



Bulk Proof of Delivery Program

Publication 80

September 2004

- A. Explanation.** This publication will assist mailers participating in the Express Mail Manifesting program or those using special services to obtain proof of delivery records in bulk rather than by individual requests.

Providing customers with added value, such as easily accessible information for our products and services, is an important part of the Transformation efforts of the U.S. Postal Service®. We're working to continue to provide affordable, universal service — when and where you need it.

- B. Availability:** This publication is available online on the Postal Service™ Internet:

- Go to *www.usps.com*.
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Publications*.

It is also available on the Postal Service PolicyNet Web site:

- Go to *http://blue.usps.gov*.
- Under "Essential Links" in the left-hand column, click on *References*.
- Under "References" in the right-hand column, click on *PolicyNet*.
- Click on *Publications*.

(The direct URL for the Postal Service PolicyNet Web site is *http://blue.usps.gov/cpim*.)

- C. Comments on Content.** Send comments and suggestions about the content of this publication to the following address:

PRODUCT INFORMATION REQUIREMENTS
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 425 PROMENADE
WASHINGTON DC 20260-0425

- D. Effective Date.** This publication is effective September 9, 2004.

A handwritten signature in black ink, appearing to read "Nicholas Barranca".

Nicholas Barranca
Vice President
Product Development

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1 Introduction

The United States Postal Service® allows mailers who purchase Signature Confirmation™ service or Express Mail® service to request individual proof of delivery records in letter format by fax, e-mail, or mail. Customers can make these requests through the Track & Confirm site on www.usps.com or by calling 800-222-1811. Additionally, customers who purchase other special services, such as Certified Mail™ service, can obtain individual proof of delivery records with recipient signatures by purchasing Return Receipt service (either at the time of mailing or after mailing).

To better serve customers who send many items through the mail and want proof of delivery for all (or most) of those items, the Postal Service™ offers a bulk proof of delivery service. Bulk proof of delivery service meets three key customer needs:

- a. It frees the customer from having to request individual proof of delivery records or from placing PS Form 3811, *Domestic Return Receipt*, on each mailpiece.
- b. It allows mailers to retain signature records for longer than the Postal Service's retention period.
- c. It provides mailers with a more efficient way to handle signature records.

Bulk proof of delivery service is available to mailers who participate in the Express Mail Manifesting program and in the Signature Confirmation electronic option program and to mailers who print their own labels using retail option Signature Confirmation service. This service is also available to mailers who privately print their own labels and purchase Return Receipt service at the time of mailing. Mailers requesting participation in the bulk proof of delivery program meet the "at the time of mailing" criteria because they agree to pay for all records. Mailers can make payment at the time of mailing (with the payment included in the postage affixed to the mailing) or with a credit card at the time the Postal Service compiles and provides the records.

Bulk proof of delivery service is available for Certified Mail, Collect on Delivery (COD) Mail, Insured Mail (more than \$50), and Registered Mail™ service. At this time, records are available for items delivered only in the United States, including Alaska, Hawaii, the U.S. Virgin Islands, and Puerto Rico.

Participants in the bulk proof of delivery program must have a Data Universal Numbering System (DUNS®) number, which is a unique nine-digit number used to identify a business. See section 2-2 for more information.

A mailer may choose to have a third-party designee (consolidator, software vendor, etc.) receive its records. See section 2-6 for more information.

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2 Participation

2-1 Eligible Mailers

The bulk proof of delivery program is available to the following mailers:

- a. Mailers who participate in the Express Mail Manifesting program.
- b. Mailers who use the Signature Confirmation service electronic option program.
- c. Mailers who use Return Receipt service with Certified Mail, Registered Mail, Insured Mail, Collect on Delivery (COD) Mail, or Signature Confirmation service with labels that include the mailer's DUNS number (i.e., labels that mailers have printed themselves or that mailers have had printed on their behalf by the Postal Service™ or a third-party designee).
- d. Mailers who use Return Receipt service with Certified Mail, Registered Mail, Insured Mail, Collect on Delivery (COD) Mail, or Signature Confirmation service with labels that include the DUNS number of a third-party designee (consolidator or vendor). In these instances, the third-party designee must submit an electronic file with the Client DUNS number placed in the Client DUNS number field in Record Position 122–130 in Detail Record 1.

Additional information on electronic file transmission and the Client DUNS number field is included in Publication 91, *Confirmation Services Technical Guide*.

Note: If the Client DUNS number is in the Package Identification Code (PIC), then the Client DUNS Number field in Detail Record 1 must be blank. Inserting any other number in this field will override the mailer request for where to send files.

Mailers who use labels procured from a Postal Service retail location (i.e., labels that do not contain the mailer's or third-party designee's DUNS number) cannot participate in the bulk proof of delivery program.

Some tasks that an applicant must complete are noted in Exhibit 2-1 and discussed later in this chapter.

Exhibit 2-1

Participation Checklist

- | |
|---|
| <ol style="list-style-type: none">1. Obtain a DUNS number.2. Receive certification (or use a certified third-party designee) for printing labels or sending/receiving files.3. Designate whether the mailer or third-party designee will receive the records.4. Complete PS Form 5053, <i>Bulk Proof of Delivery Application</i>.5. Complete PS Form 5054, <i>Bulk Proof of Delivery Payment Authorization</i> (if applicable). |
|---|

2-2 DUNS Number

The Postal Service's ability to provide bulk proof of delivery records relies on the use of the mailer's Data Universal Numbering System (DUNS®) number, which is a unique nine-digit number used to identify a business. Participants in the bulk proof of delivery program must have a DUNS number. (Mailers may obtain a DUNS number by visiting www.dnb.com or by calling Dun & Bradstreet at 800-333-0505. There is no charge to obtain a DUNS number.) A participant must include its DUNS number in the label and/or electronic file in order for the Postal Service to compile records for this service. A mailer or its third-party designee must complete the appropriate certification process to begin using a DUNS number with its mailings (see section 2-3).

The Postal Service extracts information based on the DUNS number in the Package Identification Code (PIC) or the Client DUNS Number field and sends the information to the mailer or the third-party designee via CD-ROM or Signature Extract File. The mailer is responsible for working with the third-party designee to ensure that the third-party designee provides the proper information to the Postal Service in the electronic file.

A single mailer may use multiple DUNS numbers; however, mailers with multiple DUNS numbers must register each DUNS number during certification.

A mailer can choose whether to receive either CD-ROMs or Signature Extract Files for each registered DUNS number, or to consolidate the various records under one DUNS number. If the mailer chooses to receive separate files for each DUNS number, the mailer must complete a separate PS Form 5053, *Bulk Proof of Delivery Application*, for each DUNS number.

2-3 Certification

To participate in the bulk proof of delivery program, a mailer (or the mailer's third-party designee) must receive the appropriate certification to print labels or send and/or receive files. Certification information for Confirmation Services is available in Publication 91, *Confirmation Services Technical Guide*. Information regarding label certification for all other special services is covered in Publication 109, *Special Services Technical Guide*. Certification for Express Mail Manifesting is included in Publication 97, *Guide to Express Mail Manifesting*. Many consolidators/vendors have already received

certification to print labels and/or to send electronic files. If applicable, a mailer should check with its third-party designee to see if additional certification is required.

2-4 PS Form 5053

After completing the general certification process, a mailer must submit PS Form 5053, *Bulk Proof of Delivery Application*, to request participation in the bulk proof of delivery program (see Exhibit 2-4). PS Form 5053 includes instructions for submitting the form.

In all cases, the *mailer* must complete PS Form 5053. When the mailer chooses to have a third-party designee receive its files, the mailer must indicate on PS Form 5053 the third-party designee and record the third-party designee's DUNS number. PS Form 5053 serves as mailer authorization for the Postal Service to release proof of delivery records to a third-party designee.

Listed below are some (but not all) of the choices that a mailer must make when completing PS Form 5053:

- a. Choose between a Signature Extract File or a CD-ROM.
- b. Choose whether it or a third-party designee will receive files.
- c. Choose who will send the electronic file (if applicable — required for mailers choosing the Pay at Mailing option).
- d. Choose payment method (postage meter, PC Postage/Pay at Mailing, or credit card/Pay as Compiled).
- e. Choose whether an electronic file will always or will never be sent (if applicable — required for mailers choosing the Pay as Compiled option).

Exhibit 2-4 (p. 1)
PS Form 5053, Bulk Proof of Delivery Application



Bulk Proof of Delivery Application

A. Program Information

Bulk Proof of Delivery provides mailers the opportunity to receive proof of delivery (delivery record) information in bulk. Participation is limited to mailers who use a DUNS® number in their labels or in an electronic file. Mailers must complete a certification process and/or authorization process to participate. See Pub. 80, *Bulk Proof of Delivery Program*, for general program details. See Pub. 91, *Confirmation Services Technical Guide*, for certification details. The company/maile owner (not a third-party designee) must complete this form. See Page 2 for instructions on completion. Please print or type when completing this form.

B. Mailer Information

1. Company Name			7. Today's Date
2. Dun & Bradstreet DUNS Number			8. Point of Contact
3. Street Address (Number, street, suite, apt., etc.)			9. E-mail Address of Company Point of Contact
			10. Telephone Number and Extension
4. City	5. State	6. ZIP+4®	11. Fax Number

C. Delivery Preferences and Methods

12. Delivery Preference	13. Electronic File Submission
<input type="checkbox"/> Send Records to Third-Party Designee <input type="checkbox"/> Send Records to Mailer	<input type="checkbox"/> Yes, by Mailer <input type="checkbox"/> Yes, by Third-Party Designee <input type="checkbox"/> No

14. Are you currently certified to print your own labels or to send and/or receive files electronically with the Postal Service™?

a. Yes, I am certified to print my own labels and/or send my own electronic files (if applicable).

b. No, a third-party designee prints my labels and/or sends my electronic files (if applicable).

If you selected option 14b, or if you selected the third-party designee option in item 12, provide the information on your third-party designee below.

*This number must be different than your DUNS number, which must be listed in item 2. above.

_____ (Third-Party Designee Name)	_____ (Third-Party Designee Fax Number)	_____ (Third-Party Designee DUNS Number*)
--------------------------------------	--	--

15. Mailers with more than one DUNS number or mailing location may wish to consolidate all proof of delivery records into one Signature Extract File or CD-ROM. If you are interested in this feature, please complete this section. Use an extra form/attachment if necessary.

I want records for the DUNS numbers listed below consolidated into the DUNS number listed in item 2 above.

16. Method of Record Delivery (EDI is not available at this time.)

CD-ROM Signature Extract File (via File Transfer Protocol -- FTP)

17. Express Mail and/or Special Services (*—Users must pay \$1.30 for each record for the four services indicated -- see Pub. 80 for details.)

<input type="checkbox"/> Express Mail® (manifest mailers only)	<input type="checkbox"/> *Certified Mail™	<input type="checkbox"/> *Insured Mail
<input type="checkbox"/> Signature Confirmation™ Service	<input type="checkbox"/> *COD Mail	<input type="checkbox"/> *Registered Mail™

18. Payment Methods (Select payment method a or b. For additional information, see instructions for item 18 on Page 2 of this form.)

<input type="checkbox"/> a. Pay at Mailing	<input type="checkbox"/> Meter	<input type="checkbox"/> PC Postage
<input type="checkbox"/> b. Pay as Compiled	<input type="checkbox"/> Credit Card (Must complete PS Form 5054, BPOD Payment Authorization.)	

D. Application Submission Process

19. Fax or mail completed form to:	Questions about completing this form? Call Confirmation Services Technical Support Center at 877-264-9693, Option 1.
PRODUCT INFORMATION REQUIREMENTS UNITED STATES POSTAL SERVICE 475 L'ENFANT PLZ SW RM 425 PROMENADE WASHINGTON DC 20260-0425 Fax Number: 202-268-4620	20. Notes/Comments (Use an attachment if necessary.)
	21. Requestor's Signature

E. Completed by Postal Service Representative

22. Name and Title	23. Phone Number and Extension	24. Area and District
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Exhibit 2-4 (p. 2)

PS Form 5053, Bulk Proof of Delivery Application**Instructions for completing PS 5053**

Items 1-8 contain information on the company that owns the mail and the corresponding proof of delivery records. That company (referred to as the mailer) must complete this application. A third-party designee (such as a consolidator or vendor) cannot complete it for the mailer.

- Item 1: Insert the name of your company (this must be the company that owns the mail).
- Item 2: Provide your Dun & Bradstreet DUNS number that is assigned to the company (owner of the mail). If you do not have a DUNS number, refer to Publication 80 or Publication 91 on how to obtain one.
- Item 3: Complete your company street address.
- Item 4: List the city where your business is located.
- Item 5: Use the appropriate two-letter abbreviation for your state -- e.g., use "MD" for Maryland.
- Item 6: Provide complete Zip+4 information.
- Item 7: Insert the date you are completing/submitting the application.
- Item 8: Provide the name of the person in your company that will be the main point of contact for this program.
- Item 9: Provide the e-mail address of your company contact person.
- Item 10: Provide the telephone number and extension of your company contact person.
- Item 11: Provide the fax number of your company (or contact person).

Items 9-16 contain information on your delivery preference, if you will be submitting electronic files, certification issues, method of delivery, service types being used, and payment methods. Follow these instructions for completion to avoid delays in processing your application.

- Item 12: Indicate if you would like your proof of delivery records sent to you or to a third-party designee (consolidator/vendor). Please indicate your preference in this section. Note: Third-party designees are eligible to receive proof of delivery information if authorized by the mailer. If you use a third-party designee for mailing services, proof of delivery information may be sent to you or your designee. If you select a third-party designee to receive your proof of delivery records, this form serves as your official authorization allowing the Postal Service to provide all your proof of delivery records to this third party.
- Item 13: All customers mailing electronic option Signature Confirmation service or those choosing the Pay at Mailing method are required to submit electronic files. Indicate if you or your third-party designee will be submitting an electronic file on a regular basis.
- Item 14: Indicate if you print your own labels and/or send your own files or if you use a third-party designee to print your labels and/or send your files. If you select option 14, you must provide your third-party designee name, fax number, and DUNS number. Note: If a third-party designee submits electronic files, your third-party designee must place your DUNS number in the label number itself or the Client DUNS number field of the electronic file for the Postal Service to compile and provide your proof of delivery records.
- Item 15: If your company has multiple DUNS numbers that you want to compile into one file, please specify your preference in this section. This can be used if you are certified to print your own labels and/or send your own electronic files or if you are using a third-party designee to print your labels and/or send your electronic files.
- Item 16: Designate your preferred method of record delivery. Choose either CD-ROM (compiled the 1st and the 15th of the month) or Signature Extract File (compiled every Monday). *Choose only one option.* If you choose the Signature Extract File option, you must participate in the electronic file submission process. See Publication 91, *Confirmation Services Technical Guide*, for information on sending and retrieving files.
- Item 17: Indicate whether you will be using Express Mail and/or any special service. Check each box for which you require records. If your company uses a different DUNS number for different services, then complete a separate form for each service and DUNS number.
- Item 18: Specify your preferred payment method. Mailers can pay at the time of mailing (Pay at Mailing) with postage meters or PC Postage or pay by credit card at the time the Postal Service compiles the proof of delivery records (Pay as Compiled). For the Pay at Mailing option, an electronic file is required. If you are using Express Mail or Signature Confirmation service, a payment method is not applicable (these records are provided for no additional fee). If you pay by credit card, you must complete PS Form 5054, *Bulk Proof of Delivery Payment Authorization*.
- Item 19: Fax or mail completed form as indicated.
- Item 20: Provide any notes or comments.
- Item 21: The point of contact listed in item 8 must sign the form here.

Items 22-24 are reserved for use by the Postal Service.

PS Form 5053, September 2004 (Page 2 of 2)

2-5 Key Codes

Key codes protect signature data files. After processing and approving a mailer's participation request, the Postal Service provides the mailer or the third-party designee with the appropriate information, as follows:

- a. If the mailer will receive its own records, the Postal Service Product Information Requirements office sends a fax with the mailer's key code information to the mailer.
- b. If a third-party designee will receive a mailer's records, the Postal Service Product Information Requirements office sends a fax to the third-party designee informing the designee of the mailer's activation date for the program. The Postal Service will send the mailer's records to the third-party designee using the third-party designee's key code.

2-6 Third-Party Designee Solution

2-6.1 Selecting a Third-Party Designee

A mailer may choose to have a third-party designee receive its records. In these cases, the Postal Service releases proof of delivery information to the mailer's approved third-party designee. If the mailer does not give approval for a third-party designee, then a third-party designee cannot receive proof of delivery letters on behalf of the mailer.

When a mailer joins the bulk proof of delivery program and indicates that a third-party designee is to receive its records, the Postal Service sends a fax to the third-party designee informing the designee of the mailer's activation date for the program.

Each third-party designee has one universal key code for all records it receives, regardless of the number of mailers it represents. When managing records for multiple mailers, the third-party designee must separate each mailer's records and provide each mailer with access to only its records. Under no circumstances can a third-party designee share its universal key code or allow one mailer to access the records of another mailer.

A third-party designee who has mailers wishing to participate in the bulk proof of delivery program must ensure that each customer completes PS Form 5053, which serves as authorization for the third-party designee to receive that mailer's records. As indicated in section 2-1, the third-party designee must place the mailer's DUNS number in the Package Identification Code (PIC) or in the Client DUNS Number field in the electronic file, Detail Record 1.

For each individual mailer that the third-party designee represents, the Postal Service sends to the third-party designee two separate PDF files — one PDF file contains all the mailer's proof of delivery records, and the other contains a corresponding table of contents. If the third-party designee receives files on CD-ROMs, both PDF files will be on the CD-ROM; if the third-party designee receives Signature Extract Files, the Postal Service will send two separate

files. For example, if a third-party designee represents 20 mailers, it will receive 20 CD-ROMS (if using the CD-ROM option) or 40 individual PDF files (if using the Signature Extract File option).

A third-party designee who wishes to receive its own delivery records for personal mailings must establish a separate DUNS number and place it in the Detail Record 1 (as stated in section 2-1), or must use a unique DUNS number in its PIC and files.

In summary, the third-party designee options are as follows:

- a. The third-party designee mails one or more clients' mail using a unique DUNS number assigned to the client(s) and placing the number(s) in the Client DUNS Number field of Detail Record 1. The third-party designee's DUNS number appears in the Header Record and in the PIC.
- b. The third-party designee mails one or more clients' mail using a unique DUNS number assigned to the client(s) and placing the number(s) in the PIC. The third-party designee's DUNS number appears in the Header Record.
- c. The third-party designee mails its own mailings using a separate DUNS number assigned to it for this purpose. This DUNS number appears either in the Header Record of the electronic file or in the Client DUNS Number field of Detail Record 1 and also in the PIC.

2-6.2 **Changing a Third-Party Designee**

If a customer decides to have a different third-party designee receive its records, the mailer must complete and submit a new PS Form 5053. The Postal Service will process the request and send to the new third-party designee a fax containing the new mailer's information, and the new third-party designee will use its existing key code to access the mailer's records. The Postal Service will begin using the new third-party designee's key code to encrypt the mailer's records.

2-6.3 **Removing a Third-Party Designee**

If a mailer decides to stop having a third-party designee receive its records and to start receiving its own records itself, the mailer must complete and submit a new PS Form 5053. The Postal Service will process the request and send to the mailer a fax containing the mailer's new key code. The Postal Service will begin using the mailer's new key code to encrypt the mailer's records.

2-7 Customer Support

The Postal Service's Technical Support Team is available to assist mailers with certification and applications for the bulk proof of delivery program. Publication 91 provides complete information on certification procedures.

The mailer must complete and submit PS Form 5053 to the Technical Support Team as indicated on PS Form 5053.

Technical support for existing bulk proof of delivery mailers is as follows:

- a. **CD-ROM:** For a lost or damaged CD-ROM, contact the Technical Support team at 877-264-9693, Option 1, for a replacement. Replacement CD-ROMs are available for 30 days after the creation date.
- b. **Signature Extract File:** Technical support for file transfer problems or issues is available by calling 877-264-9693, Option 2.

2-8 Payment

2-8.1 Fees

Proof of delivery records are included in the price of Signature Confirmation service and Express Mail manifest items.

For other special services, such as Certified Mail, Insured Mail, Registered Mail, and COD Mail service, there is a \$1.30 Return Receipt fee for every record. This fee is in addition to postage and must be paid at the time of mailing or at the time of record compilation.

Note: The party who receives the records is responsible for payment. If a mailer chooses to use a third-party designee, then the third-party designee is responsible for making payments to the Postal Service. If a mailer receives the records, then the mailer is responsible for making payments.

2-8.2 Payment Options

2-8.2.1 Pay at Mailing

The Pay at Mailing option requires that, prior to mailing, the mailer (or third-party designee) must send an electronic file that shows that the mailer (or third-party designee) has paid the special service fee for the Return Receipt (Electronic) on the mailpiece. The mailer (or third-party designee) must pay postage using a postage meter or PC Postage. This fee information appears starting in Record Position 080 in Detail Record 1 of the electronic file.

The file must contain the appropriate special service code (06) and the appropriate fee. If the file does not indicate the correct fee, or if the Postal Service does not receive the file, or if the Postal Service refuses the file because of errors, then the Postal Service will not be able to provide the records for that mailpiece. (See Publication 91 for details on special service codes and file errors.)

2-8.2.2 **Pay as Compiled**

With the Pay as Compiled option, a mailer must provide information regarding a credit card account that the Postal Service charges each time that it compiles records. The Postal Service's National Customer Support Center (NCSC) processes the payments. For example, if a mailer has chosen the Signature Extract File option, each Monday morning when the Postal Service generates files, the NCSC will charge the appropriate amount to the credit card account on file based on the number of records provided. If a mailer has chosen the CD-ROM option, then the NCSC will charge the appropriate amount to the credit card account on file on the first and fifteenth of the month when the Postal Service compiles the CD-ROMs.

An electronic file is not required for these mailings (unless the mailer or third-party designee is using electronic option Signature Confirmation service or Express Mail manifesting).

The Postal Service will provide the mailer or third-party designee with a copy of the charge slip and a summary report of the number of records provided.

2-9 **Payment Failure**

2-9.1 **CD-ROM Option**

If the payment fails, the Postal Service will not release the CD-ROM. If attempts for restitution fail, the Postal Service will deactivate the mailer's account. The Postal Service will not compile records, and the mailer or third-party designee cannot retrieve files for the period of time that the account is delinquent. Those records will not be accessible/provided via the bulk proof of delivery program. Once the mailer or third-party designee makes the appropriate payment, the Postal Service will release the current CD-ROM and will reactivate the account. The Postal Service will resume compiling records on the date the payment is processed.

2-9.2 **Signature Extract File Option**

If the payment fails and the mailer or third-party designee does not make restitution, the Postal Service will deactivate the mailer's account. The Postal Service may release the current file but it will not compile records, and the mailer or third-party designee cannot retrieve files for the period of time that the account is delinquent. Those records will not be accessible/provided via the bulk proof of delivery program. Once the mailer or third-party designee makes the appropriate payment, the Postal Service will reactivate the account and will resume compiling records on the date the payment is processed.

2-10 Completing PS Form 5054

Before the Postal Service can activate the Pay as Compiled payment option for a mailer using fee-based services such as Certified Mail, Insured Mail, Registered Mail, and COD Mail service, the mailer or the mailer's third-party designee must complete PS Form 5054, *Bulk Proof of Delivery Payment Authorization* — if the mailer is receiving and paying for the records, then the mailer must complete PS Form 5054, but if the mailer has chosen a third-party designee to receive/manage its files and make payment, then the third-party designee must complete PS Form 5054 (and indicate the mailer's DUNS number). Instructions for submission are included on PS Form 5054 (see Exhibit 2-10).

PS Form 5054 is required only for the Pay as Compiled option. The only Pay as Compiled payment option is through a credit card. Pay at Mailing option customers pay for their records at the time of mailing, which requires an electronic file.

Exhibit 2-10
PS Form 5054, Bulk Proof of Delivery Payment Authorization Form



**Bulk Proof of Delivery Application
 Payment Authorization**

Postal Service™ Use Only: Accepted Declined

A. General Information

The party that will be paying for the records must complete this payment authorization form. If a third-party designee will be paying for the records, then the third-party designee must complete this form. This form is required only for customers choosing the Pay As Compiled method of receiving records. It is not required for customers using Express Mail® Manifesting or Signature Confirmation™ service. Prior to submitting this form, all applicants must complete and submit PS Form 5053, Bulk Proof of Delivery Application

B. Payer Information — (To be completed by either the mailer or the third party who is responsible for payment.)

1. Company Name			7. Today's Date		
2. Dun & Bradstreet DUNS® Number (If you are a third-party designee, please provide your client's DUNS number(s) below in Section D)			8. Point of Contact		
3. Street Address (Number, street, suite, apt., etc.)			9. E-mail Address of Company Point of Contact		
			10. Telephone Number and Extension		
4. City	5. State	6. ZIP+4®	11. Fax Number		

C. Payment Information

12. The person authorized to use the credit card must sign and date the application as indicated below.
 Provide the credit card information that you (the Payer) will use for all future payments for bulk proof of delivery records. The Postal Service™ will charge payments to this credit card on the date it compiles the records and will mail a payment receipt to the address provided in Item 3 above.

- Discover Diners Club American Express
- Visa MasterCard

Delinquent Payment: If the Postal Service cannot process payment, it reserves the right to withhold bulk proof of delivery records. The Postal Service will not compile records during a delinquent period. The Postal Service will start compiling records again when it can process the customer's payment.

Credit card number Exp. Date (MM/YY)

--	--

Name or Company Name (Please print name as it appears on credit card.) Billing address (Please print address exactly as it appears on credit card statement)

Signature _____ Date Signed _____

D. Client DUNS Number(s)

13. Only a third-party designee who is paying for the records and needs to indicate multiple client DUNS numbers needs to complete this section. Note: A third-party designee cannot receive the client's records without the client's consent, which the client gives on PS Form 5053, Bulk Proof of Delivery Application. A third-party designee must include the client's DUNS number in the electronic file.

Note: To include more client DUNS numbers, write them on a separate sheet and staple that sheet to this form.

E. Application Submission Process

14. Fax or mail completed form to: ACCOUNTS RECEIVABLE NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001 Fax Number: 901-891-4409	Questions about completing this form? Customers who need technical program assistance may call our Confirmation Services Technical Support Center at 877-264-9693, Option 1. Customers that need payment assistance may call our Customer Care Center at 1-800-238-3150.
	15. Notes/Comments (Use an attachment if necessary.)
	16. Requestor's Signature

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3 Technical Solution

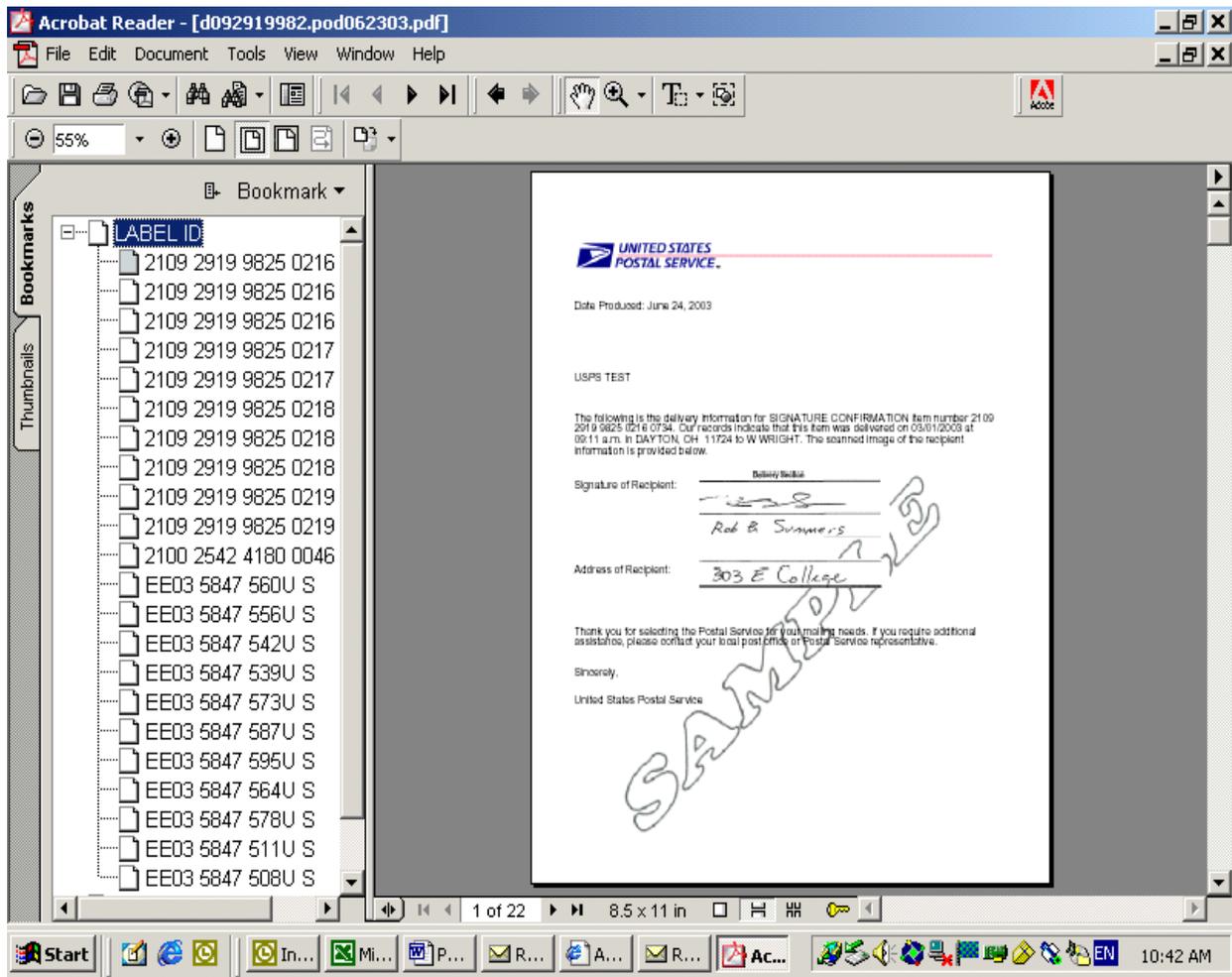
3-1 Proof of Delivery Letter Facsimile Format

The Postal Service extracts mailpiece delivery data and associated signature and address images for participating mailers. The Postal Service produces letter facsimiles of delivery records and presents them to the mailer or the mailer's approved third-party designee in Adobe PDF format. A single PDF file will contain all individual records for the processing timeframe for a single mailer. The mailer launches records in Adobe Acrobat Reader by selecting the PDF file. (Mailers can download Adobe Acrobat Reader at www.adobe.com/products/acrobat/readstep2.html.)

The Postal Service indexes and provides records by Package Identification Code (PIC), recipient's last name (when available), and delivery date. A mailer or third-party designee has easy access to any specific letter facsimile by index and search functions. The Postal Service protects all PDF files using encryption techniques and provides a key code to the mailer or the mailer's approved third-party designee to access the data. A mailer must use its customer-specific key code to access its encrypted PDF files. Exhibit 3-1 provides an example of a letter facsimile as viewed using Acrobat Reader.

If a mailer chooses to use a third-party designee to receive and manage its files, the third-party designee maintains the single key code to access all files. The Postal Service provides each third-party designee with one key code for all files for all its customers, regardless of the number of customers it has. The third-party designee cannot give its universal key code to individual mailers. The third-party designee needs to determine the best method of providing access to individual mailers while maintaining the security of each individual mailer's documents.

Exhibit 3-1
Sample Letter Facsimile in PDF Format



3-2 Indexing and Naming Conventions

The Postal Service indexes each letter in the PDF file as follows:

- a. Label number.
- b. Recipient's last name (provided regularly for Express Mail and Signature Confirmation items only).
- c. Delivery date.

With each CD-ROM or Signature Extract File, the Postal Service provides a separate Table of Contents file that lists the PIC, the recipient's last name (when available), the delivery date, and a CD-ROM/File Identifier. The Table of Contents file is a cumulative file that provides a way to determine where the letter facsimile is stored on the CD-ROM or Signature Extract File. The mailer can search the cumulative Table of Contents for individual records and then determine which CD-ROM or Signature Extract File contains the record. One CD-ROM is produced for each mailer.

The CD-ROM/File Identifier contains the acronym “pod” (which stands for “proof of delivery”) followed by the two-digit month, the two-digit day, and the last two digits of the year in which the CD-ROM or Signature Extract File was created. Additionally a letter of the alphabet is appended for every thousand records. Records 1 through 1,000 are in a file ending with “a,” records 1,001 through 2,000 are in a file ending with “b,” etc. The file name content is **podmddyya.pdf**. Actual file names would be “pod060103a.pdf,” “pod060103b.pdf,” etc. (However, as shown in Exhibit 3.2, the file name appearing in the “CD-ROM/File Identifier” column does not display the PDF extension.) The Table of Contents data is also in PDF format and has a similar naming convention — i.e., toc060103.pdf.

Exhibit 3-2 provides an example of a Table of Contents viewed using Acrobat Reader.

Exhibit 3-2
Sample Table of Contents in PDF Format

Acrobat Reader - [d092919982.toc062303.pdf]

File Edit Document Tools View Window Help

86%

Bookmark

2109 2919 9825 0216 073

UNITED STATES
POSTAL SERVICE.

Bulk Proof of Delivery Table of Contents for 2003
Mailer: USPS TEST - DUNS: 092 919 982

Page 1

Label ID	Delivery Date/Time	Recipient	CD-ROM/File Identifier
2109 2919 9825 0216 0734	09/01/2003 at 09:11 a.m.	W WRIGHT	P00062303
2109 2919 9825 0216 8524	09/01/2003 at 10:12 a.m.	H FORD	P00062303
2109 2919 9825 0216 8198	09/05/2003 at 11:02 a.m.	J RIVERS	P00062303
2109 2919 9825 0217 4688	09/14/2003 at 04:54 p.m.	R ROGERS	P00062303
2109 2919 9825 0217 9934	09/07/2003 at 05:16 p.m.	S BOB	P00062303
2109 2919 9825 0218 2644	09/05/2003 at 10:01 a.m.	K JAMES	P00062303
2109 2919 9825 0218 5355	09/12/2003 at 10:13 a.m.	B HENSLEY	P00062303
2109 2919 9825 0218 7890	09/13/2003 at 12:14 p.m.	F FLINTSTONE	P00062303
2109 2919 9825 0219 0021	09/10/2003 at 11:30 a.m.	B RUBBLE	P00062303
2109 2919 9825 0219 5767	09/09/2003 at 10:43 a.m.	R RGLINDZZI	P00062303
2100 2542 4180 0046 3530	09/01/2003 at 12:02 p.m.	M MCLUSE	P00062303
EE03 5847 560U S	09/01/2003 at 01:07 p.m.	L VANFELT	P00062303
EE03 5847 566U S	09/05/2003 at 04:34 p.m.	J CAGNEY	P00062303
EE03 5847 542U S	09/14/2003 at 09:39 a.m.	E PRESLEY	P00062303
EE03 5847 539U S	09/07/2003 at 11:25 a.m.	C CRAWDAD	P00062303
EE03 5847 573U S	09/05/2003 at 01:57 p.m.	M MONRDE	P00062303
EE03 5847 587U S	09/12/2003 at 10:39 a.m.	WAIVED	P00062303
EE03 5847 595U S	09/13/2003 at 11:32 a.m.	U GRANT	P00062303
EE03 5847 564U S	09/10/2003 at 10:39 a.m.	S STAPLER	P00062303
EE03 5847 578U S	09/09/2003 at 10:48 a.m.	F CAT	P00062303
EE03 5847 511U S	09/12/2003 at 12:48 p.m.	D MAY	P00062303
EE03 5847 508U S	09/01/2003 at 11:38 a.m.	W MAYS	P00062303

1 of 1 8.5 x 11 in

Start In... Mi... P... R... A... R... Ac... 10:40 AM

A mailer who has its data sent to a third-party designee will have its DUNS number precede the date of the file. There will be two separate files for each mailer — one file will have all the mailer's records, and the other will have the Table of Contents. These files will always begin with the letter "d," which indicates that a Client DUNS number follows. For example, if a third-party designee has two clients, one with DUNS number 11111111 and the other with DUNS number 22222222, and the date of the file is May 15, 2004, and the directory of the third-party designee is mmcABC, the two files would be provided as follows:

d11111111.pod051504a.pdf into directory mmcABC
d22222222.pod051504a.pdf into directory mmcABC

The file name content in this situation is **dxxxxxxxx.podmddyya.pdf**. See Publication 91 for information on directories and for pulling extract files.

Here are some additional examples of file naming conventions:

- a. Signature Extract Files received by third-party designee:
 - (1) d016481210.pod011504.pdf.
 - (2) d016481210.toc011504.pdf.
 - (3) d016481215.pod011504.pdf.
 - (4) d016481215.toc011504.pdf.
- b. Signature Extract Files received by mailer:
 - (1) pod011504.pdf.
 - (2) toc011504.pdf.
- c. CD-ROM received by third-party designee or mailer (Note: The primary mailer's DUNS number is printed on the CD-ROM label, so it is not required in the file name):
 - (1) pod011504.pdf.
 - (2) toc011504.pdf.

For Signature Extract Files (like the example files listed in items a and b above), the Postal Service places each file into the appropriate directory for retrieval. For CD-ROMS (like the example files listed in item c above), the Postal Service places both files on the CD-ROM that it mails to the mailer or the third-party designee.

The Table of Contents is a cumulative file that contains data for each calendar year. In January of each year, the Postal Service creates a new Table of Contents, regardless of the date that the mailer started participating in the program. The Postal Service recommends that mailers place a copy of the Table of Contents PDF file on a local PC or server to have unlimited access to the data.

3-3 Letter Contents

Postal Service letter facsimiles are the same as the existing proof of delivery response letter that the Postal Service sends out when a mailer requests records individually by fax or mail. Each letter contains the Postal Service logo and the following data elements and images.

- a. Data Elements:
 - (1) Package Identification Code (PIC).
 - (2) Delivery date.
 - (3) Delivery time.
 - (4) Delivery city.
 - (5) Delivery state.
 - (6) Delivery ZIP Code™.
 - (7) Recipient's name (first initial and last name) (when available).
- b. Images:
 - (1) Signature image.
 - (2) Address image.

The Postal Service does not provide a signature or address image in the letter facsimile if at the time of delivery the recipient exercised the signature waiver feature that the mailer authorized at the time of mailing. The header section of each letter identifies the mailer. The Postal Service does not provide a letter facsimile for an item that does not have a delivery scan or if a signature image is not present.

For electronic rate Signature Confirmation service items or for Pay at Mailing items, the Postal Service does not include information in the CD-ROM or Signature Extract File if the mailer did not provide the initial electronic manifest acknowledgement record or if the Postal Service rejected the file due to an error. For the Pay at Mailing option for other special service items, the Postal Service does not include information in the CD-ROM or Signature Extract File if the file does not indicate payment or the proper payment amount.

3-4 CD-ROM and Signature Extract File Options

3-4.1 Overview

The Postal Service provides bulk proof of delivery records on a CD-ROM or in a Signature Extract File obtained using File Transfer Protocol (FTP). This is a separate file from the electronic option Signature Confirmation, Certified Mail, or Registered Mail extract files that contain scan event data.

To open the encrypted file, the mailer uses the access key code that the Postal Service provides to the mailer, via fax, when it approves the customer's request to participate in the program. If a mailer chooses a third-party designee to receive its records, the third-party designee mailer will provide the mailer with a key code to open its records.

3-4.2 CD-ROM

The Postal Service processes bulk proof of delivery records and the Table of Contents twice a month — on the first day and the fifteenth day — and the National Customer Support Center produces the CD-ROMs and mails them via First-Class Mail® service within 3 days.

Note: The Postal Service does not recommend the CD-ROM option for companies having a ZIP Code beginning with 202, 203, 204, or 205. These ZIP Codes are in the Washington, D.C., area, and because of additional security measures, the mail addressed to these ZIP Codes are subject to irradiation techniques that can damage CD-ROMs.

3-4.3 Signature Extract File

The Signature Extract File requires that the mailer or third-party designee have the ability to receive files via dial-up or internet File Transfer Protocol (FTP). For a full description of this process, see the Communications section of Publication 91, *Confirmation Services Technical Guide*.

The Postal Service prepares Signature Extract Files and Table of Contents files for mailers who retrieve their files electronically via dial up or internet FTP. Although mailers traditionally use ASCII when they retrieve their Confirmation Services event extract files and Error/Warning Report, ASCII will not work for the bulk proof of delivery PDF files. When retrieving data, a mailer must choose the binary setting in its FTP program. Mailers can download files after 8:00 a.m. CT every Monday. Mailers can use the same directories that they currently use to download Confirmation Services Extract and Error/Warning Report files. Publication 91 contains additional information. The Postal Service removes files from the directory after 30 days, and it cannot reproduce unclaimed files.

Electronic Data Interchange (EDI) transmission is not available for Signature Extract Files. Mailers who continue to use the EDI method of file retrieval for their Confirmation Services event extract files must use the CD-ROM option for receiving bulk proof of delivery records. Alternately, EDI users may establish an FTP account, as described above, to retrieve signature extract files.

3-5 File Creation

When a Postal Service delivery employee delivers a Signature Confirmation, Certified Mail, or other signature-service mailpiece, the recipient signs his or her name on PS Form 3849, *Delivery Notice/Reminder/Receipt*. Postal Service employees send this form to a processing center that optically scans the signature and links the image in the Product Tracking System database to the delivery event for that mailpiece. This process usually takes place within 2 days of delivery but may take up to 5 days.

The Postal Service creates letter facsimiles for all records with signature images that arrived in the Postal Service database since the time it created the last CD-ROM or Signature Extract File.

Example: The Signature Extract Files that the Postal Service posts on Monday morning contain records for any item for which the Postal Service linked the signature image during the prior week. If the Postal Service delivered an item on Saturday and the signature image is not yet available, then that record will be included in a future file. Similarly, in the CD-ROM production process, if a signature image is not yet available, then the Postal Service will include that record on a future CD-ROM. The Postal Service does not provide letters without signature images because they are not considered valid proof of delivery records.

3-6 Recommended System Requirements

3-6.1 Overview

The Postal Service recommends minimum system requirements that are necessary to use Adobe Acrobat Reader.

Although data transfer rates vary, mailers participating in the Signature Extract File option can generally expect dial-up connections to require 3 minutes for every 1 MB of information — for example, a 20 MB file will take 1 hour to download. Although direct Internet connections have too many variables to accurately predict transfer times, they might download files 3 to 10 times faster than dial-up connections. The size of an individual proof of delivery record is, on average, 15 KB.

3-6.2 Windows

The Postal Service recommends the following minimum system requirements for Windows:

- a. Pentium®-class processor.
- b. Microsoft® Windows 98 Second Edition, Windows Millennium Edition, Windows NT 4.0 with Service Pack 5 or 6 (Service Pack 6 recommended), Windows 2000, or Windows XP Professional or Home Edition.
- c. 64 MB of RAM.
- d. 30 MB of available hard disk space (during installation, an additional 60 MB is needed temporarily).
- e. Additional 70 MB of hard-disk space for Asian fonts (optional).
- f. Web Browser: Adobe PDF files may be viewed with the following Web browsers:
 - (1) Internet Explorer 5.0 to 6.0.
 - (2) Netscape Navigator 4.5 to 4.77 or 6.1.
 - (3) America Online 6.0.

3-6.3 **Macintosh**

The Postal Service recommends the following minimum system requirements for Macintosh:

- a. PowerPC® processor.
- b. Apple® Mac® OS 9.1, 9.2, 9.2.2, 10.1.3, 10.1.5, or 10.2.
- c. 64 MB of RAM.
- d. 30 MB of available hard disk space (during installation, an additional 60 MB is needed temporarily).
- e. HFS formatted hard drive.
- f. Additional 70 MB of hard-disk space for Asian fonts (optional).
- g. Web Browser: Adobe PDF files may be viewed with the following Web browsers:
 - (1) Internet Explorer 5.0.
 - (2) Netscape Navigator 4.5 to 4.77 or 6.1.