not apply to a categorization (documented or undocumented)*
- Maximum CRID Gap Threshold: 5
  - *Maximum number of gap pieces which do not apply to a categorization (documented or undocumented)*
- Minimum Undocumented Series: 3
  - *Minimum number of undocumented pieces in a row to be considered a "series of undocumented pieces" (categories 8,10,11 and 12)*

Bookend Example:



In this bookend example, a run of documented bookend pieces with the same MID contains one undocumented piece with the same MID, and two documented pieces with a different MID. Since the two pieces with a different MID fall under the allowable GAP threshold in a run, the undocumented piece is assigned Category 7.

If the undocumented bookending process does not assign the undocumented piece to a responsible CRID, then the undocumented mail is assigned to the CRID that is associated to the MID Owner included in the IMb, unless there is an undocumented override for the MID. If a specific MID for a Mail Owner is always used by a specific MSP, they can request that the undocumented mail for that MID be reassigned to a specific CRID. This function and others can be performed in the Seamless Admin Page, available through the Business Customer Gateway. More information on the Seamless Admin Page is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

A benefit of Seamless Acceptance is greater flexibility in postage statement generation and no minimum piece requirements. As a result, single piece mail is required to be documented in eDoc and is not excluded from undocumented verification.

The description of Undocumented Error is given in [Table 5-2.8.1.1](#).

Table 5-2.8.1.1

**Undocumented Error Description**

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

5-2.8.1.2 **Error Calculation**

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

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

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

5-2.8.1.3 **Error Threshold**

The error thresholds for Undocumented Errors are included in [Table 5-2.8.1.3](#).

Table 5-2.8.1.3

**Undocumented Error Thresholds**

Error	Error Threshold
Undocumented	0.3%

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

**Note:** Errors above 0.1% but below .3% will not be included in the automated assessment process, however, they must be documented through the “Known Undocumented” process or may be subject to an additional assessment. The “Known Undocumented” process is covered in depth in [5-2.8.1.6](#).

#### 5-2.8.1.4 **Exceptions**

The exceptions to the Undocumented piece requirement are as follows:

1. Piece scans of IMBs that are not 20, 25, 29, or 31 digits long.
2. Piece scans that did not associate due to the eDoc piece being non-unique.
3. Pieces that were scanned during a PARS operation:
  - a. 058-059.
  - b. 086.
  - c. 090-099.
  - d. 801 (FPARS).
  - e. 803 (FPARS).
  - f. 805-806 (FPARS).
  - g. 808-809 (FPARS).
4. Piece scans following a PARS operation that meet the following criteria:
  - a. Piece scans share the same ID tag as the PARS operation (for 30 days).
  - b. Piece scans follow a PARS operation with a Barcode ID of 93 where the MID/STID/Serial match a piece in eDoc in the previous 45 days.
5. Pieces with a Business Reply Mail or Courtesy Reply Mail STIF (050, 051, 052, 700, 703, 708).

#### 5-2.8.1.5 **Postage Assessment**

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

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

See [5-4](#) for additional guidance.

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

#### 5-2.8.1.6 **Resolving Barcoded Pieces Not in eDoc**

The Postal Service has established a shared “operational variability” ceiling of 0.1 percent based on the behavior of mailers submitting 100 percent of their mail via eDoc. This ceiling represents the proportion of mail volume that is expected to log an undocumented error due to anomalies occurring in both The Postal Service and mailer operations. The Postal Service operational anomalies may include cancellations after delivery and redirections after delivery. Mailer operational anomalies include double feeds, misprints, bad printing, Print/eDoc mismatches, etc.

Errors above 0.1% but below .3% will not be included in the automated assessment process, however, they must be documented through the “Known Undocumented” process or may be subject to an additional assessment.

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

At the end of the month, mailers with error percentages that exceed the 0.1 percent operational variability ceiling go through the following process:

1. Mailer must categorize their “Known Undocumented” pieces using one of the following reasons:
  - a. Single-piece not in eDoc (rejected from auto mailing or planned).
  - b. Metered pieces in presort mailing without eDoc (hard copy).
  - c. Pre-cancelled stamps in presort mailing without eDoc (hard copy).
  - d. Permit Imprint pieces in presort mailing without eDoc (hard copy).
  - e. Spoiled/shorted pieces are re-created and not re-submitted in eDoc.
  - f. PS Form 3606, *Certification of Bulk Mailing*.
  - g. eDoc upload failure to *PostalOne!*.
  - h. Identified pieces from mailing in previous month – scan had a 93 barcode.
  - i. Mailing is not finalized.
  - j. Priority Mail Open and Distribute (PMOD) without eDoc.
  - k. Pieces on Full-Service Postal Wizard.
  - l. Pieces on non-Full-Service Postal Wizard.
  - m. Prepared pieces and handed to third party.
2. Mailer-reported “Known Undocumented” pieces are approved by BMS/MMS.

3. For Seamless Acceptance mailers exceeding the Undocumented error threshold of 0.3 percent, the Postal Service continues to support Undocumented resolution.
4. The Known undocumented process only continues until known undocumented volume becomes consistent.

5-2.8.2 **Delivery Point Verification**

5-2.8.2.1 **Description**

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

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

The description of Delivery Point Error is given in [Table 5-2.8.2.1](#).

Table 5-2.8.2.1

**Delivery Point Error Description**

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

5-2.8.2.2 **Error Calculation**

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

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

5-2.8.2.3 **Error Threshold**

The thresholds for Delivery Point Error are included in [Table 5-2.8.2.3](#).

Table 5-2.8.2.3

**Delivery Point Error Thresholds**

Error	Error Threshold
Delivery Point	2%

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

5-2.8.2.4 **Exceptions**

There are no exceptions to the delivery point identification requirement.



### 5-2.8.2.5 Postage Assessment

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

See [5-4](#) for additional guidance.

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

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

### 5-2.8.3 Nesting/Sortation (MPE) Verification

#### 5-2.8.3.1 Description

It is a requirement for Seamless Acceptance for the piece IMb identified in eDoc to correctly identify nesting information. More specifically, the Handling Unit the piece is nested in, otherwise known as the piece's "parent" handling unit, must be the same as the parent handling unit detailed in the eDoc. To verify this, information in the eDoc is compared to a reconstructed Handling Unit, which is logical representation of a tray based on patterns derived from MPE piece scans. A Nesting/Sortation Error is logged if the MPE piece scan is nested in a different parent handling unit than what was identified in the eDoc and the presort level of the MPE piece scan's reconstructed parent Handling Unit does not match the Presort Level of the associated eDoc piece's Handling Unit. An error is also logged if the Destination ZIP code of the MPE piece scan's Reconstructed Handling Unit does not match the Destination ZIP code of the associated eDoc piece's parent Handling Unit.

Nesting/Sortation Errors are determined using scan data from the MPE, including Facility, MPE Machine ID, and Wide Field of View (WFOV) Sequence Number. Each piece scan receives a unique WFOV Sequence Number which is a counter that represents the order in which the pieces are processed on the MPE. A system representation of every tray is created using data from these scans. Nesting/Sortation (MPE) errors are displayed on the Seamless tab of the Mailer Scorecard (please note that warnings are not included in the Mailer Scorecard metrics unless the metric name specifically calls out warnings).

The description for Nesting/Sortation (MPE) error is included in [Table 5-2.8.3.1](#).

Table 5-2.8.3.1

#### Nesting/Sortation (MPE) Error Description

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

### 5-2.8.3.2 **Error Calculation**

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

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

### 5-2.8.3.3 **Error Threshold**

The error thresholds for Nesting/Sortation (MPE) errors are included in [Table 5-2.8.3.3](#).

Table 5-2.8.3.3

#### **Nesting/Sortation (MPE) Error Thresholds**

<b>Error</b>	<b>Error Threshold</b>
Nesting/Sortation (MPE)	1%

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

### 5-2.8.3.4 **Exceptions**

There are no exceptions to the nesting/sortation requirement.

### 5-2.8.3.5 **Postage Assessment**

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

See [5-4](#) for additional guidance.

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

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

## 5-2.9 **Verifications using Postage Adjustment Factors**

Postage Adjustment Factor (PAF) is a method to apply an error rate determined from handheld scanner samplings to the entire population of mailings within a calendar month. These samplings are performed to verify package attributes that are not captured on MPE. PAF is calculated on a monthly basis. More detail on the PAF calculation and assessment policy is covered in [5-2.9.1](#) and [5-2.9.2](#).

PAF relies on a thorough sampling process derived from generally accepted statistics principles, achieving statistical significance. The random sampling process with statistical controls confirms that the monthly samples are, indeed, representative of the overall mail population. Statistical significance ensures that the sample size is large enough to represent the population of

mailings over the month and that the error rate from samples is large enough to distinguish itself from noise caused by the environment, differences in equipment, and differences in personnel. Statistical significance is applied to an entire verification. Example: the adjusted postage for weight errors is not used in the PAF calculation if samples for the CRID do not meet statistical significance requirements during the calendar month.

To be considered statistically significant, 601 or more samples must be taken each month. Additionally, those samples must be taken across a minimum of 6 days. An example of the Mail Characteristic PAF calculation when a sample is not statistically significant is shown in Appendix C.

There are two PAF types: General and Mail Characteristics. The General PAF is used for errors in Postage and Weight verifications. The Mail Characteristic PAF is used for errors in the processing category, mail class, nonprofit eligibility, and content.

General PAF is calculated and applied at the eDoc Submitter level. The Mail Characteristic PAF is calculated and applied to individual Mail Owner populations when possible based on eDoc By/For data but the assessment amount is aggregated to the eDoc submitter.

5-2.9.1 **PAF Calculation**

PAF measures the difference between the correct postage and the postage paid, expressed as a ratio of the correct postage due to eDoc postage for the sampled pieces. The table below lists the formula used to determine the PAF percentage:

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

A mailer with a PAF of 1.00 paid exactly the correct amount of postage based on the sampling data. A mailer with a PAF of 1.06 underpaid by 6 percent. PAF is a way to take the quality measured during all samples and project that quality across the entire month’s mailings.

5-2.9.2 **Assessment Calculation for PAF Verifications**

For PAF verifications, the Postal Service uses an error threshold based on the PAF rather than the error percentage of the underlying verifications. An assessment will only occur when the eDoc submitter has exceeded the PAF threshold in the current billing month and three or more times in the previous 11 billing months.

Each PAF, General or Mail Characteristic, will be separately evaluated for exceeding PAF threshold 3 or more times in the previous 11 billing months. Mail Characteristic PAF for any mail owner that exceeds PAF threshold will be included in the three failure count for the eDoc submitter.

Below is a list of examples that further illustrate the PAF assessment policy:

**Example 1 (Current Billing Cycle: Dec)**

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

No. of billing cycles with PAF > 1.05: 4 (Jan, Mar, Apr, Dec)

PAF assessment is generated and the payment is due

**Example 2 (Current Billing Cycle: Feb)**

MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

No. of billing cycles with PAF > 1.05: 3 (Apr, Nov, Feb)

PAF assessment is not generated

**Example 3 (Current Billing Cycle: Mar)**

APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

No. of billing cycles with PAF > 1.05: 4 (May, Dec, Feb, Mar)

PAF assessment is generated and the payment is due

The equation below represents how the PAF formula is applied to determine additional postage due:

$$\text{Additional Postage Due} = \frac{\text{Total Postage Paid (eDoc) in Month}}{\text{Month}} \times \left( \text{PAF} - \text{PAF Threshold} \right)$$

5-2.9.2.1 **General PAF Verifications**

The Postal Service uses the General PAF for Postage and Weight verifications:

The Postal Service collects postage affixed and weight data (for relevant mailings) during manual sampling, identifies pieces with errors, and determines correct postage for each piece with an error. Adjusted postage for either the weight verification or the postage verification is not included in the PAF calculation if statistical significance is not met for the month. The table below represents the formula used to determine the General PAF percentage:

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

### 5-2.9.2.2 **General PAF Threshold**

The threshold for General PAF is included in [Table 5-2.9.2.2](#).

Table 5-2.9.2.2

#### **General PAF Threshold**

<b>PAF Threshold</b>
General PAF > 1.05

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

### 5-2.9.2.3 **Postage Verification**

It is a requirement of Seamless Acceptance for a mailpiece to display the correct postage amount and payment method. A Postage Error is logged if the sample postage affixed is less than the postage affixed provided in eDoc or the sample postage payment method does not match the postage payment method provided in eDoc.

Postage (Sampling) errors are displayed on the Seamless tab of the Mailer Scorecard.

The description of Postage Error is included in [Table 5-2.9.2.3](#).

Table 5-2.9.2.3

#### **Postage Error Description**

<b>Error Type</b>	<b>Error</b>	<b>Description</b>
Postage	Piece Error	A Postage Error is logged when the postage affixed amount of the sampled piece is less than the amount provided in eDoc, or the postage payment method of the sampled piece does not match the postage information in the eDoc

There are no exceptions to the requirement for all Seamless Acceptance pieces to have proper postage affixed. However, if a mailer is able to demonstrate that all samples in error are from one particular Mail Owner, the Postal Service will consider recalculating the General PAF as part of a review process.

### 5-2.9.2.4 **Weight Verification**

It is a requirement of Seamless Acceptance that a piece weight reported in eDoc accurately reflects the actual weight of the physical piece.

A Weight Error is logged when the weight of the sampled piece is greater than the weight reported in eDoc (including a tolerance).

For pieces not paying pound postage in eDoc, errors are logged when the sampled piece weight (including a tolerance) is in a higher weight category than reported in eDoc.

For pieces paying pound postage in eDoc, the error is logged at any time the sampled piece weight is greater than the weight reported in eDoc (including a tolerance).

Weight (Sampling) errors are displayed on the Seamless tab of the Mailer Scorecard.

The description of Weight Error is included in [Table 5-2.9.2.4](#).

Table 5-2.9.2.4  
**Weight Error Description**

Error Type	Error	Description
Weight	Piece Error	A Weight Error is logged when the weight of the sampled piece is greater than the weight reported in eDoc (including a tolerance). <ul style="list-style-type: none"> <li>■ For pieces not paying pound postage in eDoc, errors are logged when the sampled piece weight (including tolerance) is in a higher weight category than reported in eDoc.</li> <li>■ For pieces paying pound postage in eDoc, the error is logged at any time the sampled piece weight is greater than the weight reported in eDoc (including tolerance).</li> </ul>

There are no exceptions to the requirement that piece weights for Seamless Acceptance mailings match the eDoc piece weight, within an allowed tolerance. However, if the postage affixed on the piece is sufficient to cover the difference in postage caused by the greater scan weight the error will not log. Additionally, if a mailer is able to demonstrate that all samples in error are from one particular Mail Owner, the Postal Service will consider recalculating the General PAF as part of a review process.

5-2.9.2.5 **General PAF Postage Assessment**

The General PAF is applied to the total monthly eDoc postage for the eDoc submitter and assessments are issues to the eDoc Submitter.

$$\text{Additional Postage Due (General PAF)} = \text{Total Monthly Postage Paid (eDoc Submitter)} \times \left( \text{PAF} - \text{PAF Threshold} \right)$$

If a mailer is able to demonstrate that all samples in error are from one particular Mail Owner, the Postal Service will consider recalculating the General PAF and additional postage due at the Mail Owner level. This is still calculated as a General PAF but will be handled through the standard “Request Review” process.

For assessment calculation examples for General PAF, see Appendix [C](#).

5-2.9.3 **Mail Characteristic PAF**

Mail Characteristic Errors are included in the Mail Characteristic PAF. The Postal Service collects mail characteristic data during manual sampling, identifies pieces with errors, and determines correct postage for each piece with an error. Adjusted postage for the mail characteristic verification is not included in the PAF calculation if statistical significance is not met for the month.

Mail characteristics PAF is evaluated at the mail owner level for pieces mailed in a calendar month. Statistical significance is determined using only the mail owner’s population of pieces. The PAF formula and additional postage formula use the adjusted and eDoc postage attributed to the mail owner. If a Mail Owner is not identified in eDoc, the eDoc submitter is considered the Mail Owner for purposes of calculating a PAF.

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

However, all additional postage due for specific Mail Owners is aggregated by eDoc submitter CRID and assessments are sent to the eDoc submitter. If a jackpot MID is used, the Mail Service Provider is responsible for complying with the requirements of that program. All volume submitted under a jackpot MID will be exempt from PAF. Mail owners can see errors specific to their own volume, but Mail Characteristic PAFs are still calculated at the eDoc submitter level and not visible to Mail Owners.

5-2.9.3.1 **Mail Characteristic Verification**

It is a requirement of Seamless Acceptance for the processing category or mail class as scanned by FS-IMD to match what was submitted in the eDoc at the container, handling unit, and piece level. A Mail Characteristic Error is logged if the FS-IMD container, handling unit, or piece scan does not match information of the job associated to the matching eDoc container, handling unit, or piece barcode for Processing Category or Mail Class. An error is also logged when the mail was paid for at a nonprofit rate and is not eligible or the mail was not automation compatible. *Nonprofit Qualifications* can be found here: <https://pe.usps.com/text/dmm300/703.htm>.

Automation guidelines for letters and cards can be found here: <http://pe.usps.com/text/dmm300/201.htm>.

Automation guidelines for flats can be found here: <http://pe.usps.com/text/dmm300/201.htm>.

A Mail Characteristic warning is logged as a Handling Unit error if the sampled bundles were not prepared properly. These warnings do not cause any additional postage to be assessed. Bundle preparation guidelines in the DMM can be found here: <http://pe.usps.com/text/dmm300/203.htm#1082719>.

Mail Characteristic Errors are displayed on the Seamless tab of the Mailer Scorecard. The Mail Characteristic PAF displayed on the eDoc Submitter is the maximum PAF for all mail owners included under the eDoc submitter. The Mail Characteristic assessment calculation on the Mailer Scorecard and the Mail Entry Assessment reports shows the aggregation of assessments from each Mail Owner.

The descriptions of Mail Characteristic Errors are included in the [Table 5-2.9.3.1](#).

Table 5-2.9.3.1

**Mail Characteristic Error Description**

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

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

5-2.9.3.2 **Mail Characteristic Additional Postage Calculations**

Additional postage for each piece is determined by calculating the difference between the original piece postage and the new postage amount. The new postage is calculated based on the mail characteristic error types as follows:

1. Ineligible for Nonprofit rate: remove nonprofit discount.
2. Incorrect processing category: highest rate for new processing category for the eDoc mail class and weight. Example: a sampled flat is identified as a letter in an eDoc.
3. Incorrect mail class: highest rate for new mail class for the eDoc processing category and weight.

5-2.9.3.3 **Mail Characteristic PAF Threshold**

The error thresholds for Mail Characteristic Errors are included in [Table 5-2.9.3.3](#).

Table 5-2.9.3.3

**Mail Characteristic Error Threshold**

PAF Threshold
Mail Characteristic PAF > 1.05

**Note:** Mail Characteristic PAF only includes mail characteristic errors logged at the piece level.

5-2.9.3.4 **Mail Characteristic PAF Postage Assessment**

The Mail Characteristic PAF is applied to the total monthly eDoc postage for the mail owner. Assessments are aggregated and issued to the eDoc Submitter.

$$\begin{matrix} \text{Additional} \\ \text{Postage Due} \\ \text{(Mail} \\ \text{Characteristic} \\ \text{PAF)} \end{matrix} = \begin{matrix} \text{Total Monthly} \\ \text{Postage Paid} \\ \text{(Mail Owner)} \end{matrix} \times \left( \begin{matrix} \text{PAF} \\ - \\ \text{PAF Threshold} \end{matrix} \right)$$

An explanation of error thresholds and the error threshold determination process is located in Appendix [A](#). For assessment calculation examples for Mail Characteristic PAF, see Appendix [C](#).

## 5-3 Seamless Acceptance Postage Assessment

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Seamless Acceptance assessments are aggregated to the eDoc Submitter CRID and displayed on the Mailer Scorecard and Mail Entry Postage Assessment reports. Detailed guidance on reporting functionality and user guides is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReporting-Guide>.

The maximum charge (eDoc Postage + additional postage) for any Seamless Acceptance piece will not exceed the single piece rate for the mail class/processing category.



## 5-4 Seamless Acceptance Mail Quality Reports

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

Detailed guidance on reporting functionality and user guides is available in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

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# 6 Postage Assessment After Verification

## 6-1 Program Overview

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Mailers pay postage due, including discounts for Full-Service, presort, and destination/zone entry, at the time of mailing. Using eDoc and operational scan data, the Postal Service performs Streamlined Mail Entry verifications to verify both payment at time of entry and compliance with requirements for discounted postage rates. The Postal Service logs verification errors on pieces and containers (pallets), and errors are eligible for postage assessment when an eDoc submitter's pieces/containers with a verification error exceed the error threshold for that specific verification. The Postal Service aggregates the total postage due by eDoc Submitter CRID and issues a postage assessment to the eDoc submitter.

The Postal Service manages error reporting and postage assessments via online reporting. Error data and estimated assessment amounts are displayed for eDoc submitters, mail preparers, and mail owners on the Mailer Scorecard. eDoc Submitters view and pay postage assessments via the Mail Entry Assessment reports. These reports are described in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

## 6-2 Postage Assessment Roles and Services

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The Postal Service controls access to postage assessment reports through user registration on the Business Customer Gateway (BCG). Access to postage assessment reports is controlled by the Verification Assessment Evaluator (VAE) Service, which is a sub-service of the Managed Mailing Activity Service.

eDoc submitters must have a designee assigned to the VAE Service as either a BSA, BSA delegate, and/or user or be the BSA or BSA delegate for Manage Mailing Activity Service in order to view assessments and take action on them.

Mail owners must also register for access to VAE Services on the BCG in order to receive notifications and view transactions against their permits. Mail owners must take the additional step of linking a permit (used for postage payment) to the CRID to receive postage assessment notifications.

Mail owners only receive notifications if the eDoc submitter uses the permit to pay postage assessments due (see [6-3.3](#)).

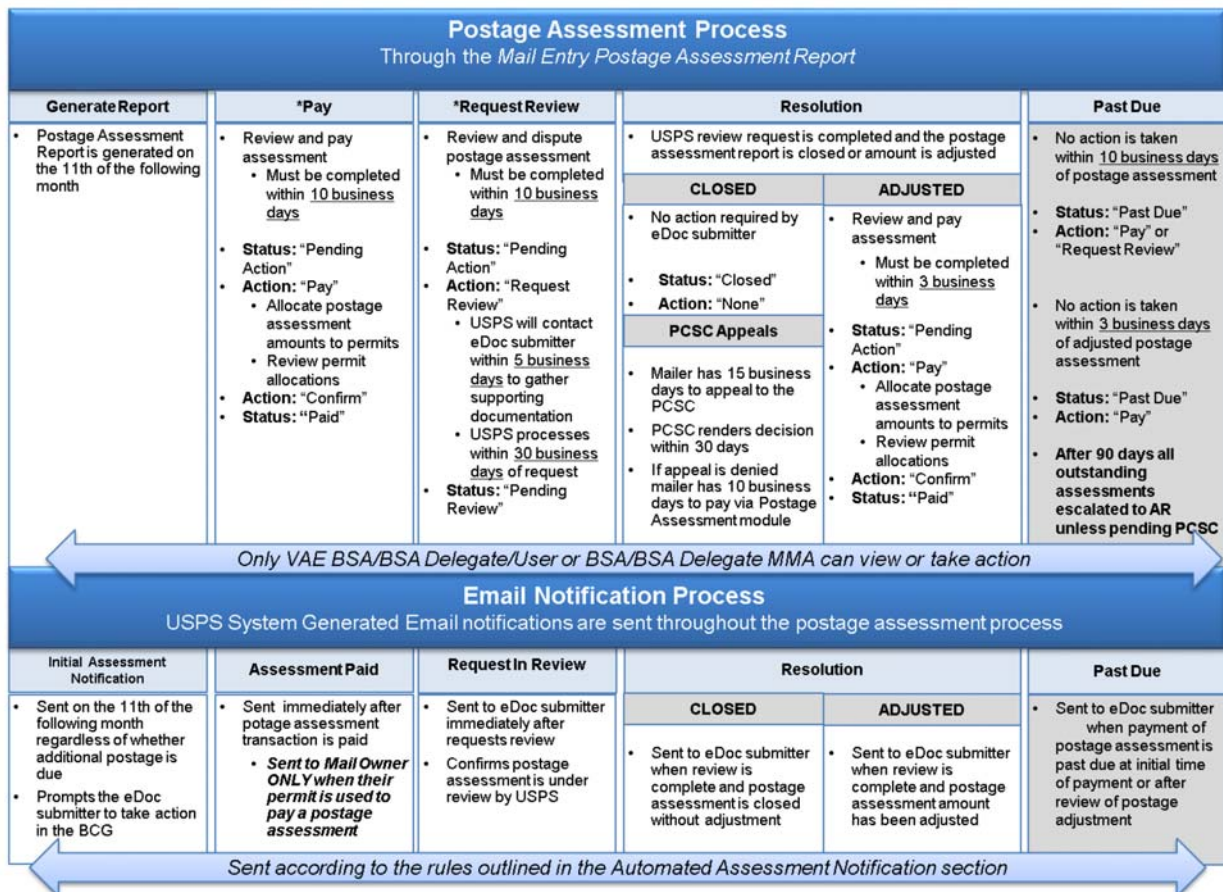
If a mailer (eDoc submitter or mail owner) does not have user accounts enabled for VAE Services, the Postal Service scans the BCG for the following services in order and sends notification emails to the BSA of the first service found:

1. BSA or user role for VAE Service.
2. BSA of Manage Mailing Activity Service.
3. BSA of Audit Mailing Activity/eVS/Package Return Service/Scan Based Payment.

Details on registering for BCG accounts and managing Services and users are included in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

## 6-3 Assessment Process Overview

Exhibit 6-3  
Postage Assessment Process



The mailer scorecard data and additional postage due amounts are locked on the 10<sup>th</sup> of the month. If any metrics exceed the established threshold, a postage assessment is generated. On the 11<sup>th</sup> of the following month, the Mail Entry Postage Assessment report is available for review in the Business Customer Gateway.

Along with providing the Mail Entry Postage Assessment reports through the Business Customer Gateway, the Postal Service sends email notifications alerting mailers of any additional postage due or a negative email if no additional postage is due.

These email notifications are sent to the eDoc submitters BSA and/or User Role associated with the VAE Service. The Postal Service strongly encourages all users to enroll in the VAE Service.

In the event an eDoc submitter does not have user accounts enabled for VAE Service, the Postal Service uses the order of precedence listed in [6-2](#) to identify a BCG user who can receive the notification email.

Payment and review requests are made on the Mail Entry Assessment report summary view. During this time, the status of the assessment is “Pending Action” until the mailer selects to pay or request review.

### 6-3.1 **Pay Process**

eDoc Submitters can pay for postage assessments within 10 business days after the 11<sup>th</sup> of the month. eDoc Submitters review the Mail Entry Assessment reports for all CRIDS with postage due. **Note:** Only BCG user with VAE Services (BSA or user role) and/or the BSA of Manage Mailing Activity can access and take action on the Mail Entry Assessment Reports.

Payments are made using the Mail Entry Assessment report summary view. During this time, the status of the assessment is “Pending Action” until the mailer selects to pay or request review. Mailers must pay the full amount due for each program at one time. Once payment is made the status is set to “Paid” and no further action is required.

Payment can be made from any permit with a positive balance used by the eDoc submitter in the mailing month. This allows eDoc Submitters to allocate postage due to mail owners. Upon payment, the eDoc Submitter and the owner of any permit used are notified of the transaction via email. Email notification is only sent to Mail Owners who have registered with the BCG and linked their permits properly.

In the event a mailer (eDoc submitter or mail owner) does not have user accounts enabled for VAE Services, the Postal Service uses the order of precedence listed in [6-2](#) to identify a BCG user who can receive the notification email.

Mailers (eDoc Submitters and Owners) may view transaction records via the BCG (under *Mailing Reports*>*View Transactions*) and in CAPS.

Full details on the payment process and transaction reports are located in the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting*, found here: <https://postalpro.usps.gov/MailAcceptanceReportingGuide>.

### 6-3.2 Request Review Process

eDoc Submitters can either pay or request review of a postage assessment within 10 business days after the 11<sup>th</sup> of the month. eDoc Submitters review the Mail Entry Assessment reports for all CRIDS with postage due.

**Note:** Only BCG users with VAE Services (BSA or user role) and/or the BSA of Manage Mailing Activity can access and take action on the Mail Entry Assessment Reports.

eDoc submitters can request review for the entire additional postage due, by error metric, or by error count. Selecting “Request Review” by an eDoc submitter changes the assessment status to “Pending Review.” The Postal Service assigns a Business Mail Entry Acceptance employee to investigate all review requests and a BMS Analyst provides second level oversight. If a review is requested, the entire assessment is placed in a pending review status and no further action can be taken by the eDoc Submitter until resolution.

### 6-3.3 Resolution Process

The reviewer must contact the mailer within 5 business days to gather any supporting documentation. A supervisor or manager then provides concurrence on the recommended resolution. The Postal Service has until the end of the second calendar month after the assessment month to complete the review process. Once the review is complete, the Postal Service employee updates the assessment to indicate the adjusted additional postage due, or closes the assessment if no assessment is due.

#### 6-3.3.1 Closed Assessments

Assessments that are determined to be no longer due are closed with no further action required. The eDoc submitter receives an email notification that the assessment amount has been closed without payment required.

#### 6-3.3.2 Adjusted Assessments

Assessments with a balance remaining after review are updated to “Payment Due” status and payment is required within 3 business days. If the assessment is not paid within 3 business days, it is placed into “Past Due” status. eDoc submitters receive an email notification when the review is complete to provide them with status and further action needed, if any.

If mailers do not agree with the resolution, they have the right to appeal to the Pricing and Classification Service Center (PCSC) within 15 business days through the channels outlined in DMM 604.10.1.2 b and c.

#### 6-3.3.3 CSC Appeals

Once the review has been finalized, the reviewer will notify the mailer of findings and provide information on the appeal process (justification, documentation, and timelines). The mailer must submit appeal documentation to the reviewer within 15 days of review resolution. The reviewer will forward the documentation to the PCSC team who then has 30 days to approve/reject the appeal. If approval of the appeal is given by the PCSC team, the PCSC team should provide comments to include exactly

what errors are being removed from the assessment. Conclusion should reflect the total monetary reduction specifics and the total amount due, if any. This information will be relayed back to the mailer by the area/district personnel. Once appeal review is complete the mailer has 3 days to pay assessment in full, if there is any remaining balance.

#### 6-3.4 **Past Due Process**

Postage assessments are overdue when the eDoc Submitter fails to take action within the timeframes stated in [6-3.4.1](#) and [6-3.4.2](#).

##### 6-3.4.1 **Ten Business Days After Initial Assessment Date**

Assessments that are neither paid nor submitted for review within 10 business days are set to overdue. A reminder email is sent to the eDoc submitter with payment due immediately.

##### 6-3.4.2 **Three Business Days Following Completion of Review**

Assessments that are not paid in full within 3 business days following the Postal Service decision on a review request are set to overdue. eDoc Submitters are notified by email that a review is complete. When overdue, a reminder email is sent to the eDoc submitter with payment due immediately.

##### 6-3.4.3 **Overdue Escalation**

Any unpaid assessments on the final day of the third calendar month after the assessment month (e.g., April 30 for January assessments) are escalated to USPS Revenue and Field Accounting for collection unless appealed to the PCSC. eDoc submitters no longer have the ability to pay assessments escalated to USPS Revenue and Field Accounting via the BCG.

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## Appendix A

# Quick Guide to Error Thresholds

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

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

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

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

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

## A-1 Full-Service Error Thresholds

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

Table A-1  
Full-Service Error Thresholds

Error Type	Mailer Scorecard Error	Error Threshold	Description
Valid MID	MID Container	2%	A MID Container error is logged when the Mailer ID in the Intelligent Mail container barcode was not assigned by the Postal Service, and is invalid, or cannot be found.
	MID Handling Unit	2%	A MID Handling Unit error is logged when the Mailer ID in the Intelligent Mail tray barcode was not assigned by the Postal Service, and is invalid, or cannot be found.
	MID Piece	2%	A MID Piece error is logged when the Mailer ID in the Intelligent Mail barcode was not assigned by the Postal Service, and is invalid, or cannot be found.
Valid STID	STID	2%	A STID Error is logged when the Service Type ID in the Intelligent Mail barcode is missing or not valid and correct for the class and service level of the mailpiece.
By/For	By/For	5%*	<p>A By/For Error is logged when the Mail Owner and Mail Preparer are not identified or are not accurate in the eDoc.</p> <ul style="list-style-type: none"> <li>■ Do the Mail Owner and Mail Preparer identifiers (MID, CRID, or Permit) provided in the eDoc exist in Postal Service reference systems?</li> <li>■ Is the Mail Owner also identified as the Mail Preparer within the same mailing?</li> <li>■ Has the Mail Owner been identified as a Mail Preparer in another mailing in the past 90 days?</li> </ul>
Unique Barcode	Barcode Uniqueness Container	2%	A Barcode Uniqueness container error is logged when the Intelligent Mail container barcode is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc.
	Barcode Uniqueness Handling Unit	2%	A Barcode Uniqueness Handling Unit error is logged when the Intelligent Mail tray barcode is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc.
	Barcode Uniqueness Piece	2%	<p>A Barcode Uniqueness Piece error is logged when the Intelligent Mail barcode is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc.</p> <p>The MID, Serial Number, and Mail Class from the STID define a unique IMb. If the same MID and Serial Number are used on two mailpieces with two different STIDs that indicate the same class of mail (for example First-Class STIDs 314 and 320), those pieces will be flagged as non-unique.</p>

Error Type	Mailer Scorecard Error	Error Threshold	Description
Entry Facility	Entry Facility Container	2%	An Entry Facility Container Error is logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of the container is not a valid Postal Service location in the Facility File of the Drop-Ship Product File.
	Entry Facility Handling Unit	2%	An Entry Facility Handling Unit Error is logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of a handling unit, without a container, is not a valid Postal Service location in the Facility File of Drop-Ship Product File.
Unlinked Copal	Unlinked Copal	5%	An Unlinked Copal Error is logged when a tray/virtual sack is marked for copalletization at origin but no eDoc is submitted with the tray/virtual sack on a pallet.  This verification is logged against the handling unit (either tray or virtual sack) and is checked against the error threshold by comparing the number of handling units with an unlinked copal error / total number of handling units.  This was previously called an OCI error.

\* Note: A custom By/For Error threshold may be set for a mailer who accepts more than 5% of volume from small mailers presenting less than 5,000 pieces per mailing.

## A-2 Move Update Error Threshold

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

Table A-2  
**Move Update Error Threshold**

Error Type	Proposed Error Threshold	Error Type Description
Move Update	0.5%	A Move/Update error is logged when the address on the mailpiece has not been updated due to a COA record where the more current of the COA Move Effective and COA Create date is between 95 days and 18 months of the postage statement finalization date.

## A-3 eInduction Error Thresholds

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

Table A-3  
**eInduction Error Thresholds**

Error Type	Error Threshold	Description
(Extra) Undocumented	0.00%	An Undocumented Error is logged when a scanned Intelligent Mail container barcode (IMcb) is not found in any eDoc or is included in an eDoc and associated to a postage statement in EST status. Continuous Mailers have a 10 day grace period to upload the eDoc after the container is scanned. No additional verifications are performed on Undocumented containers.

<b>Error Type</b>	<b>Error Threshold</b>	<b>Description</b>
Payment	0.00%	A Payment Error is logged when the postage statements for a scanned container are not in a FIN or FPP status.
Duplicate	0.17%	A Duplicate Error is logged when the same IMcb is used on two or more containers within 45 days of the eDoc Postage Statement Mailing Date. An error is logged for the second and any subsequent containers received on a different appointments.
Misshipped	1.05%	A Misshipped Error is logged when the container is scanned at an incorrect entry location, per the Mail Direction File. The correct entry location is based on the Container Destination ZIP and container-level entry facility type provided in the eDoc. Misshipped Errors are only logged on containers that claim a destination entry discount.
Entry Point Discount	0.5%	An Entry Point Discount Error is logged when one or more pieces on a container claim an entry discount level that is not available at the location where the container was entered. The Mail Direction File defines the available entry discount levels for each entry location. EPD Errors are only logged on containers that claim a destination entry discount.
Zone Discount (Periodicals and BPM Only)	0.01%	A Zone error is logged when one or more pieces on a container claim a lower entry Zone than the Zone calculated between the location where the container was entered and the destination from the eDoc. Zones are defined using the Postal Service Zone chart. Zone errors are only logged on containers that claim a zone discount.

## A-4 Seamless Acceptance Error Thresholds

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

Table A-4

### Seamless Acceptance Error Thresholds

<b>Error Type</b>	<b>Error Threshold</b>	<b>Description</b>
Undocumented	0.3%	An Undocumented Errors is logged when a scanned Intelligent Mail barcode cannot be found in eDoc that has an associated finalized postage statement.
Delivery Point	2%	A Delivery Point Error is logged when the 5-, 9-, or 11-digit routing code portion of the Intelligent Mail barcode is invalid, the wrong length, or missing.
Nesting/Sortation (Mail Processing Equipment)	1%	A Nesting/Sortation (MPE) error is logged when the scanned Intelligent Mail barcode is found in a reconstructed tray with a different presort level or destination ZIP Code than the nested tray from the eDoc. Trays are reconstructed when 80 or more pieces from the same eDoc tray are scanned in a row on the same piece of MPE.
Postage (Sampling)	General PAF 1.05	A Postage Error is logged when the postage affixed amount, or the postage payment method, of the sampled piece does not match the postage information in the eDoc.
Weight (Sampling)		A Weight Error is logged when the weight of the sampled piece does not match the weight in the eDoc and crosses a weight category or exceeds an error threshold set for pound postage.

<b>Error Type</b>	<b>Error Threshold</b>	<b>Description</b>
Mail Characteristic (Sampling)	PAF 1.05	A Mail Characteristic Error is logged when the sampled piece does not qualify as the type of mailing from the eDoc such as Processing Category, mail class, or Nonprofit eligibility.

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Appendix B

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

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

## B-1 Intelligent Mail Full-Service

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

Table B-1  
Full-Service

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

Error Type	Error	Error Threshold	Description	Calculation	Postage Assessment
Valid MID	MID Piece	2%	A MID Piece error is logged when the Mailer ID in the Intelligent Mail barcode was not assigned by the Postal Service, and is invalid, or cannot be found.  This error is logged at the piece level. This error is derived from eDoc only.	$\frac{\text{\# of Full-Service Pieces with MID Errors in eDoc}}{\text{Total \# of Pieces Submitted in Full-Service and Mixed-Service eDoc}}$	Each piece in error over the error threshold is assessed the Full-Service discount amount, based on the mail class of the piece.
Valid STID	STID	2%	A STID Error is logged when the Service Type ID in the Intelligent Mail barcode is missing or not valid and correct for the class and service level of the mailpiece.  This error is logged at the piece level. This error is derived from eDoc only.	$\frac{\text{\# of Full-Service Pieces with STID Errors in eDoc}}{\text{Total \# of Full-Service Pieces Submitted in eDoc}}$	Each piece in error over the error threshold is assessed the Full-Service discount amount, based on the mail class of the piece.
By/For	By/For	5%*	A By/For Error is logged when the Mail Owner and Mail Preparer are not identified or are not accurate in the eDoc.  <ul style="list-style-type: none"> <li>■ The Mail Owner and Mail Preparer identifiers (MID, CRID, or Permit) that are provided in the eDoc exist in Postal Service reference systems.</li> <li>■ It checks if the Mail Owner is also identified as the Mail Preparer within the same mailing.</li> <li>■ It also sees if the Mail Owner has been identified as a Mail Preparer in another mailing in the past 90 days.</li> </ul> This error is logged at the piece level. This error is derived from eDoc only.	$\frac{\text{\# of Full-Service Pieces with By/For Errors in eDoc}}{\text{Total Full-Service Pieces Submitted in eDoc}}$	Each piece in error over the error threshold is assessed the Full-Service discount amount, based on the mail class of the piece.  Pieces with multiple By/For Errors will only be assessed once.
Unique Barcode	Barcode Uniqueness Container	2%	A Barcode Uniqueness Container error is logged when the Intelligent Mail container barcode found in the eDoc is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc.  This error is logged at the container level. This error is derived from eDoc only.	$\frac{\text{\# of Full-Service Containers with Barcode Uniqueness Container Errors in eDoc}}{\text{Total \# of Full-Service Containers Submitted in Full-Service and Mixed Service eDoc}}$	For containers in error over the error threshold, each piece within the container is assessed the Full-Service discount amount, based on the mail class of the piece.  If the container in error is part of a logical container, each piece within the logical container is assessed the Full-Service discount amount.



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

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

\* Note: A custom By/For Error threshold may be set for a mailer who accepts more than 5% of volume from small mailers presenting less than 5,000 pieces per mailing

## B-2 Move Update

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

Table B-2  
**Move Update**

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Move Update	0.5%	A Move/Update error is logged when the address on the mailpiece has not been updated due to a COA record where the more current of the COA Move Effective and COA Create date is between 95 days and 18 months of the postage statement finalization date. This error is derived from scans.	$\frac{\text{\# of COA Errors}}{\text{\# of Move Update Eligible Pieces Submitted in eDoc}}$	The pieces in error above the error threshold will be assessed the appropriate Move Update surcharge.

## B-3 eInduction

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

Table B-3  
eInduction

Error Type	Error Threshold	Description	Calculation	Postage Assessment
(Extra) Undocumented	0.00%	An Undocumented Error is logged when a scanned Intelligent Mail container barcode (IMcb) is not found in any eDoc or is included in an eDoc and associated to a postage statement in EST status. Continuous Mailers have a 10 day grace period to upload the eDoc after the container is scanned. No additional verifications are performed on Undocumented containers.  This error is derived from scans.	$\frac{\text{\# of Scanned eInduction Containers with Undocumented Errors}}{\text{Total \# of Scanned eInduction Containers}}$	Each container above the error threshold will be assessed the 30-day average postage for all containers and mail classes mailed by the eDoc submitter CRID.  Seamless mailers will not be assessed for eInduction Undocumented Errors.
Payment	0.00%	A Payment Error is logged when the postage statements for a scanned container are not in an FIN or FPP status.  This error is derived from scans.	$\frac{\text{\# of Scanned Containers with Payment Errors}}{\text{Total \# of Scanned eInduction Containers}}$	Each container above the error threshold will be assessed the appropriate container charge as found on the un-finalized postage statement.  Seamless mailers will not be assessed for eInduction Payment Errors.
Duplicate	0.17%	A Duplicate Error is logged when the same IMcb is used on two or more containers within 45 days of the eDoc Postage Statement Mailing Date. An error is logged for the second and any subsequent containers received on different appointments greater than 4 hours of the original container scan.  This error is derived from scans.	$\frac{\text{\# of Scanned eInduction Containers with Duplicate Errors}}{\text{Total \# of Scanned eInduction Containers}}$	Each container above the error threshold will be assessed the 30-day average postage for all containers and mail classes mailed by the eDoc submitter CRID.  Only containers over the error threshold will be assessed.

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Misshipped	1.05%	<p>A Misshipped Error is logged when the container is scanned at an incorrect entry location, per the Mail Direction File. The correct entry location is based on the Container Destination ZIP and container-level entry facility type provided in the eDoc. Misshipped Errors are only logged on containers that claim a destination entry discount.</p> <p>This error is derived from scans.</p>	$\frac{\text{\# of Scanned eInduction Containers with Misshipped Errors}}{\text{Total \# of Scanned eInduction Containers}}$	<p>Additional postage will be determined by re-calculating the postage with entry discount = "None" and calculating the difference between the postage paid and the recalculated postage. The new postage amounts will be the difference between the correct postage and the postage paid. Only containers over the error threshold will be assessed.</p>
Entry Point Discount	0.5%	<p>An Entry Point Discount Error is logged when one or more pieces on a container claim an entry discount level that is not available at the location where the container was entered. The Mail Direction File defines the available entry discount levels for each entry location. EPD Errors are only logged on containers that claim a destination entry discount.</p> <p>This error is derived from scans.</p>	$\frac{\text{\# of Scanned eInduction Containers with Entry Point Discount Errors}}{\text{Total \# of Scanned eInduction Containers}}$	<p>Additional postage will be determined by re-calculating the postage with the correct entry discount and calculating the difference between the postage paid and the recalculated postage. The new postage amount will be the difference between the correct postage and the postage paid. Only containers over the error threshold will be assessed.</p>
Zone Discount (Periodicals and BPM Only)	0.01%	<p>A Zone error is logged when one or more pieces on a container claim a lower entry Zone than the Zone calculated between the location where the container was entered and the destination from the eDoc. Zones are defined using the Postal Service Zone chart. Zone errors are only logged on containers that claim a zone discount.</p> <p>This error is derived from scans.</p>	$\frac{\text{\# of Scanned eInduction Containers with Zone Discount Errors}}{\text{Total \# of Scanned eInduction Containers}}$	<p>Additional postage will be determined by re-calculating the postage with correct zone discount and calculating the difference between the postage paid and the recalculated postage. The new postage amounts will be the difference between the correct postage and the postage paid. Only containers over the error threshold will be assessed.</p>

## B-4 Seamless Acceptance

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

Table B-4  
**Seamless Acceptance**

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Undocumented	0.3%**	An Undocumented piece error is logged when a piece cannot be associated with a valid eDoc submission over the past 45 days. This error is logged at the piece level. This error is derived from scans.	$\frac{\text{\# of MPE Undocumented pieces} + \text{Sampling Undocumented Pieces}}{\text{\# of MPE Undocumented Pieces} + \text{Sampling Undocumented Pieces} + \text{Pieces in eDoc that received an MPE Scan}}$	Each piece in error above the error threshold will be assessed the current month average postage paid by mail class for the CRID to which the undocumented piece has been associated. If the current month average postage cannot be determined for the mail class and CRID then the previous month average postage should be used. If an average postage paid cannot be determined for either the current or previous month for a mail class for the CRID then the average postage by mail class for all eDoc Submitters for the previous month will be used.
Delivery Point	2%	A Delivery Point Error is logged when the delivery point provided in eDoc is either not valid or contains generic + 4 information with an address record type that is not General Delivery. This error is derived from eDoc only.	$\frac{\text{\# of Seamless Acceptance Pieces with Delivery Point Errors}}{\text{\# of Seamless Acceptance Pieces Submitted in eDoc}}$	Each piece in error above the error threshold will lose the automation discount and will be charged the appropriate non-auto rate for the mail class, processing category, and weight as identified in eDoc. The assessment will calculate the difference between the original piece postage and the new piece postage.

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Nesting / Sortation (Mail Processing Equipment)	1%	A Nesting/Sortation (MPE) error is logged when the piece scanned is nested in a different tray or bundle than the tray or bundle that was identified in eDoc. This error is derived from scans.	$\frac{\text{\# of Seamless Acceptance Pieces with Nesting/Sortation Errors}}{\text{\# of Seamless Acceptance Pieces Submitted in eDoc}}$	Each piece in error above the error threshold will be charged at the appropriate mixed rate (Mixed Automatic Area Distribution Center (AADC) /Mixed Area Distribution Center (ADC)) by mail class, processing category and weight as identified in eDoc. The assessment will calculate the difference between the original piece postage and the new piece postage.
Postage (Sampling)	General PAF 1.05***	A Postage Error is logged when the postage recorded by the FS-IMD scan is less than the postage affixed specified in eDoc. This error is derived from scans.	$\frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Postage, Weight) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled pieces}}$	If the postage affixed on the piece is different than the postage affixed in eDoc, the additional postage for each piece will be determined by calculating the delta between the postage affixed and the eDoc postage. If the eDoc claimed that postage was affixed and the sample postage payment method does not require postage to be affixed, then additional postage due will be the amount of affixed postage claimed in eDoc. Ad percentage is not recalculated The new piece rates will be factored into the PAF calculation. For more information on how the PAF is calculated and assessed, please refer to the Seamless Guide.
Weight (Sampling)	General PAF 1.05***	A Weight Error is logged with the weight recorded by the FS-IMD scan is more than the weight specified in eDoc. This error is derived from scans.	$\frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Postage, Weight) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}}$	Pieces in error will be charged using the rate of sampled piece weight by mail class and processing category as identified in eDoc. The new piece rates will be factored into the PAF calculation. For more information on how the PAF is calculated and assessed, please refer to the Seamless Guide.

Error Type	Error Threshold	Description	Calculation	Postage Assessment
Mail Characteristic (Sampling)	PAF 1.05***	<p>A Mail Characteristic Error is logged when the Processing Category or Mail Class recorded in the FS-IMD Scan does not match what was submitted in the eDoc submission.</p> <p>This error is derived from scans. The PAF will be calculated at the mail owner level, and the Mail Characteristic PAF will be aggregated and assessed at the eDoc submitter level.</p>	<p>Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant</p> <hr/> <p>Sum of eDoc Postage for all Sampled Pieces</p>	<p>Processing Category errors: Piece price is recalculated using the sampled processing category.</p> <p>USPS Marketing Mail Eligibility errors: Will be charged at First-Class rate.</p> <p>Nonprofit Eligibility errors: Will lose the Nonprofit discount.</p> <p>The new piece rates will be factored into the PAF calculation. For more information on how the PAF is calculated and assessed, please refer to the Seamless Guide.</p>

\*\* Note: As of July 1, 2015, the Undocumented Error threshold has been reduced to 0.3%.

\*\*\* Note: Two PAFs -- General (for sampling Postage Errors, and Weight Errors) and Mail Characteristic -- are applied to Seamless Acceptance sampling verification.



# Verification Assessment Calculation Examples

## C-1 Full-Service Assessment Calculation Examples

### C-1.1 Assessment Calculation Example for MID Container Errors

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

Table C-1a  
**Assessment Calculation Example Parameters**  
**Example Mailer eDoc:**

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

Table C-1b  
**Assessment Calculation Example Results**  
**Monthly Full-Service Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

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

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

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

Number of eDoc Full-Service pieces nested to containers above error threshold: 523,000 pieces

**3. Postage Assessment Calculation:**

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

**C-1.2 Assessment Calculation Example for MID Piece Errors**

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

Table C-1.2a

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

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

Table C-1.2b

**Assessment Calculation Example Results**

**Monthly Full-Service Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

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

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

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\
 &= 60,992 \text{ Pieces} \times \$ .003 \\
 &= \$182.98
 \end{aligned}$$

C-1.3 **Assessment Calculation Example for STID Errors**

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

Table C-1.3a

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

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

Table C-1.3b  
**Assessment Calculation Example Results**  
**Monthly Full-Service Verification Results**

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

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

**1. Error Percentage Calculation:**

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

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

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

**3. Postage Assessment Calculation:**

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

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

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

Table C-1.4a  
**Assessment Calculation Example Parameters**  
**Example Mailer eDoc:**

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

Table C-1.4b

**Assessment Calculation Example Results**

**Monthly Full-Service Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

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

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

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\
 &= 92,433 \text{ Pieces} \times \$0.003 \\
 &= \$277.30
 \end{aligned}$$

C-1.5 **Assessment Calculation Example for Barcode Uniqueness Container Errors**

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

Table C-1.5a  
**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

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

Table C-1.5b  
**Assessment Calculation Example Results**

**Monthly Full-Service Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

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

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

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

Number of eDoc Full-Service pieces nested to containers above error threshold: 453,000 pieces

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\
 &= 435,000 \text{ Pieces} \times \$ .003 \\
 &= \$1,305.00
 \end{aligned}$$

C-1.6 **Assessment Calculation Example for Barcode Uniqueness Piece Errors**

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

Table C-1.6a  
**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

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

Table C-1.6b  
**Assessment Calculation Example Results**

**Monthly Full-Service Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

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

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

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Full-Service Discount Claimed} \\
 &= 122,753 \text{ Pieces} \times \$ .003 \\
 &= \$368.26
 \end{aligned}$$

**C-1.7 Assessment Calculation Example for Entry Facility Container Errors**

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

Table C-1.7a

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

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



Table C-1.7b  
**Assessment Calculation Example Results**  
**Monthly Full-Service Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

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

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

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

Number of eDoc Full-Service pieces nested to containers above error threshold: 552,000 pieces

**3. Postage Assessment Calculation:**

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

### C-1.8 Assessment Calculation Example for Unlinked Copal Handling Units

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

Table C-1.8  
**aAssessment Calculation Example Parameters**

**Example Mailer eDoc:**

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

Table C-1.8b  
**Assessment Calculation Example Results**

**Monthly Full-Service Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

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

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

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

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

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \# \text{ Pieces Above Error Threshold} \quad \times \quad \text{Full-Service Discount Claimed} \\
 &= 190,350 \text{ Pieces} \times \$ .003 \\
 &= \$571.05
 \end{aligned}$$

## C-2 Move Update Assessment Calculation Examples

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

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

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

Table C-2.1a

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

Category	Example Parameters
Move Update Eligible Pieces Submitted in eDoc	120,000
Move Update Penalty per Piece	\$.08

Table C-2.1.b

**Assessment Calculation Example Results**

**Monthly Move Update Verification Results:**

Error Level	Error Type	# COA Errors	# eDoc Move Update Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Piece	Move Update	2,400	120,000	2.00%	0.5%	1,440

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

**1. Error Percentage Calculation:**

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

**2. Pieces Above Error Threshold Calculation**

$$\begin{aligned}
 \text{\# Pieces Above Error Threshold} &= \text{\# of COA Errors} - \left( \frac{\text{\# of Move Update Eligible Pieces Submitted in eDoc}}{\text{\# of Move Update Eligible Pieces Submitted in eDoc}} \times \text{Error Threshold Percentage} \right) \\
 &= 2,400 \text{ Pieces} - (120,000 \text{ Pieces} \times .005) \\
 &= 1,800 \text{ Pieces}
 \end{aligned}$$

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Address Quality Assessment Charged} \\
 &= 1,800 \text{ Pieces} \times \$ .08 \\
 &= \$144.00
 \end{aligned}$$

## C-3 eInduction Assessment Calculation Examples

C-3.1 **Assessment Calculation Example for Undocumented Container Errors**

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

Table C-3.1a  
**Assessment Calculation Example Parameters**  
**Example Mailer eDoc:**

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

Table C-3.1b  
**Assessment Calculation Example Results**  
**Monthly eInduction Verification Results:**

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

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

**4. Error Percentage Calculation:**

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Scanned eInduction Containers with Undocumented Errors}}{\text{Total \# of Scanned eInduction Containers}} \\
 &= \frac{39 \text{ Containers}}{5790 \text{ Containers}} \\
 &= 0.67\%
 \end{aligned}$$

**5. Containers Above Error Threshold Calculation**

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

**6. Average Postage Calculation**

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

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

**7. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{Average Postage per Container} \times \text{\# of eInduction Containers with Undocumented Errors} \\
 &= \$581.16 \times 39 \\
 &= \$22,665.42
 \end{aligned}$$

C-3.2 **Assessment Calculation Example for Payment Errors**

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

Table C-3.2a  
**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

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

Table C-3.2b  
**Assessment Calculation Example Results**

**Monthly eInduction Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

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

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

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

**3. Postage Assessment Calculation:**

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

The below example explains the process and calculation of assessments for Payment Errors logged on physical siblings of logical containers. The mailer in the scenario only exceeds the monthly error threshold for Payment Errors on those physical siblings of logical containers. (Payment Errors logged on physical siblings of logical containers are charged the total postage for the logical container it is tied to. The total postage is charged to the first physical sibling container scanned. Any additional scans among other physical siblings will log errors, but will not result in a charge against the mailer)

Table C-3.2c

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

Category	Example Parameters
Total eInduction Containers in eDoc	200
Total Number of Siblings of Logical Container 1	12
Total Number of Siblings of Logical Container 2	8
Total Postage for Logical Container 1	\$450.00
Total Postage for Logical Container 2	\$125.00

Table C-3.2d

**Assessment Calculation Example Results**

**Monthly eInduction Verification Results:**

Error Level	Error Type	# of Errors	# eDoc EIN Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Logical Container	Payment	20	200	7.5%	0.00%	20

Error Level	Postage	# of Errors	Number of Siblings
Logical Container 1	\$450.00	12	12
Logical Container 2	\$125.00	8	8

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

**1. Error Percentage Calculation:**

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Scanned eInduction Containers with Payment Errors}}{\text{Total \# of Scanned eInduction Containers}} \\
 &= \frac{20 \text{ Sibling Containers}}{200 \text{ Containers}} \\
 &= 10\%
 \end{aligned}$$

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

$$\begin{aligned}
 \text{Containers Above Error Threshold} &= \text{\# of eInduction Sibling Containers with Payment Errors} - \left( \text{Total \# of Scanned eInduction Containers} \times \text{Error Threshold Percentage} \right) \\
 &= 20 \text{ Containers} - (200 \text{ Containers} \times .00) \\
 &= 20 \text{ Containers}
 \end{aligned}$$

All physical siblings of Logical Containers 1 and 2 received payment errors; the total postage of Logical Container 1 and 2 will get charged to the first physical sibling of each that was scanned. Prices for Logical Containers 1 and 2 with Payment Errors are \$450.00, and \$125.00, respectively.

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{Total Postage for Logical Container 1} + \text{Total Postage for Logical Container 2} \\
 &= \$450.00 + \$125.00 \\
 &= \$575.00
 \end{aligned}$$

C-3.3 **Assessment Calculation Example for Duplicate Errors**

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

Table C-3.3a

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

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

Table C-3.3b

**Assessment Calculation Example Results**

**Monthly eInduction Verification Results:**

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



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

**1. Error Percentage Calculation:**

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

**2. Containers Above Error Threshold Calculation**

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

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

**3. Average Postage Calculation**

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

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

**4. Postage Assessment Calculation:**

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

C-3.4 **Assessment Calculation Example for Misshipped Errors**

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

Table C-3.4a

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

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

Table C-3.4b

**Assessment Calculation Example Results**

**Monthly eInduction Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

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

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

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

**3. eDoc Original Postage Calculation:**

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

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

**4. Correct Postage Calculation**

The piece rate for USPS Marketing Mail flats weighing under 3.3 ounces at a 3-digit sortation with entry discount of “None” is \$0.479.

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

**5. Postage Assessment Calculation:**

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

The below example explains the process and calculation of assessments for Misshipped Errors for physical siblings of Logical Containers in Error. The mailer in the scenario only exceeds the monthly error threshold for Misshipped Errors. (For Misshipped Errors logged against physical siblings of logical containers, postage is recalculated on the logical container, then divided by the number of physical siblings. This amount is then applied to each physical sibling in error).

Table C-3.4c

**Assessment Calculation Example Parameters**

Example Mailer eDoc:

Category	Example Parameters
Total Containers in eDoc	350
Logical Container 1 Postage	\$600.00
Logical Container 2 Postage	\$400.00
Logical Container 1 Sibling Count	20
Logical Container 2 Sibling Count	16
Average cost per Sibling on Logical Container 1	\$30
Average cost per Sibling on Logical Container 2	\$25

Table C-3.4d  
**Assessment Calculation Example Results**  
**Monthly eInduction Verification Results:**

Error Level	Error Type	# of Errors	# eDoc EIN Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	Misshipped	25	350	7.14%	1.05%	21

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

**1. Error Percentage Calculation:**

$$\begin{aligned}
 \text{Error Percentage} &= \frac{\text{\# of Scanned eInduction Containers with Misshipped Errors}}{\text{Total \# of Scanned eInduction Containers}} \\
 &= \frac{25 \text{ Containers}}{350 \text{ Containers}} \\
 &= 7.14\%
 \end{aligned}$$

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

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

$$\begin{aligned}
 \text{Containers Above Error Threshold} &= \text{\# of eInduction Containers with Misshipped Errors} - \left( \text{Total \# of Scanned eInduction Containers} \times \text{Error Threshold Percentage} \right) \\
 &= 25 \text{ Containers} - (350 \text{ Containers} \times .0105) \\
 &= 21.325 \text{ Containers (without rounding)} \\
 &= 21 \text{ Containers}
 \end{aligned}$$

**3. Postage Assessment Calculation:**

In this example, 7 of the errors over threshold were siblings of Logical Container 1; 14 of the errors over threshold were siblings of Logical Container 2. The postage was recalculated on the logical container, then divided by the number of physical siblings. This amount was then applied to each physical sibling in error.

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Siblings in error over threshold from Logical Container 1} \times \text{Average cost per sibling on Logical Container 1} + \text{\# Siblings in error over threshold from Logical Container 2} \times \text{Average cost per sibling on Logical Container 2} \\
 &= 7 \times \$30 + 14 \times \$25 \\
 &= \$210 + \$350 \\
 &= \$560
 \end{aligned}$$

C-3.5 **Assessment Calculation Example for Zone Discount Errors**

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

Table C-3.5a  
**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

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

Table C-3.5b  
**Assessment Calculation Example Results**

**Monthly eInduction Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

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

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

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

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

**3. Postage Assessment Calculation:**

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

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# Pieces Above Error Threshold} \times \text{Weight Per Piece} \times \left( \text{Correct Pound Rate} - \text{eDoc Pound Rate} \right) \\
 &= 15,278 \text{ Pieces} \times (.5 \text{ lb./piece}) \times (\$0.257 - \$0.141) \\
 &= \$886.12
 \end{aligned}$$

C-3.6 **Assessment Calculation Example for EPD Errors**

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

Table C-3.6a

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

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

Table C-3.6b

**Assessment Calculation Example Results**

**Monthly eInduction Verification Results:**

Error Level	Error Type	# of Errors	# eDoc EIN Containers	Error Percentage	Error Threshold	Errors Above Error Threshold
Container	EPD	11	705	1.56%	0.5%	7

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

**1. Error Percentage Calculation:**

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

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

$$\begin{aligned}
 \text{Containers Above Error Threshold} &= \text{\# of Scanned eInduction Containers with EPD Errors} - \left( \text{Total \# of Scanned eInduction Containers} \times \text{Error Threshold Percentage} \right) \\
 &= 11 \text{ Containers} - (705 \text{ Containers} \times 0.005) \\
 &= 7.48 \text{ Containers (without rounding)} \\
 &= 7 \text{ Containers}
 \end{aligned}$$

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

**3. Postage Assessment Calculation:**

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

## C-4 Seamless Acceptance Assessment Calculations

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

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

Table C-4.1a

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

Category	Example Parameters
Total Pieces in eDoc that received an MPE Scan	10,000
Average Postage Per Piece for Marketing Mail	\$.286
Average Postage Per Piece for First Class Mail	\$.372

Table C-4.1b

**Assessment Calculation Example Results**

**Monthly Seamless Acceptance Verification Results:**

Error Level	Error Type	# of MPE Errors	# of Sampling Errors	# eDoc SA Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Piece	Undocumented	523	20	10,000	5.15%	0.3%	493

Mail Class	Number of Pieces
Marketing Mail Pieces over Threshold	394
First Class Mail Pieces over Threshold	99



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

**1. Error Percentage Calculation:**

$$\begin{aligned} \text{Undocumented Error Percentage} &= \frac{\# \text{ of MPE Undocumented Pieces} + \text{Sampling Undocumented Pieces}}{\# \text{ of MPE Undocumented Pieces} + \text{Sampling Undocumented Pieces} + \text{Pieces in Electronic Documentation that received an MPE Scan}} \\ &= \frac{523 + 20 \text{ Pieces}}{523 + 20 + 10,000 \text{ Pieces}} \\ &= 5.15\% \end{aligned}$$

**2. Pieces Above Error Threshold Calculation**

$$\begin{aligned} \text{Pieces Above Error Threshold} &= \# \text{ of Seamless Acceptance Pieces with Undocumented Errors} - \left( \text{Total \# of Scanned Seamless Acceptance Pieces} \times \text{Error Threshold Percentage} \right) \\ &= 523 \text{ Pieces} - (10,000 \text{ Pieces} \times .003) \\ &= 493 \text{ Pieces} \end{aligned}$$

**3. Postage Assessment Calculation:**

$$\begin{aligned} \text{Additional Postage Due} &= \text{Average Postage per Piece for First Class Mail} \times \# \text{ First Class Mail Pieces over Threshold} + \text{Average Postage per Piece for Marketing Mail} \times \# \text{ Marketing Mail Pieces over Threshold} \\ &= \$ .372 \times 99 + \$ .286 \times 394 \\ &= \$36.83 + \$112.68 \\ &= \$149.51 \end{aligned}$$

C-4.2 **Assessment Calculation Example for Delivery Point Errors**

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

Table C-4.2a

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

Category	Example Parameters
Total Seamless Acceptance pieces in eDoc	590,800
# of Delivery Point Error Pieces	20,900
eDoc Mail Profile	First-Class Letters, under 1 oz., Automation, AADC presort
eDoc Piece Rate	\$0.321
Correct Piece Rate	\$0.403

Table C-4.2b

**Assessment Calculation Example Results**

**Monthly Seamless Acceptance Verification Results:**

Error Level	Error Type	# of Errors	# eDoc Seamless Acceptance Pieces	Error Percentage	Error Threshold	Errors Above Error Threshold
Pieces	Delivery Point	20,900	590,800	3.54%	2.00%	9084

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

**1. Error Percentage Calculation:**

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

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

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

**3. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# of Pieces Above Error Threshold} \times \left( \text{Correct Piece Rate} - \text{eDoc Piece Rate} \right) \\
 &= 9,084 \text{ Pieces} \times (\$.403 - \$.321) \\
 &= \$744.89
 \end{aligned}$$

**C-4.3 Assessment Calculation Example for Nesting/Sortation Errors**

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

Table C-4.3a

**Assessment Calculation Example Parameters**

**Example Mailer eDoc:**

Category	Example Parameters
Total Seamless Acceptance pieces in eDoc	113,110
# of Nesting/Sorting Error Pieces	4,580

Category	Example Parameters
eDoc Mail Profile	First-Class Letters, under 1 oz., Automation
eDoc Piece Rate	\$0.321
Corrected rate	\$ 0.423

Table C-4.3b

**Assessment Calculation Example Results**

**Monthly Seamless Acceptance Verification Results:**

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

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

**1. Error Percentage Calculation:**

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

**2. Piece Above Threshold Calculation**

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

**3. Postage Assessment Calculation**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{\# of Pieces Above Error Threshold} \times \left( \text{Correct Piece Rate} - \text{eDoc Piece Rate} \right) \\
 &= 3,448 \text{ Pieces} \times (\$0.423 - \$0.321) \\
 &= \$351.70
 \end{aligned}$$

C-4.4 **Assessment Calculation Example for General PAF #1**

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

Table C-4.4

**Assessment Calculation Example Parameters**

**Example Mailer eDoc and Monthly Seamless Verification Results:**

Category	Example Parameters
Total eDoc Monthly Postage	\$10,000
Total eDoc Postage For Sampled Pieces	\$1,500
eDoc Postage for Sampled Pieces with No errors	\$873
eDoc Postage for Sampled Pieces with Errors	Weight: \$351 Postage: \$276
Statistically Significant Errors	Weight: Yes Postage: Yes
Adjusted Postage For Pieces with Postage Errors	Weight: \$429 Postage: \$372
PAF Threshold	1.05

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

**1. PAF Calculation:**

$$\begin{aligned}
 \text{General PAF} &= \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Postage, Weight) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}} \\
 &= \frac{\$429 + \$372 + \$873 + \$0}{\$1500} \\
 &= \frac{\$1674}{\$1,500} \\
 &= 1.116
 \end{aligned}$$

**2. Pieces Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{Original eDoc Postage (eDoc Submitter)} \times \left( \text{PAF} - \text{PAF Threshold} \right) \\
 &= \$ 10,000 \times ( 1.116 - 1.05 ) \\
 &= \$ 10,000 \times 0.066 \\
 &= \$660
 \end{aligned}$$

C-4.5 **Assessment Calculation Example for General PAF #2**

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

Table C-4.5

**Assessment Calculation Example Parameters**

**Example Mailer eDoc and Monthly Seamless Verification Results:**

Category	Example Parameters
Total eDoc Monthly Postage	\$100,000
Total eDoc Postage For Sampled Pieces	\$5,327
eDoc Postage for Sampled Pieces with No errors	\$4,427
eDoc Postage for Sampled Pieces with Errors	Weight: \$648 Postage: \$252
Statistically Significant Errors	Weight: No Postage: Yes
Adjusted Postage For Pieces with Postage Errors	Weight: N/A Postage: \$572
PAF Threshold	1.05

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

**1. PAF Calculation:**

$$\begin{aligned}
 \text{General PAF} &= \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Postage, Weight) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}} \\
 &= \frac{\$572 + \$0 + \$4427 + \$648}{\$5327} \\
 &= \frac{\$ 5647}{\$5327} \\
 &= 1.060
 \end{aligned}$$

**2. Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Additional Postage Due} &= \text{Original eDoc Postage (eDoc Submitter)} \times \left( \text{PAF} - \text{PAF Threshold} \right) \\
 &= \$ 100,000 \times ( 1.060 - 1.05 ) \\
 &= \$ 100,000 \times .01 \\
 &= \$1000
 \end{aligned}$$

C-4.6 **Assessment Calculation Example for Mail Characteristic PAF**

The below example explains the process and calculation of assessments for Mail Characteristic Errors. The example shows the PAF and assessment calculation for one mail owner, and the aggregation calculation for an eDoc submitter.

Table C-4.6a

**Assessment Calculation Example Parameters**

**Mail Owner #1 eDoc and Monthly Seamless Verification Results:**

Category	Example Parameters
Total Mail Owner eDoc Monthly Postage	\$7,550
Total Mail Owner eDoc Postage For Sampled Pieces	\$1,268
Mail Owner eDoc Postage for Sampled Pieces with No errors	\$846
Mail Owner eDoc Postage for Sampled Pieces with Errors	Mail Characteristic: \$422
Statistically Significant Errors for Mail Owner's Population	Mail Characteristic: Yes
Adjusted Postage For Mail Owner Pieces with Postage Errors	Mail Characteristic: \$537
PAF Threshold	1.05

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

**1. Mail Owner #1 PAF Calculation:**

$$\begin{aligned}
 \text{Mail Owner \# 1 Mail Characteristic PAF} &= \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Mail Characteristic) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}} \\
 &= \frac{\$537 + \$846 + \$0}{\$1268} \\
 &= \frac{\$1383}{\$1268} \\
 &= 1.091
 \end{aligned}$$

**2. Mail Owner #1 Pieces Assessment Calculation:**

$$\begin{aligned}
 \text{Mail Owner \#1 Additional Postage Due} &= \text{Mail Owner \#1 Original eDoc Monthly Postage} \times \left( \text{PAF} - \text{PAF Threshold} \right) \\
 &= \$ 7550 \times ( 1.091 - 1.05 ) \\
 &= \$ 7550 \times .041 \\
 &= \$309.55
 \end{aligned}$$

Table C-4.6b  
**Assessment Calculation Example Parameters**  
**Mail Owner #2 eDoc and Monthly Seamless Verification Results:**

Category	Example Parameters
Total Mail Owner eDoc Monthly Postage	\$25,469
Total Mail Owner eDoc Postage For Sampled Pieces	\$7,592
Mail Owner eDoc Postage for Sampled Pieces with No errors	\$7,468
Mail Owner eDoc Postage for Sampled Pieces with Errors	Mail Characteristic: \$124
Statistically Significant Errors for Mail Owner’s Population	Mail Characteristic: Yes
Adjusted Postage For Mail Owner Pieces with Postage Errors	Mail Characteristic: \$435
PAF Threshold	1.05

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

**1. Mail Owner #2 PAF Calculation:**

$$\begin{aligned}
 \text{Mail Owner \# 2 Mail Characteristic PAF} &= \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Mail Characteristic) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}} \\
 &= \frac{\$435 + \$7468 + \$0}{\$7592} \\
 &= \frac{\$7903}{\$7592} \\
 &= 1.041
 \end{aligned}$$

**2. Mail Owner #2 Postage Assessment Calculation:** \$0, mailer is below PAF Threshold.

Table C-4.6c  
**Assessment Calculation Example Parameters**  
**Mail Owner #3 eDoc and Monthly Seamless Verification Results:**

Category	Example Parameters
Total Mail Owner eDoc Monthly Postage	\$682
Total Mail Owner eDoc Postage For Sampled Pieces	\$95
Mail Owner eDoc Postage for Sampled Pieces with No errors	\$78
Mail Owner eDoc Postage for Sampled Pieces with Errors	Mail Characteristic: \$17
Statistically Significant Errors for Mail Owner’s Population	Mail Characteristic: Yes
Adjusted Postage For Mail Owner Pieces with Postage Errors	Mail Characteristic: \$25

Category	Example Parameters
PAF Threshold	1.05

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

**1. Mail Owner #3 PAF Calculation:**

Mail Owner # 3 Mail  
Characteristic PAF

$$\begin{aligned}
 &= \frac{\text{Sum of Adjusted Postage for Pieces Sampled with Statistically Significant Sampling Errors (Mail Characteristic) + eDoc Postage for Pieces Sampled not in Error + eDoc Postage for Pieces with Sampling Errors not Statistically Significant}}{\text{Sum of eDoc Postage for all Sampled Pieces}} \\
 &= \frac{\$25 + \$78 + \$0}{\$95} \\
 &= \frac{\$103}{\$95} \\
 &= 1.084
 \end{aligned}$$

**2. Mail Owner #3 Postage Assessment Calculation:**

$$\begin{aligned}
 \text{Mail Owner \#3 Additional Postage Due} &= \text{Mail Owner \#3 Original eDoc Monthly Postage} \times \left( \text{PAF} - \text{PAF Threshold} \right) \\
 &= \$682 \times (1.084 - 1.05) \\
 &= \$682 \times .034 \\
 &= \$23.19
 \end{aligned}$$



**3. Aggregation of Mail Owner Assessments:**

<b>Mail Owner</b>	<b>Assessment for Mail Characteristic</b>
Mail Owner 1	\$309.55
Mail Owner 2	\$0
Mail Owner 3	\$23.19
Total eDoc Submitter Postage Assessment	\$332.74

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# Seamless Onboarding Checklist

## Onboarding Checklist

Per DMM section 705.22 First-Class Mail, Periodicals, USPS Marketing Mail letters/flats, and BPM barcoded flats are potentially eligible for Seamless Acceptance. Mailers must meet the following standards:

- Before enrolling in Seamless Parallel:
  - Prepare at least 90% of Eligible Volume as Full Service.
  - Prepare all other mailpieces, including basic and nonautomation, as outlined in 705.23.0.
  - Meet all content and price eligibility standards for the price claimed.
  - Begin onboarding to eInduction program.
- Enroll in Seamless Parallel by requesting through BMS/BME employee. The Postal Service employee will set individual CRID(s) to Seamless Parallel after validating enrollment criteria is met.
- During Seamless Parallel
  - Traditional verifications will be performed in conjunction with Seamless verifications. The Postal Service will work with mailer to resolve any Seamless Parallel metrics above threshold including:

	Error Type
<input type="checkbox"/>	Undocumented
<input type="checkbox"/>	Delivery Point
<input type="checkbox"/>	Nesting / Sortation (Mail Processing Equipment)
<input type="checkbox"/>	Postage (Sampling)
<input type="checkbox"/>	Weight (Sampling)
<input type="checkbox"/>	Mail Characteristic (Sampling)

- The Postal Service will work with mailer to document the known undocumented process for any undocumented volume over 0.1% (reference section of the pub).
- Participate in eInduction under 20.0 for DMU-verified origin entry or destination entry-drop shipments.
- Confirm CSA's, if applicable, for accuracy.

- Once mailer is below all Seamless Acceptance thresholds for one calendar month the CRID is eligible to be switched from Seamless Parallel to Seamless.
- The Postal Service employee will set CRID to Seamless before the end of the month prior to start date.
- All traditional verifications will be discontinued on the 1<sup>st</sup> of the effective month.
- Once on Seamless Acceptance continue to monitor mail quality results and work with The Postal Service to resolve any issues.

## Appendix E

# Reference List

- DMM: [http://pe.usps.com/text/dmm300/dmm300\\_landing.htm](http://pe.usps.com/text/dmm300/dmm300_landing.htm)
- IMcb Reference Page: <http://postalpro.usps.com/node/859>
- IM Tray Label Reference Page: <http://postalpro.usps.com/node/863>
- IMb for Mailpieces Reference Page: <http://postalpro.usps.com/node/858>
- Full-Service Palletization Fact Sheet: <http://postalpro.usps.com/node/650>
- Guide to Customer Supplier Agreements: <http://postalpro.usps.com/node/1133>
- Quick Step Guide to MID and/or CRID Acquisition: <http://postalpro.usps.com/node/1135>
- Mail.dat and Mail.XML Technical Specifications: <http://postalpro.usps.com/node/1137>
- TEM Guides: <http://postalpro.usps.com/node/1138>
- Notice 123: <http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf>
- Ancillary Services STID Detailed Explanation: <http://postalpro.usps.com/node/461>
- Drop Ship File Download: <https://fast.usps.com/fast/fastApp/resources/dropShipFileDownload.action>
- Guide to Move Update: <http://postalpro.usps.com/node/1116>
- 99 Percent Testing Page: <http://postalpro.usps.com/node/1136>
- Publication 804: <http://about.usps.com/publications/pub804.pdf>
- Nonprofit Qualifications: <https://pe.usps.com/businessmail101?ViewName=NonprofitPrices>
- Automation Guidelines for Letters and Cards: <https://pe.usps.com/businessmail101?ViewName=AutoLetters>
- Automation Guidelines for Flats: <https://pe.usps.com/BusinessMail101?ViewName=AutoFlats>
- Full-Service Annual Presort Fee Waivers Fact Sheet: <http://postalpro.usps.com/node/703>

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