




## Express Mail Manifesting System Implementation and Administration Guide

Publication 97-A

November 2003

- A. Explanation.** Publication 97-A lists the responsibilities of Postal Service™ employees who work with mailers interested in establishing an Express Mail® manifesting system and who work on the day-to-day administration of approved Express Mail manifesting systems. Publication 97-A is used in conjunction with Publication 97, *Express Mail Manifesting Technical Guide*.
- B. Availability.** Publication 97-A is accessible on the corporate internet at <http://blue.usps.gov>; click on *More References* and then *PUBs*.
- C. Comments on Content.** Send written comments about the content of this publication to the following address:

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- D. Cancellations.** All previous issues of Publication 97-A are obsolete.
- E. Effective Date.** This publication is effective November 2003.



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# Contents

- 1 Introduction ..... 1**
  - 1-1 Overview ..... 1
  - 1-2 Candidates for EMMS ..... 1
  - 1-3 Understanding the Technical, Operational, and Mailing Requirements for EMMS Mailings ..... 2
  
- 2 General Responsibilities ..... 3**
  - 2-1 Overview ..... 3
  - 2-2 Sales Representatives ..... 3
  - 2-3 District Manager of Marketing ..... 3
  - 2-4 District Business Mail Entry Office ..... 4
  - 2-5 District Manager of Customer Sales and Service ..... 5
  - 2-6 National Customer Support Center Delivery Confirmation Office ..... 5
  - 2-7 Expedited Service Specialist (ESS) ..... 5
  - 2-8 San Mateo Electronic Data Interchange Service Center ..... 6
  - 2-9 Product Information Requirements, Product Development, Postal Service Headquarters ..... 6
  - 2-10 District Logistics Office ..... 7
  - 2-11 Business Mailer Support, Postal Service Headquarters ..... 7
  
- 3 Specific Responsibilities ..... 9**
  - 3-1 Overview ..... 9
  - 3-2 Application Procedures ..... 9
  - 3-3 Establishing Security/Telecommunications Access and Entering Financial Information .. 10
  - 3-4 Certification Process for Technical Requirements ..... 11
  - 3-5 Approval Process to Ensure Operational and Mailing Requirements Are Met ..... 11
  - 3-6 Verification and Acceptance of EMMS Mailings ..... 12
  - 3-7 Administration of the Express Mail Corporate Account for EMMS Mailings ..... 13
  - 3-8 Filing a Claim for Indemnity or Postage Refund ..... 15
  - 3-9 How to Generate Required Reports ..... 16
  - 3-10 Initial Monitoring Period ..... 16
  - 3-11 Final Approval ..... 17
  - 3-12 Renewal ..... 17
  
- 4 PS Form 1357-S ..... 19**
  - 4-1 Overview ..... 19
  - 4-2 Completing PS Form 1357-S ..... 19

**5 PS Form 3152-E Instructions ..... 21**

5-1 Overview ..... 21

5-2 Scanning Instructions ..... 21

5-2.1 Overview ..... 21

5-2.2 Scanning Procedures ..... 22

5-3 Manual Input Instructions ..... 24

**6 Product Tracking System D003 Screen Input Instructions ..... 27**

**Appendix A – Resource Information ..... 29**

**Appendix B – BME Checklist for Temporary Authorization ..... 31**

**Appendix C – BME Checklist for Final Authorization ..... 33**

**Appendix D – Express Mail Manifest System Agreement ..... 35**

**Appendix E – PS Form 3152-E ..... 41**

**Appendix F – Required Reports CED075P3 and CED580P3 ..... 43**

**Appendix G – Quick Reference Guide for EMMS Revenue Protection ..... 47**

**Appendix H – District EMMS Renewal Letter ..... 49**

# Exhibits

Exhibit 1-3 Resources for EMMS Requirements .....	2
Exhibit 5-2 Scanner .....	21
Exhibit 6a PTS D003 Screen .....	28
Exhibit 6b PTS D003 Screen With Sample Data .....	28

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# 1 Introduction

## 1-1 Overview

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The Postal Service has established Express Mail Manifesting System (EMMS) requirements for the verification, acceptance, and payment of postage and special service fees for domestic and international Express Mail. These requirements allow mailers to send the Postal Service an electronic file documenting postage and special service fees for all pieces in an Express Mail mailing.

This process replaces the need for Integrated Retail Terminal/Point of Service (IRT/POS) acceptance scans of individual pieces. Postage is automatically deducted from the mailer's Express Mail Corporate Account (EMCA) as a result of transmission and receipt of the mailer's electronic file. With EMMS, a mailer presents mailings in bulk, utilizes a one-ply label, and has mailings accepted and dispatched from its facility or a postal facility designated by the district manager of Marketing. The mailer may obtain tracking information by retrieving an extract file, calling an "800" number, or accessing the Internet.

EMMS is currently not available for Post Office™ to Post Office service, APO/FPO addresses, or custom designed service.

This publication lists the general and specific responsibilities of Postal Service employees who work with mailers interested in establishing EMMS and who work on the day-to-day administration of approved EMMS. This publication must be used in conjunction with Publication 97, *Express Mail Manifesting Technical Guide*.

## 1-2 Candidates for EMMS

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EMMS requires the creation, transmission, and retrieval of electronic files and the creation of barcoded labels according to Postal Service specifications. Participants must have sufficient in-house or vendor support to meet the technical requirements. The Product Information Requirements, Product Development, Postal Service Headquarters office will respond to questions concerning the technical requirements, but the mailer is responsible for meeting those requirements before mailings can begin.

Because of the high cost of system support, EMMS is generally feasible only for high-volume mailers. EMMS should be particularly attractive to mailers

who are already using Delivery Confirmation™ for Priority Mail® or Package Services Mail because it uses a similar electronic file format to send information to the Postal Service Product Tracking System (PTS).

## 1-3 Understanding the Technical, Operational, and Mailing Requirements for EMMS Mailings

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The first step in working with a mailer who has expressed an interest in EMMS is to ensure that the mailer has received and reviewed a copy of Publication 97, *Express Mail Manifesting Technical Guide*. In that publication, Chapter 2 lists EMMS technical requirements, and Chapter 3 explains the operational and mailing requirements for the presentation and acceptance of EMMS mailings. Mailers and Postal Service personnel can obtain assistance about EMMS requirements from the resources listed in Appendix A and in Exhibit 1-3.

Exhibit 1-3

### Resources for EMMS Requirements

Resource Name	Phone Number	Type of Support
Electronic Data Interchange (EDI) Service Center	800-847-1657	EDI communication issues/questions.
Product Information Requirements, Product Development	877-264-9693	Technical support related to electronic file, transmission protocols, and retrieval of Manifest Data Edit Error/Warning Listing.
District Manager of Business Mail Entry	800-275-8777	Presentation and acceptance of EMMS mailings, quality assurance, manifest.
National Customer Support Center (NCSC)	800-279-2651	Electronic file certification process, generation of barcoded labels, Publication 97.



# 2 General Responsibilities

## 2-1 Overview

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This chapter lists the general responsibilities of Postal Service representatives who assist mailers in establishing EMMS. The tasks involved are shown under the responsible person(s) and/or name of the organization.

## 2-2 Sales Representatives

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Sales representatives have the following responsibilities:

- a. Identify potential high-volume mailers with necessary information systems (IS) support to meet Postal Service specifications.
- b. Direct mailers to the appropriate support group and facilitate the application process.
- c. Assist mailers with the completion of PS Form 5550, *Express Mail Service Manifest System Application* (see Publication 97, Appendix L), and PS Form 1357-S, *(Customer) Request for Computer Access*.
- d. Fax a mailer's completed PS Form 5550 and PS Form 1357-S to Product Information Requirements, Product Development, Postal Service Headquarters and to the NCSC. Fax page 1 of PS Form 5550 to the expedited services specialist (ESS).
- e. Forward the original PS Form 5550 (and attachments) to the district Business Mail Entry (BME) office that will be responsible for authorizing the mailer's EMMS.
- f. Forward the original PS Form 1357-S to Product Information Requirements, Product Development, Postal Service Headquarters. The Postal Service will not issue a logon ID and password to the mailer until it receives from the mailer a completed, original PS Form 1357-S.

## 2-3 District Manager of Marketing

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The district manager of Marketing should designate the following responsibilities to appropriate personnel:

- a. Receive and review the mailer's application to present EMMS mailings.

- b. Establish a detached mail unit (DMU) at the mailer's facility if the mailer will generate sufficient volume, or establish Post Office acceptance when warranted.
  - c. Ensure that a process has been established so that Postal Service personnel capture acceptance data (electronic file number reported on PS Form 3152-E, *Express Mail Manifesting Certification*, representing the mailing) in a Mobile Data Collection Device (MDCD) scanner.
  - d. For DMU sites, establish transportation from the mailer's facility to ensure that the submitted EMMS mailing meets critical entry times (CET). Coordinate this with the district Logistics Office. For Post Office acceptance, establish CET for the mailer's deposit of EMMS mailings.
  - e. Ensure that the mailer has met the technical, operational, and mailing requirements before EMMS mailings are accepted (see Appendix B).
  - f. Ensure that Postal Service acceptance personnel verify EMMS mailings in accordance with current manifest procedures.
- ✓ If a Delivery Confirmation scanner is not available or if there are special circumstances, contact the district Delivery Confirmation coordinator for assistance.
  - ✓ Although BME is identified as performing acceptance functions for EMMS mailings, the district manager of Marketing may designate other personnel to verify and accept these mailings.

## 2-4 District Business Mail Entry Office

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The district Business Mail Entry (BME) office has the following responsibilities:

- a. Review the mailer's PS Form 5550 for completeness.
- b. Review the mailer's sample manifest.
- c. Review the mailer's quality assurance (QA) procedures.
- d. Prior to the first mailing, ensure that the mailer has received NCSC certification that the mailer has met the technical requirements and has met the operational and mailing requirements for the presentation and acceptance of EMMS mailings.
- e. Verify that the ESS has entered the finance information.
- f. Issue the temporary EMMS service agreement.
- g. Perform manifest samplings as required.
- h. Assist in establishing a local procedure to capture acceptance data in the MDCD scanner in order to activate an electronic file in the PTS (see Chapter 5).
- i. Within 90 days after issuing the temporary EMMS service agreement (see item f), conduct a second review using Appendix C before the district manager of Customer Service and Sales gives final authorization.
- j. Conduct a renewal review prior to expiration of agreement.

## 2-5 District Manager of Customer Sales and Service

The district manager of Customer Sales and Service has the following responsibilities:

- a. Give final authorization if the results of a final review by the district BME office indicate that the EMMS is functioning as required.
- b. Suspend or cancel the agreement if the mailer does not meet the conditions of the agreement.

## 2-6 National Customer Support Center Delivery Confirmation Office

The National Customer Support Center (NCSC) Delivery Confirmation office has the following responsibilities:

- a. Provide technical support related to the certification process for electronic file and barcoded labels.
- b. Verify that mailers meet EMMS technical specifications for creation, transmission, and retrieval of electronic files and for generation of barcoded labels.
- c. Furnish mailers with their 2-digit alpha prefix and the range of label numbers that mailers are to use for EMMS mailings.
- d. Notify the ESS to enter mailer finance information into the PTS D003 screen before sending PS Form 3152-E to the mailer. (The name and phone number for the ESS is on page four of PS Form 5550.)
- e. Send a certification notification to the mailer and to all appropriate Postal Service representatives upon certifying the mailer's electronic file and barcoded labels.

## 2-7 Expedited Service Specialist (ESS)

The expedited service specialist (ESS) has the following responsibilities:

- a. After receiving the fax of page 1 of PS Form 5550, watch for the mailer certification notification from the NCSC.
- b. After receiving mailer certification notification from the NCSC, enter the mailer's initial customer number and Post Office finance information into the D003 screen (see Chapter 6).
- c. Assist in establishing a process for using the MDCD scanner to capture the electronic file number located on PS Form 3152-E. This allows the system to identify the date and time the mail was accepted (see Chapter 5).
- d. Review the mailer's Manifest Data Edit Error/Warning Listing (the title of this listing may be changed to the Confirmation/Error/Warning Report) for the first 10 EMMS mailings, and refer file errors/warnings to Product

- Information Requirements, Product Development, Postal Service Headquarters for resolution.
- e. Monitor the mailer's EMCA to ensure that the Postal Service collects the correct postage.
  - f. Deduct funds from the mailer's EMCA when postage adjustments for underpayments are necessary.
  - g. Restore funds to the mailer's EMCA for withdrawn mailings.
- ✓ If another district maintains the mailer's EMCA, the ESS at the mailing district (i.e., the Postal Service district from which EMMS mailings will be made) must contact the ESS at the district that maintains the mailer's EMCA. This ensures that both parties are aware of the EMMS/EMCA arrangement and can coordinate their respective responsibilities. The ESS at the mailing district is responsible for monitoring the mailer's EMCA and must coordinate any postage adjustments with the ESS at the district that maintains the mailer's EMCA. The ESS at the district that maintains the mailer's EMCA is responsible for making postage adjustments and/or restoring funds to the mailer's EMCA when necessary.

## 2-8 San Mateo Electronic Data Interchange Service Center

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The San Mateo Electronic Data Interchange (EDI) Service Center has the following responsibilities:

- a. Provide technical support related to EDI requirements.
- b. Verify that the mailer's electronic file complies with EDI requirements.
- c. Translate EDI transaction sets into EMMS file format and transmit them to the PTS for processing.
- d. Notify the NCSC of the mailer's EDI compliance.
- e. Convert the Manifest Data Edit Error/Warning Listing into EDI transaction set 864 for mailer retrieval.

## 2-9 Product Information Requirements, Product Development, Postal Service Headquarters

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Product Information Requirements, Product Development, Postal Service Headquarters has the following responsibilities:

- a. Enter the initial application information into the Account Management/Delivery Confirmation database to establish mailer information.
- b. Establish security access for EMMS mailers.
- c. Provide technical support related to electronic file, transmission protocols, and retrieval of the Manifest Data Edit Error/Warning Listing.

- d. Help mailers resolve electronic file errors/warnings indicated on the Manifest Data Edit Error/Warning Listing received from the ESS.
- e. Suspend file/barcode certification if a mailer does not meet requirements.

## 2-10 District Logistics Office

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The district Logistics Office has the following responsibility:

- For EMMS mailings accepted at a mailer's facility, establish transportation from the mailer's facility to ensure that the submitted EMMS mailing meets critical entry times (CET). Coordinate this with the district manager of Marketing.

## 2-11 Business Mailer Support, Postal Service Headquarters

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The office of Business Mailer Support (BMS), Postal Service Headquarters has the following responsibilities:

- a. Perform an annual review of the EMMS administrative files kept at the district to determine whether the district has conducted all required reviews and prepared all required reports and whether the district has taken appropriate corrective actions for systems not meeting standards.
- b. Perform an annual onsite review of at least one system approved by each district during the past year to determine whether the system was properly authorized and whether the mailer and administering Post Office are effectively implementing the terms of the EMMS agreement. (Use Appendix C as a guide for conducting the review.)

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# 3 Specific Responsibilities

## 3-1 Overview

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This chapter explains the specific steps in establishing EMMS and the day-to-day procedures in administrating an approved EMMS.

## 3-2 Application Procedures

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The sales representative or various other entities have the following responsibilities:

1. The sales representative provides each potential mailer with Publication 97. Sales representatives can obtain copies by calling the NCSC Delivery Confirmation office (see Appendix A).
2. The sales representative ensures that each mailer who wishes to obtain EMMS authorization completes PS Form 5550, *Express Mail Service Manifest System Application* (see Publication 97, Appendix L), and provides the supporting documentation listed on the application form. Each mailer must also complete PS Form 1357-S, unless the mailer is currently participating in the Delivery Confirmation program and has already obtained a logon and password. PS Form 1357-S is available in the FormFlow computer application. Instructions for completing the form are in Chapter 4 of this publication.
3. The sales representative ascertains if the mailer will require Express Mail stickers or tape to identify Express Mail packages. These items are available from the Express and Priority Mail Supply Center (see Appendix A). The supply center can send stickers or tape directly to mailers.
4. Together the sales representative and the mailer decide which Postal Service district will maintain the mailer's EMCA. The mailer may use either an EMCA maintained by the mailing district or an existing EMCA maintained by another district. The Postal Service prefers that the mailing district withdraws EMMS postage from an EMCA.
5. If the mailing district will maintain the EMCA, the sales representative contacts the local ESS to establish the account. A new EMCA is not necessary if the mailer already has one in this same district.

**Note:** In order to complete the application forms, the mailer must have an EMCA. The mailer must also have a DUNS<sup>®</sup> number for the mailing location. See Publication 97, Chapter 5 for information about how a mailer can obtain a DUNS<sup>®</sup> number.

6. The sales representative reviews the mailer's PS Form 5550 and PS Form 1357-S for completeness, and then faxes them to Product Information Requirements, Product Development, Postal Service Headquarters. The sales representative also sends the original PS Form 1357-S to Product Information Requirements, Product Development, Postal Service Headquarters. See Chapter 4 in this publication for detailed instructions on completing PS Form 1357-S.
7. The sales representative send the mailer's original PS Form 5550 and supporting documentation to the district BME office serving the mailer's location, and sends a copy of page 1 of PS Form 5550 to the local ESS.
8. Product Information Requirements, Product Development, Postal Service Headquarters faxes page four of PS Form 5550 (which lists the contacts) to the NCSC Delivery Confirmation office (see Appendix A).
9. The mailer creates or obtains software that will generate and transmit the electronic file, create the barcoded labels, and provide the manifest. The mailer also establishes QA procedures that will ensure that it correctly reports all mail on the electronic manifest. QA procedures are detailed in Publication 97, Chapter 4.
10. The sales representative coordinates with the district BME office to establish a DMU at the mailer's facility (unless one is already in place), or to establish the mailer's CET for presenting mailings to a Postal Service facility. The CET must provide acceptance employees with sufficient time to verify and accept mailings before dispatching the mail on Postal Service transportation.
11. The sales representative works with district Logistics office to establish transportation schedules to ensure that mail meets CET.
12. The district BME office reviews the mailer's PS Form 5550, manifest, and QA procedures to ensure that the mailer meets Postal Service specifications and, if necessary, contacts the mailer to resolve any outstanding issues.

### 3-3 Establishing Security/Telecommunications Access and Entering Financial Information

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Product Information Requirements, Product Development, Postal Service Headquarters and the ESS have the following responsibilities:

1. Upon receipt of the mailer's PS Form 5550 and the original PS Form 1357-S, Product Information Requirements, Product Development, Postal Service Headquarters adds the new mailer to the Delivery Confirmation/Express Mail Manifesting database and obtains computer



- access and telecommunications security logons and passwords for the mailer.
2. Product Information Requirements, Product Development, Postal Service Headquarters notifies the mailer of logons and passwords.
  3. The ESS enters mailer and Post Office finance information into the PTS D003 screen using the instructions found in Chapter 6.

### 3-4 Certification Process for Technical Requirements

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The NCSC and various other entities have the following responsibilities:

1. The NCSC gives the mailer a certification test kit with instructions for certification of its electronic file format, file transmission and retrieval, and barcoded labels.
2. The mailer creates and transmits the electronic file to the NCSC, produces barcoded labels, retrieves the Manifest Data Edit Error/Warning Listing, and submits the labels and listing to the NCSC for review.
3. Upon receipt of the test file, the NCSC verifies that the mailer meets specifications in Publication 97, or works with the mailer until it meets the requirements.
4. The NCSC notifies the ESS to enter finance information into the PTS D003 screen.
5. Upon completion of certification, the NCSC sends a notification letter and PS Form 3152-E to the mailer, and sends a copy of the notification letter to the Post Office of mailing, the district manager of BME, and the district manager of Marketing to advise them of the certification.
6. The NCSC furnishes the mailer with a block of Express Mail numbers.

### 3-5 Approval Process to Ensure Operational and Mailing Requirements Are Met

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The district BME office has the following responsibilities:

1. After receiving notification from the NCSC that the mailer has met the EMMS technical requirements (see Publication 97, Appendix I), use the checklist in Appendix B and ensure that the mailer has met the following requirements before beginning mailings:
  - (a) The manifest meets Postal Service specifications.
  - (b) The mailer has implemented QA procedures. The mailer is encouraged to use the QA procedures listed in the Attachment in Appendix D. An alternate QA procedure is available for mailers meeting the criteria listed in Publication 97, section 4-3. If the mailer uses the alternate QA procedure, prepare a new Attachment that describes the alternate QA procedure.

- (c) The administering Post Office has established a DMU at the mailer's facility, or has established procedures for the verification and acceptance of EMMS mailings at a Postal Service facility designated by the district manager of Marketing.
  - (d) The administering Post Office has scheduled transportation to ensure that mailings will be dispatched to meet CETs.
  - (e) The administering Post Office has established an EMCA.
  - (f) The administering Post Office has established procedures to capture the acceptance date and time of mailings in an MDCD scanner so that Postal Service management can determine service commitments.
  - (g) Verify with the ESS that the finance information has been entered into the PTS D003 screen.
2. Issue the temporary EMMS agreement (see Appendix D) or work with the mailer and the appropriate Postal Service department to meet operational and mailing requirements.
  3. After issuing a temporary EMMS service agreement, conduct a second review within 90 days.

## 3-6 Verification and Acceptance of EMMS Mailings

Postal Service personnel that accept EMMS mailings have the following responsibilities.

1. At time of mailing, verify that the mailer presents the following documentation:
  - (a) The manifest.
  - (b) Completed PS Form 3152-E or facsimile PS Form 3152-E (see Appendix E):
    - (1) Total number of pieces.
    - (2) Total postage for mailing (total must include special service fees for mailing, if applicable).
    - (3) Total weight of mailing.
    - (4) EMCA number.
    - (5) EMMS electronic file number.
    - (6) Signature of mailer.
    - (7) Date of mailing.
  - (c) Manifest Data Edit Error/Warning Listing. For the first 10 mailings under a new EMMS agreement, the mailer must submit a listing within 24 hours or by the next business day in order to verify transmission and receipt of electronic manifest by the Product Tracking System. (See Publication 97, Appendix C, for a sample of this listing.)
2. Reconcile the electronic file number, total pieces, and postage (and special service fees for mailing, if applicable) on the manifest with the

- corresponding information on PS Form 3152-E. Ensure label numbers are within the authorized range listed on PS Form 3152-E. If there is a discrepancy, resolve it with the mailer before accepting the mailing.
3. Perform postage verification using PS Form 8159, *MMS Sampling Postage Adjustment Worksheet – Itemized Manifest Mailings*. Verify all mailings for the first 30 days. After the first 30 days, verify mailings according to the sampling frequency listed in Exhibit 20 in Publication 401, *Guide to the Manifest Mailing System*.
    - (a) If a mailing is subject to a postage adjustment, the mailer must authorize the adjustment or withdraw and correct the mailing. Give the mailer a copy of PS Form 8159 and be given an opportunity to review the parcels that caused the adjustment.
    - (b) If a mailing is not subject to a postage adjustment or if the mailer authorizes an adjustment, accept the mailing. Under these circumstances, return any parcels for which postage was not properly reported on the manifest by the mailer.
  4. After accepting the mailing, sign and round-date PS Form 3152-E in the space provided. When requested, furnish the mailer with a copy of PS Form 3152-E in accordance with local policy.
  5. Scan or manually enter the electronic file number using the MDCD scanner. If this scan cannot take place at the actual time of acceptance, write the time and date of acceptance on PS Form 3152-E, and manually enter into the MDCD scanner the actual acceptance time, acceptance date, and electronic file number. Instructions for scanning and manual entry are detailed in Chapter 5.
  6. Forward the manifest, original PS Form 3152-E, PS Form 8159 (if completed), and Manifest Data Edit Error/Warning Listing (if provided) to the ESS. Retain copies of all documentation until the ESS provides a copy of the CED075P3 report and, if applicable, the CED580P3 report to show that the mailing was properly billed. If copies of the reports are not received within 3 days, contact the ESS.

If necessary, forward copies of all documentation to the ESS again for resolution. If the ESS does not furnish the reports within 7 days, contact the district manager of BME for assistance. Upon receipt of the reports, file them for a period of 1 year in the mailer's file.

## 3-7 Administration of the Express Mail Corporate Account for EMMS Mailings

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The Expedited Service Specialist (ESS) in the mailing district must access the following reports:

- a. CED075P2, "Exception Transaction Listing," which lists rejected pieces that the ESS must manually enter into the EMCA.
- b. CED075P3, "Daily 'IRT' Report," which verifies the total number of pieces.

- c. CED580P3, "Recap of EMCA Mailings Posted (date)," which itemizes pieces and totals the volume and revenue for EMMS mailings of local EMCA accounts.

**Note:** Refer to Section 3-9 for assistance on how to generate the required reports. (See Appendix F for samples of CED075P3 and CED580P3.)

The ESS in the mailing district must ensure the receipt and accuracy of the transmitted file. If the Postal Service has accepted the mailer's mailing, the ESS receives from the acceptance personnel the documentation listed below:

- a. The completed, original round-dated PS Form 3152-E or facsimile of PS Form 3152-E (see Appendix E).
- b. The manifest.
- c. PS Form 8159 for mailings that receive postage verification.

**Note:** Not every mailing requires verifications.

- d. Manifest Data Edit Error/Warning Listing (required for the first 10 EMMS mailings, optional thereafter).

If the ESS receives the documentation listed above, that indicates that the Postal Service has accepted the mailing and that the ESS is responsible for ensuring that postage for the mailing is deducted from the mailer's EMCA. The ESS then has the following responsibilities:

1. Verify the file transmission into PTS by entering the EMMS Electronic File Number (from the PS Form 3152-E) into the PTS Inquiry Screen. PTS will indicate "Manifest Acknowledgement" when the file has been successfully transmitted, and "Accept or Pickup" will reflect that the acceptance unit has scanned the PS Form 3152-E.

**Note:** If the ESS does not find any information in PTS or EMRS within 48 hours of receiving any of the documentation listed above, the ESS must contact the mailer to obtain a copy of the Manifest Data Edit Error/Warning Listing to determine if the mailer successfully sent the electronic file. If the mailer was not able to successfully send the electronic file, the mailer must re-send it, or contact Technical Support at 877-264-9693. If the mailer cannot successfully transmit the electronic file, the ESS must manually withdraw the total postage amount for the mailing from the mailer's EMCA (see instructions in item 7 in this section). However, this process must not be standard practice — the mailer must identify and correct the cause of the transmission failure.

2. Verify that the postage information for the mailing is in the Electronic Marketing Reporting System (EMRS), and collect the revenue. A CED075P2 and a CED075P3 for the manifest file will print (or will be available) at the Expedited Service Office (ESO). For all manifest transmissions into EMRS, the VAX ID on the report will be "CBDSMN." Each manifest transmission will have its own CED075P2 and CED075P3. The total number of transmitted labels should equal the total number of pieces on PS Form 3152-E. (If unsure, perform a spotcheck on a few labels to ensure correct receipt.)

3. If the EMCA is a local account, the CED580P3 will itemize the individual labels and total the revenue and volume for the mailing. This will apply only for manifest mailers who do not send single pieces by any Express mail method.
4. Staple together copies of the CED075P3, the summary page of the CED580P3 (if applicable), and a photocopy of the corresponding PS Form 3152-E and forward them to the BMEU or acceptance unit to complete the revenue protection process (see Appendix G). Keep the originals on file for 1 year. (See Appendix E for a sample of PS Form 3152-E and Appendix F for samples of reports.)
5. If the CEF075P2 report discloses rejected labels, enter the information into EMRS (*EMRS Main Menu, Option 8*). The necessary label information is provided on the mailer's manifest.
6. For the first 10 mailings, the mailer must furnish the Manifest Data Edit Error/Warning Listing. If the Manifest Data Edit Error/Warning Listing contains warnings/errors, assist the mailer in resolving them through the Tech Support office (877-264-9693).
7. Check to see if block 11 of PS Form 8159 (if submitted) is complete. Withdraw from the EMCA additional postage due for the mailing listed in block 11e, as follows:
  - (a) From the EMRS Main Menu, select #1.
  - (b) Select #6, "Enter EMCA Withdrawals."
  - (c) Withdraw the amount listed in block 11e of PS Form 8159. This is the amount of the postage adjustment.
  - (d) File documentation with the EMMS documents for that mailing.
8. If another district maintains the mailer's EMCA, coordinate postage adjustments with the ESS at the district that maintains the EMCA.

## 3-8 Filing a Claim for Indemnity or Postage Refund

Because EMMS mailings utilize a one-ply label, mailers do not have a customer copy of the Express Mail label as evidence of mailing or insurance.

To support a claim for indemnity or postage refund, the mailer must submit to the acceptance personnel the following documentation:

- a. A copy of the manifest page showing the Package Identification Code (PIC) for the item in question.
- b. The manifest for the date the piece was mailed.
- c. A copy of PS Form 3152-E round-stamped on the date of mailing by a Postal Service acceptance employee.
- d. A copy of the mailer's EMCA monthly statement that lists the Express Mail label number and postage for the mailpiece in question.
- e. For claims regarding additional insurance or COD service, a signed, round-stamped copy of PS Form 3877, *Firm Mailing Book for Accountable Mail*.

Postal Service personnel who process Express Mail refund claims must ensure that the mailer provides all of the required documentation when filing a claim for postage paid through EMMS.

## 3-9 How to Generate Required Reports

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The ESS can request the required reports by accessing the EMRS Main Menu as follows:

1. Select 15, "Tables Maintenance."
2. Select 6, "Report Distribution."
3. Place a "Y" in the column of the report.
4. Press "Enter" and then PF4 to update.

Once the ESS does this, the CED075P2 and CED075P3 reports will print automatically at the ESO in the afternoon, and the CED580P3 reports will print automatically in the morning.

## 3-10 Initial Monitoring Period

---

Various entities have the following responsibilities:

1. For each of the first 10 mailings, the mailer submits the Manifest Data Edit Error/Warning Listing — within 24 hours or by the next business day — to the DMU, BMEU, or applicable EMMS acceptance site so that the site can verify the transmission and receipt of the electronic manifest by the PTS.
2. The district BME office forwards the Manifest Data Edit Error/Warning Listing to the ESS. If the office does not receive the listing, the office contacts the mailer for resolution. If the office is unable to resolve this with the mailer, the office contacts the district manager of BME.
3. The ESS reviews the Manifest Data Edit Error/Warning Listing for errors/warnings. If the listing contains errors/warnings, the ESS notifies Product Information Requirements, Product Development, Postal Service Headquarters technical support (see Appendix A).
4. Product Information Requirements, Product Development, Postal Service Headquarters helps the mailer to resolve the electronic file errors/warnings indicated on the Manifest Data Edit Error/Warning Listing.
5. The mailer takes immediate action to correct any electronic file errors/warnings listed on the Manifest Data Edit Error/Warning Listing.

## 3-11 Final Approval

---

Various entities have the following responsibilities:

1. The district BME office conducts a final review of the mailer's EMMS within 90 days after giving temporary authorization and verifies the following (use Appendix C):
  - (a) The NCSC has certified that the mailer has met the EMMS technical requirements.
  - (b) The mailer has properly prepared the EMMS manifest.
  - (c) The mailer properly pays the EMMS postage.
  - (d) The administering Post Office and the ESO are meeting the operational and mailing requirements for the verification and acceptance of EMMS mailings.
2. If the results of the review are favorable, the district manager of Customer Sales and Service signs an addendum to the agreement giving final approval for EMMS and distributes copies to all participants. The approval is valid for 2 years. However, if the final follow-up review indicates that the system should not receive final approval, the district manager of Customer Sales and Service notifies the mailer of the reason(s) and takes one of the following actions:
  - (a) Allow the mailer to use the system if the mailer takes appropriate corrective action that can lead to final authorization of the system.
  - (b) Suspend the temporary agreement until the mailer takes appropriate and effective corrective action to resolve the problems identified during the review.
  - (c) Deny final approval and cancel the temporary agreement if the mailer cannot or will not take corrective action.
3. After the district manager of Customer Sales and Service gives final authorization, the district BME office provides a copy of the signed agreement to the Business Mailer Support analyst.

## 3-12 Renewal

---

Business Mail Entry has the following responsibilities:

1. Conduct a renewal review (see Appendix C) prior to the expiration of the agreement.
2. If the mailer's system is functioning effectively, renew the agreement for 2 years via a letter of renewal (see Appendix H).
3. If the review indicates critical problems, do not renew the agreement until the mailer has corrected the problems.

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# 4 PS Form 1357-S

## 4-1 Overview

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PS Form 1357-S, *(Customer) Request for Computer Access*, authorizes access to the Postal Service mainframe for EMMS mailers who transmit files via point-to-point protocol (PPP) or file transfer protocol (FTP) Internet protocol. This form is available on the Postal Service Internet Web site at <http://www.usps.com> (click on "Find a Form").

In order to communicate with the PTS, the mailer must complete a PS Form 1357-S for each transmission site, and the Postal Service sales representative must submit the completed form to Product Information Requirements.

## 4-2 Completing PS Form 1357-S

---

To complete PS Form 1357-S, the mailer must fill in blocks 1, 2, 5, 8, and 9. The mailer must read the Privacy Act Statement on the second page of the form, and sign block 11.

**Note:** The mailer must sign PS Form 1357-S before the Postal Service sales representative faxes it to Product Information Requirements, Product Development, Postal Service Headquarters at 703-292-3938. (In addition to PS Form 1357-S, the mailer must also complete PS Form 5550 before the Postal Service sales representative faxes a copy to Product Information Requirements, Product Development, Postal Service Headquarters.)

Once Product Information Requirements, Product Development, Postal Service Headquarters processes PS Form 1357-S, it will provide the mailer with instructions on transmitting a test manifest and submitting test barcoded labels.

The Postal Service sales representative must mail the original PS Form 1357-S to the following address:

PRODUCT INFORMATION REQUIREMENTS  
PRODUCT DEVELOPMENT  
UNITED STATES POSTAL SERVICE  
1735 N LYNN ST RM 2036  
ARLINGTON VA 22209-6029

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# 5 PS Form 3152-E Instructions

## 5-1 Overview

---

The acceptance personnel must scan or manually enter into the scanner the electronic file number from PS Form 3152-E. The following two sections provide instructions for scanning and manually entering this number.

## 5-2 Scanning Instructions

---

### 5-2.1 Overview

There are two ways to make menu selections on the scanner, which is shown in Exhibit 5-2:

- a. Press the corresponding number of the menu selection on the keyboard.
- b. Use the up and down arrows to move the cursor until your selection is highlighted, and then press ENTER. (If the menu choice is already highlighted, just press ENTER.)

Exhibit 5-2  
**Scanner**

Scanner  
Laser



### 5-2.2 Scanning Procedures

The following required steps describe how to scan and capture the electronic file number and acceptance event, date, and time from PS Form 3152-E.

1. Verify the date and time on the scanner and press ENTER.



#### Verify Date and Time

- If date and time are correct, press ENTER
- If date and time are incorrect, notify supervisor

PLEASE VERIFY

CURRENT DATE IS:  
11/09/99

CURRENT TIME IS:  
13:05

**Note:** The supervisor is authorized to change the date and time on the scanner.

2. Enter user type: select "1: IN-OFFICE USER."

#### Setup



- Enter user type

SETUP

1: IN-OFFICE USER

2: ON-STREET USER  
(MOTORIZED ROUTE)

3: ON-STREET USER  
(WALKING ROUTE)

3. Enter "9999" for employee ID and your facility's 5-digit ZIP Code (the assignment ZIP Code), and press ENTER.



#### User Data

- Enter employee ID
- Enter assignment ZIP Code

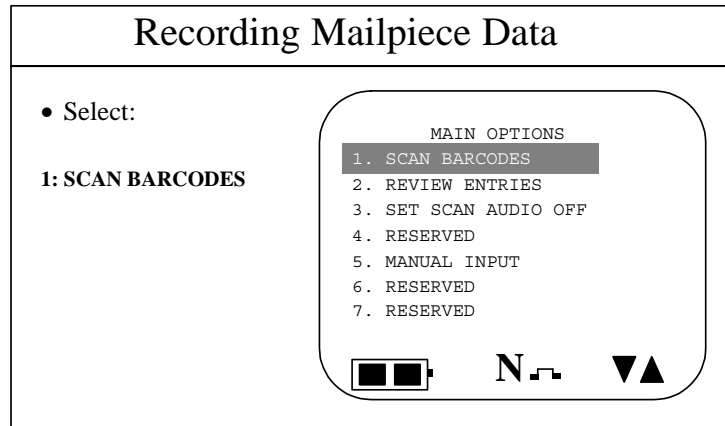
USER DATA

EMPLOYEE ID: \_ \_ \_ \_ \_

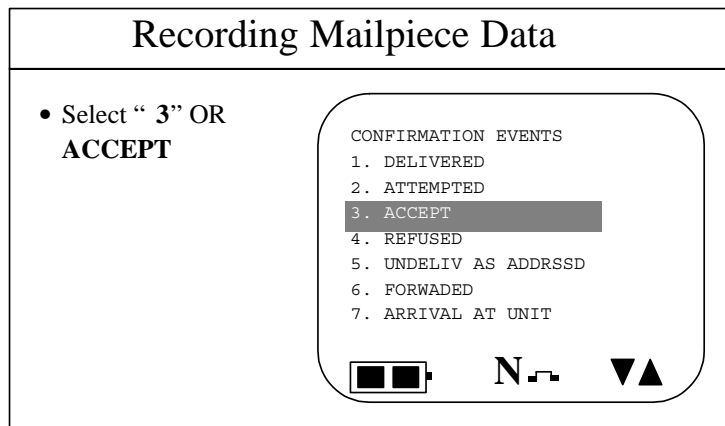
ASSIGNMENT  
ZIP CODE: \_ \_ \_ \_ \_

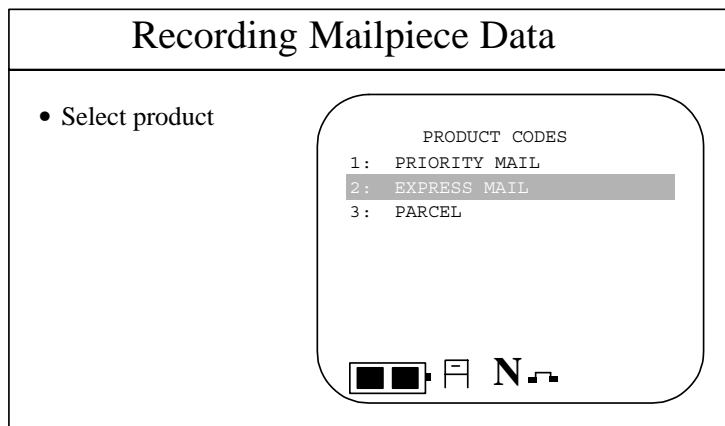
- Select "1: SCAN BARCODES" and press ENTER.



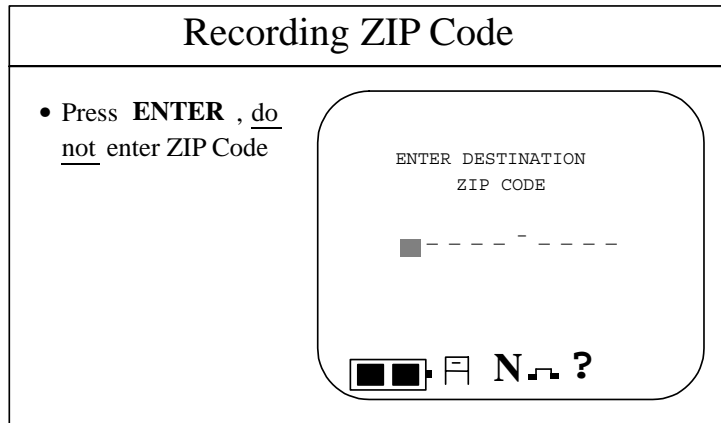
- Either press the ON SCAN button to scan the barcode or manually input the electronic file number from PS Form 3152-E, and press ENTER.
- At the Confirmation Events screen, select "3: ACCEPT" and press ENTER.



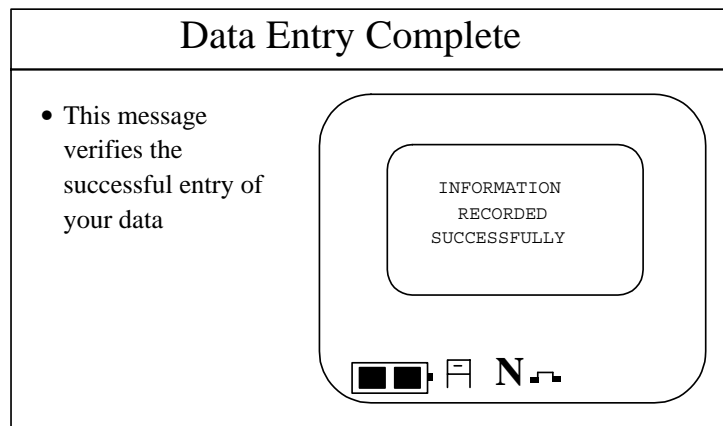
- At the Product Code screen, select "2: EXPRESS MAIL" and press ENTER.



8. At the Destination ZIP Code screen, press ENTER. *Do not enter a ZIP Code.*



9. You will receive a message verifying that your information was successfully downloaded. You will see the message "PLEASE WAIT" and hear two beeps, followed by the message "INFORMATION RECORDED SUCCESSFULLY."



The scanner then returns to the SCAN/ENTER LABEL ID screen. When finished, remember to return to the Main Options menu by using the ESC key.

## 5-3 Manual Input Instructions

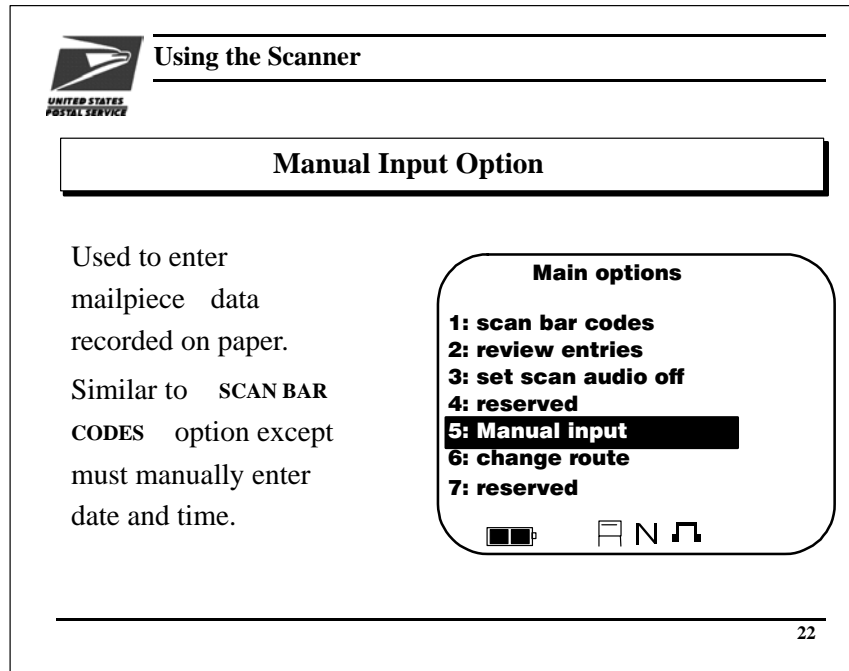
---

If acceptance personnel do not have access to a scanner when verifying EMMS mailings, they must record the date and time of the EMMS mailing on PS Form 3152-E and then, at a later time, manually enter that information into the scanner.

The following required steps describe how to capture the electronic file number from PS Form 3152-E.

1. Perform User Setup according to local policy.

2. Select "5: Manual Input" from the Main Options menu.



3. Either scan the barcode or manually input the electronic file number from the PS Form 3152-E, and press ENTER.
4. At the Confirmation Events screen, select event "3: ACCEPT" and press ENTER.
5. At the Product Code screen, select "2: EXPRESS MAIL" and press ENTER.
6. At the Destination ZIP Code screen, select ENTER. *Do not enter a ZIP Code.*

7. Enter the acceptance date and time recorded on PS Form 3152-E and press ENTER.

The screenshot shows the scanner's interface. At the top left is the United States Postal Service logo. To its right, the text 'Using the Scanner' is displayed. Below this, a title bar reads 'Manual Input' followed by a small icon and the text 'Date and Time'. The main area contains two instructions: 'The date displayed is the current date.' and 'Time must be entered in military time.' To the right of these instructions is a rounded rectangular display area. Inside this area, the text reads: 'enter date and time of event', 'date: 02/05/1998', and 'TIME: [ ]:[ ]:'. At the bottom of this display area are icons for a battery level indicator, a printer, and a power button. In the bottom right corner of the entire screen, the number '23' is visible.

**Note:** The scanner always displays the current date. If necessary, ask the supervisor to change the date (the scanner will accept a past date up to 21 days prior to the current date) and enter the time using the military format — for example, 2:00 PM is 14:00 in military time. The scanner will not accept future time.

You will see the message “PLEASE WAIT” and hear two beeps, followed by the message “INFORMATION RECORDED SUCCESSFULLY.” The scanner then returns to the SCAN/ENTER LABEL ID screen. When finished, remember to return to the Main Options menu by using the ESC key.



# 6 Product Tracking System D003 Screen Input Instructions

The D003 screen is the Delivery Confirmation Customer Finance Cross Reference Maintenance screen. The data fields of the D003 screen determine which reporting unit receives the volume and revenue credit for each EMMS mailing.

The NCSC notifies the ESS when to perform the one-time entry of this information. The ESS must enter this data before a mailer can transmit an electronic Express Mail Manifest file — without this data, the PTS will reject the mailer's manifest. The ESS enters this data as follows:

1. From the TPX menu, select "Session Description WB CICS TNT Prod Rgns (Generic)" or type "CICSDC" at the command prompt and press ENTER. At the next screen, type "D003" and press ENTER. This will access the Delivery Confirmation Customer Finance Cross Reference Maintenance Screen.
2. Enter the information into all fields of this D003 screen. Use the finance numbers and reporting unit ID for the facility that will be accepting the mail and receiving revenue credit. As a reference, look at the EMR3 screen to see these same fields with data from retail Integrated Retail Terminal/Retail Consolidation Unit (IRT/RCU) transmissions from various sites.
3. Use the mailer's DUNS® number for the Customer Number field. Get the mailer's DUNS® number from PS Form 5550 or from the NCSC.
4. If a mailer is mailing from more than one site, complete a screen for each mailer site that is certified. A mailer's DUNS® number is valid for only one mailer location, so a mailer mailing from multiple locations will have a DUNS® number for each location."

Exhibit 6a shows a D003 screen without data filled in, and Exhibit 6b shows a D003 screen with sample data filled in.

Exhibit 6a  
**PTS D003 Screen**

D003 DELIVERY CONFIRMATION CUSTOMER FINANCE CROSS REFERENCE MAINTENANCE  
11/09/99 17:12

CUSTOMER NUMBER: Customer DUNS® number

DISTRICT FINANCE NUMBER: Finance number (6 digits) for the District accepting the mail  
DISTRICT CODE: 3-digit District Code

REPORTING UNIT FINANCE NUMBER: Finance number (6 digits) for the RU accepting the mail  
REPORTING UNIT ID: 4-digit Reporting Unit ID  
REPORTING UNIT CODE: 3-digit Reporting Unit Code

READY TO RETRIEVE/ADD DATA

PF3	PF5	PF9	PF10	PF11	PF12
PREV SCRN	REFRESH	ADD	UPDATE	DELETE	EXIT

Exhibit 6b  
**PTS D003 Screen With Sample Data**

D003 DELIVERY CONFIRMATION CUSTOMER FINANCE CROSS REFERENCE MAINTENANCE  
11/09/99 17:14

CUSTOMER NUMBER: 956041750

DISTRICT FINANCE NUMBER: 054530  
DISTRICT CODE: 900

REPORTING UNIT FINANCE NUMBER: 054530  
REPORTING UNIT ID: 0040  
REPORTING UNIT CODE: 900

CUSTOMER FINANCE DATA IS DISPLAYED

PF3	PF5	PF9	PF10	PF11	PF12
PREV SCRN	REFRESH	ADD	UPDATE	DELETE	EXIT

## Appendix A

# Resource Information

Web Site Addresses	Information Contained On Site
<a href="http://www.aimi.org">www.aimi.org</a>	AIM, Inc. — standards for EMMS barcode symbologies.
<a href="http://www.ansi.org">www.ansi.org</a>	American National Standards Institute (ANSI) — barcode print quality guidelines.
<a href="http://www.dnb.com">www.dnb.com</a>	Dun & Bradstreet web site.
<a href="http://www.ribbs.usps.gov">www.ribbs.usps.gov</a>	Current mailer news, weather alerts affecting delivery, and more.
<a href="http://pe.usps.gov">http://pe.usps.gov</a>	Postal Explorer — <i>Domestic Mail Manual</i> , <i>International Mail Manual</i> , rate calculator, business forms.
<a href="http://www.usps.com/cttgate">www.usps.com/cttgate</a>	Delivery information lookup.
<a href="http://www.usps.com">www.usps.com</a> (click “Mail/Ship”)	Business Mail Entry locator, business and rate information, publications, supplies.
<a href="http://blue.usps.gov/cpim">http://blue.usps.gov/cpim</a>	Publication 97, Publication 97-A, Publication 401, and other Postal Service documents and forms.

Resource Name	Phone Number	Type of Support
Dun & Bradstreet	800-333-0505	Access to DUNS® numbers.
Electronic Data Interchange (EDI) Service Center	800-847-1657	EDI communication issues/questions.
Product Information Requirements, Product Development	877-264-9693	Technical support related to electronic file, transmission protocols, and retrieval of Manifest Data Edit Error/Warning Listing.
National Customer Support Center (NCSC) — Delivery Confirmation	800-279-2651 (ph); 901-681-4440 (fax)	Electronic file certification process, generation of barcoded labels, obtaining copies of Publication 97 and Publication 97-A.
Raleigh Communication Support	877-245-1659	Electronic transmission.
Postal Service Customer Service	800-275-8777	Rate and other postal information, and district manager of Business Mail Entry.
Postal Service Customer Service — Express and Priority Mail Supply Center	800-222-1811	Delivery status, requesting pickup service, ordering Express Mail supplies.

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## BME Checklist for Temporary Authorization

The district manager of Business Mail Entry (BME) or his/her representative uses the following BME checklist to ensure that the mailer and the administering Post Office meet the technical, operational, and mailing requirements for presentation of EMMS mailings.

### Technical Requirements

1. \_\_\_\_ The NCSC has provided notification (a copy of the notification letter sent to the mailer) that the mailer has met the technical file and barcode requirements.

### Mailing Requirements

2. \_\_\_\_ The mailer's manifest meets Postal Service requirements.
3. \_\_\_\_ The mailer has implemented quality assurance (QA) procedures.

### Operational Requirements

4. \_\_\_\_ The mailer has established an EMCA.  
**Note:** The mailer does not need a separate account exclusively for EMMS.  
Provide the EMCA number:  
\_\_\_\_\_,  
and the city and state where the EMCA is held:  
\_\_\_\_\_.
5. \_\_\_\_ The administering Post Office has established procedures to capture the acceptance event.  
**Note:** If the administering Post Office has not established such procedures, funds will not be electronically deducted from the mailer's EMCA, and we will be unable to honor our service commitments because the PTS will be unable to determine if we have met delivery standards.
6. \_\_\_\_ The ESS has entered the mailer's initial customer number and Post Office finance information into the PTS D003 screen. If the ESS has *not* entered this information, the PTS will not be able to electronically deduct funds from the mailer's EMCA.
7. \_\_\_\_ The district manager of BME has established procedures for the acceptance of these mailings and has established procedures for training acceptance personnel.

8. \_\_\_\_ The administering Post Office has scheduled transportation to meet CETs.
9. \_\_\_\_ The district manager of Customer Sales and Service has issued a temporary EMMS service agreement, and all participants have signed it.

**Postal Service acceptance personnel must *not* accept EMMS mailings until all the tasks noted above are completed and checked off.**

## BME Checklist for Final Authorization

The district manager of Business Mail Entry (BME) or his/her representative will use the following BME checklist to ensure that the mailer and the administering Post Office meet the technical, operational, and mailing requirements for presentation of EMMS mailings.

### Technical Requirements

1. \_\_\_\_ The mailer has properly transmitted all manifest files, or has properly corrected all improperly transmitted manifest files.  
If the mailer has *not* properly transmitted all manifest files, how many transmissions were faulty and for what reason(s)?  
\_\_\_\_\_

### Mailing Requirements

2. \_\_\_\_ The mailer's manifest continues to meet Postal Service requirements.
3. \_\_\_\_ The mailer is conducting and maintaining quality assurance (QA) procedures.

### Operational Requirements

4. \_\_\_\_ The mailer's EMCA account is current.
5. \_\_\_\_ The ESS has properly deducted postage from the EMCA for all mailings received.
7. \_\_\_\_ Acceptance personnel are following all the procedures for the proper acceptance of these mailings.
8. \_\_\_\_ There have been no problems with transportation and the mailer meeting CETs, or any such problems have been corrected.  
If there have been any problems with transportation or meeting CETs, list the number of times and briefly explain the reason(s)?  
\_\_\_\_\_

**The district manager of Customer Sales and Service must *not* give final approval for EMMS mailings until all the tasks noted above are completed and checked off.**

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## Express Mail Manifest System Agreement

EXPRESS MAIL® MANIFEST SYSTEM AGREEMENT

between the

UNITED STATES POSTAL SERVICE ®

and

---

(MAILER)

---

(MAILER'S ADDRESS)

---

(CITY, STATE, ZIP+4)

1. This Express Mail Manifest System (EMMS) agreement (including any attachments) contains the terms and conditions for use of EMMS as provided in Publication 97, *Express Mail Manifesting Technical Guide*; Publication 401, *Guide to Manifest Mailing System*; the *Domestic Mail Manual* (DMM); and the *International Mail Manual* (IMM).
2. The mailer will prepare all mailings under the postal regulations in the DMM as modified and IMM as modified in addition to the requirements for using EMMS and this agreement.
3. The mailer will perform the quality assurance (QA) procedures described in Attachment A of this agreement to ensure the accuracy of postage computations. The Postal Service™ reserves the right to require the mailer to implement other reasonable and appropriate measures if the procedures described in Attachment A do not appear adequate to ensure proper payment of postage.
4. The mailer agrees to:
  - (a) Maintain sufficient funds on deposit to cover the postage charges for any mailings made. If a mailing is made without sufficient funds, the mailer agrees to pay any amount due within 24 hours of notification.
  - (b) Transmit an electronic file containing information about each package in a mailing to the Postal Service host computer at or prior to the time of mailing.

- (c) Promptly pay any and all moneys due the Postal Service for postage charges and special service fees, if applicable.
  - (d) Retrieve the Manifest Data Edit Error/Warning Listing made available by the Postal Service host computer for each mailing and correct any errors or warnings as soon as possible, not to exceed 5 business days.
- 5. Postage will be deducted from the mailer's Express Mail corporate account number \_\_\_\_\_.
- 6. Mail presented under this agreement will be verified by postal representatives at \_\_\_\_\_ (location of mailer's plant or postal facility).
- 7. The mailer will print barcoded labels on all mailpieces using the numbers assigned by the National Customer Support Center. Numbers cannot be duplicated in a mailing and will appear sequentially on the manifest.
- 8. The mailer will allow Postal Service employees to have reasonable access to mail preparation areas to observe mail production and verify mailing records.
- 9. The mailer will provide any assistance the Postal Service may require to conduct periodic monitoring and review of EMMS. Such review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, for QA and corrective actions, and production of accurate documentation.
- 10. When presenting mail to the Postal Service for verification, the mailer will provide the following:
  - (a) The manifest.
  - (b) PS Form 3152-E, *Express Mail Manifesting Certification*, that includes information specific to the mailing being tendered.
  - (c) For the first ten mailings, the Manifest Data Edit Error/Warning Listing, which will be submitted to the Postal Service within 24 hours or by the next business day in order to verify transmission and receipt of the electronic manifest by the San Mateo Product Tracking System.
- 11. The mailer will retain the following documents for 90 days and make them available for inspection by the Postal Service within 48 hours:
  - (a) Manifest listings.
  - (b) QA records.
  - (c) Manifest Data Edit Error/Warning Listings for each mailing.
- 12. The mailer will provide written notice — at least 7 days in advance — to the Postal Service of any modification or adjustment to the computerized system used for the preparation of mailings under this agreement that might affect any of the following:
  - (a) The calculation of postage.
  - (b) Generation of required mailing documentation.
  - (c) Relocation of the mailer or change in ownership.

13. The Postal Service will verify the accuracy of the postage calculations reflected on the computer-generated manifest. If the Postal Service determines that postage is understated by more than 1.5 percent, additional postage will be charged on the entire mailing. No adjustments will be made for overstatement of postage.
14. This agreement is limited to mailings of Post Office to addressee domestic or On Demand international Express Mail, including Express Mail with special services.
15. Manifest mailing system privileges may be suspended at any time by the Postal Service, pending review and written notice to the mailer, when there is an indication that postal revenue is not fully protected.
16. The mailer may cancel this agreement at any time by giving written notice to the administering Post Office and the district manager of Customer Sales and Service.
17. The district manager of Customer Sales and Service may cancel this agreement — upon 15 days' written notice — if the manager determines:
  - (a) The mailer fails to provide manifests with correct data.
  - (b) The required QA procedures described in Attachment A to this agreement are not being properly performed.
  - (c) The EMMS does not comply with the requirements in the DMM, IMM, Publication 97, or this agreement, and problems are not promptly resolved.
  - (d) Mailings are presented that are not properly prepared or paid for.
  - (e) No Express Mail manifest mailings are presented for more than 6 months, unless approved by the district manager of Customer Sales and Service.
  - (f) The mailer has relocated or has changed ownership without notification.
18. This agreement gives temporary authorization to mail using an Express Mail Manifest System. When final approval is given by the district manager of Customer Sales and Service, it will remain in effect until \_\_\_\_\_ (Month/Year).

THIS EXPRESS MAIL MANIFEST SYSTEM AGREEMENT CONSISTS OF 18 ARTICLES AND CANNOT BE AMENDED OR CHANGED WITHOUT THE APPROVAL OF THE DISTRICT MANAGER OF CUSTOMER SALES AND SERVICE.

**Express Mail Manifest Mailing System**

**Service Agreement**

**Temporary Authorization**

**Mailer**

Name \_\_\_\_\_

City, State, ZIP+4 \_\_\_\_\_

Phone \_\_\_\_\_

Signature and Date \_\_\_\_\_

**Postmaster**

Name \_\_\_\_\_

City, State, ZIP+4 \_\_\_\_\_

Phone \_\_\_\_\_

Signature and Date \_\_\_\_\_

**District Manager of Marketing**

Name \_\_\_\_\_

City, State, ZIP+4 \_\_\_\_\_

Phone \_\_\_\_\_

Signature and Date \_\_\_\_\_

Signature by the above parties constitutes authorization for the mailer to enter mailings under the EMMS on a temporary basis pending final approval of the district manager of Customer Sales and Service.

**Final Approval Authorization**

**District Manager of Customer Sales and Service**

Effective Date \_\_\_\_\_

Name \_\_\_\_\_

City, State, ZIP+4 \_\_\_\_\_

Phone \_\_\_\_\_

Signature and Date \_\_\_\_\_

Signature by the district manager of Customer Sales and Service constitutes authorization for the mailer to enter mailings under the above service agreement.

**Attachment A****Mailer Quality Assurance Procedures**

For the first 10 mailings, the mailer must perform postage accuracy verifications for each mailing by reconciling the actual postage for a representative number of pieces against the manifest postage claimed for those pieces. The mailer will document this verification on PS Form 8159 (available from Business Mail Entry).

The sample size is based on the number of pieces in the mailing as follows:

<b>Pieces in Mailing</b>		
<b>From</b>	<b>To</b>	<b>Sample Size</b>
1	299	10% of mailing (not to exceed 30 pieces)
300	1,999	30 pieces
2,000	3,999	40 pieces
4,000	5,999	50 pieces
6,000	7,999	60 pieces
8,000	9,999	70 pieces
10,000	99,999	100 pieces

The mailer will perform postage accuracy verifications on all mailings for the first 10 mailings. After that, when five consecutive mailings remain within the +/-1.5 percent accuracy level, the mailer may reduce the frequency to the following schedule:

<b>Number of Mailings Per Week</b>	<b>Number of Verifications Per Week</b>
1	verify each mailing
2-9	1
10 or more	1 per 5 mailings

If any manifest mailing exceeds the +/-1.5 percent accuracy level, the mailer must sample the next five mailings. Each mailing must be within the +/-1.5 percent accuracy level before the mailer can resume the reduced frequency sampling schedule.

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## Appendix E

# PS Form 3152-E

This appendix contains a sample of PS Form 3152-E, *Express Mail Manifesting Certification*, which the Postal Service prepares for a certified mailer.





## Appendix F

# **Required Reports CED075P3 and CED580P3**

This appendix contains samples of required reports CED075P3 and CED580P3.

UNIT: 530  
 VAX ID: CBDSMN  
 FINANCE UNIT BUSINESS DATE TIME  
 NO ID DATE TIME  
 ZIP

ELECTRONIC MARKETING REPORTING SYSTEM  
 DAILY "IRT" REPORT

DATE: 03/25/03  
 TIME: 20:32:10  
 PAGE: 1

VAX CONSOLIDATED DATE: 03/25/03  
 VAX CONSOLIDATED TIME: 19:37

UNIT	FINANCE UNIT	BUSINESS	DATE	TIME	TOTAL	EMCA	GOVT	PREPD	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
ZIP	NO	ID	DATE	TIME	LABELS	LABELS	LABELS	LABELS	LABELS	VALID	ERROR	XMITTED	LABELS
53203	565480	0399	03/25	19:37	6	0	0	0	0	6	0	0	6
TOTAL:					6	0	0	0	0	6	0	0	6

TOTAL FINNO/UNITID = 1

# Mandatory

END OF REPORT

RUN DATE: 03/26/03  
PAGE: 3

ELECTRONIC MARKETING REPORTING SYSTEM  
RECAP OF EMCA MAILINGS POSTED AS OF 03/26/03  
TRUST UNIT: 530 LARELAND

TRUST ZIP	EMCA #	CHARGE- BACK LEG	LABEL #	ORIG ZIP	DEST ZIP	ACCEPT DATE	ACCEPT TIME	WEIGHT LBS	OZ	PICK UP CHARGE	BASIC CHARGE	RTN RCPT /COD/INS	DELIVERY CHARGE	ADJ FLAT
SUB-TOTAL: LABEL VOLUME COUNT = 8														
EMCA 531747 TOTAL:														
53203	531751		EV034609688US	53203	22202	03/25/03	1747	5	12	117.60	117.60			
SUB-TOTAL: LABEL VOLUME COUNT = 5														
EMCA 531751 TOTAL:														
53203	531758	000001	5541	53212	03/21/03	1500				12.50				
SUB-TOTAL: LABEL VOLUME COUNT = 0														
EMCA 531758 TOTAL:														
53203	531766		5541	53202	03/21/03	1610				12.50				
SUB-TOTAL: LABEL VOLUME COUNT = 0														
EMCA 531766 TOTAL:														
53203	531769		EAI84303655US	53203	46065	03/24/03	2307	7	00	33.45				
SUB-TOTAL: LABEL VOLUME COUNT = 12														
EMCA 531766 TOTAL:														
53203	531786		EV224822681US	53203	54903	03/25/03	1638		03	13.65				
SUB-TOTAL: LABEL VOLUME COUNT = 6														
EMCA 531769 TOTAL:														
53203	531786		EV224822695US	53203	58368	03/25/03	1637		03	13.65				
SUB-TOTAL: LABEL VOLUME COUNT = 1														
EMCA 531786 TOTAL:														
53203	531791	000480	EV112597345US	48037	53187	03/25/03	1002	11	10	41.85				
SUB-TOTAL: LABEL VOLUME COUNT = 6														
EMCA 531769 TOTAL:														
53203	531786		EV283621854US	53007	CA	03/25/03	1653	20	07	53.68	6.00			
SUB-TOTAL: LABEL VOLUME COUNT = 1														
EMCA 531786 TOTAL:														
53203	531791	000480	-EV112597345US	48037	53187	03/25/03	1002	11	10	41.85				
SUB-TOTAL: LABEL VOLUME COUNT = 6														
EMCA 531769 TOTAL:														

**If available (for EMCA's held at ESO of mailing)**

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## Appendix G

# Quick Reference Guide for EMMS Revenue Protection

The acceptance unit must send a copy of the following documents to the Expedited Service Office (ESO):

- a. PS Form 3152-E.
- b. The manifest.
- c. PS Form 8159 (if applicable).

The ESS reviews the following reports:

- a. CED075P2, "Exception Transaction Listing," which lists rejected pieces that the ESS must manually enter into the EMCA.
- b. CED075P3, "Daily 'IRT' Report," which verifies the total number of pieces.
- c. CED580P3, "Recap of EMCA Mailings Posted (date)," which itemizes pieces and totals the volume and revenue for EMMS mailings of local EMCA accounts.

The ESS must staple together the following documentation and return them to the acceptance unit:

- a. Copy of PS Form 3152-E.
- b. Copy of CED075P3.
- c. Copy of CED580P3 (if applicable).

**Note:** The ESO and the acceptance unit must keep all originals on file for 1 year.

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## Appendix H

# **District EMMS Renewal Letter**

This appendix contains the EMMS renewal letter that the district completes and sends to the mailer.



[Name and address of mailer]

Dear [name of mailer]:

The Postal Service™ reviewed your Express Mail® Manifest System (EMMS) on [date]. The results of the review were favorable.

This letter extends your EMMS agreement for an additional 2 years until [date]. Please attach this letter to your EMMS agreement.

If you have any questions, please contact [name of district contact] at [phone number].

Sincerely,

District Manager  
Customer Service and Sales

cc: Manager, Business Mailer Support  
Postmaster, [Administering Post Office]  
Manager, Business Mail Entry, [District Name]