
A Resource Map to Intelligent Mail[®] Documents

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Version 1

Resources Available to implement Intelligent Mail® Services

Detailed Information on the Basic and Full-Service Options

There are several resources available to help you get started using Intelligent Mail services, many of which can be reviewed by visiting our website at <http://ribbs.usps.gov/>.

The RIBBS™ Website

The USPS® provides a number of technical and non-technical guides, informative documents and presentations, and other helpful tools to make it easier for you to take full advantage of the suite of Intelligent Mail® barcodes. These valuable resources can be found on the USPS RIBBS™ website <http://ribbs.usps.gov/>.

Guides, Specifications and Manuals

For those new to Intelligent Mail services, there several guides, specifications and manuals that will get you started and give a broad overview of the fundamentals of the program. Following is a list of primary sources of information.

Domestic Mail Manual (DMM)

The Domestic Mail Manual is the USPS manual that contains the basic standards governing U.S. domestic mail services, descriptions of the mail classes and special services and conditions governing their uses, and standards for rate eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors.

Federal Register Notice/ Vol. 73, No. 163/, August 21, 2008: Implementation of New Standards for Intelligent Mail Barcodes

The Federal Register Notice outlines the key elements of the Basic and Full-Service Intelligent Mail barcode options. It also provides a timeline and the requirements for using Intelligent Mail services. The Federal Register Notice can be found at <http://ribbs.usps.gov/>.

A Beginners Overview to Intelligent Mail Services

In this Guide, A Beginners Overview to Intelligent Mail Services, you will find fundamental information on what Intelligent Mail services offer and require, Intelligent Mail barcodes and their benefits, the two service level options being offered, how to get started with Intelligent Mail services and where to find additional resources to help you. A Beginners Overview to Intelligent Mail Services can be found at <http://ribbs.usps.gov/>.

A Guide to Intelligent Mail® for Letters and Flats

A Guide to Intelligent Mail for Letters and Flats provides guidance on how to prepare your mail and electronic documentation and identifies the data that will be provided at no additional charge for Full-Service option compliance. In addition, the Guide also

describes what will be available in the first release of Intelligent Mail® services. A Guide to Intelligent Mail for Letters and Flats can be found at <http://ribbs.usps.gov/>.

Electronic Documentation and Intelligent Mail; Ready, Set, Go!

Electronic Documentation and Intelligent Mail; Ready, Set, Go! Guide provides clear guidance on how to transition to Intelligent Mail services using either the Basic or Full-Service options. It also describes how to migrate from existing electronic documentation options to the new Full-Service option capabilities. Electronic Documentation and Intelligent Mail; Ready, Set, Go! Guide can be found at <http://ribbs.usps.gov/>.

PostalOne! Mail.dat Technical Specification

The *PostalOne!* Mail.dat Technical Specification provides detailed specifications for how to populate your Mail.dat 09.1 files to comply with the requirements for the Full-Service option. This technical specification explains the eDoc, postage, and induction requirements on how to use Mail.dat with the *PostalOne!* system. The *PostalOne!* Mail.dat Technical Specification can be found at <http://ribbs.usps.gov/>.

PostalOne! Mail.XML Technical Specification

The *PostalOne!* Mail.XML Technical Specification outlines the specifications for the messages used to send and receive data from *PostalOne!*. This technical specification explains FAST appointment scheduling, Full Service Data Distribution (Change of Address (COA), Nixie, Start-The-Clock, and Container Visibility), eDoc postage and electronic induction status management through Mail.XML messaging. The *PostalOne!* Mail.XML Technical Specification can be found at <http://ribbs.usps.gov/>.

Technical Help for Intelligent Mail® Barcodes

There are several technical documents that will help you create the Intelligent Mail barcodes for mailpieces, trays and sacks and containers. .

Intelligent Mail Barcodes

To create and print Intelligent Mail® barcodes, obtain and use:

Intelligent Mail Barcode Specification, USPS-B-3200 available at https://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/SPUSPS-B-3200E001.pdf.

Service Type Identifiers, found in the Intelligent Mail® Barcode Technical Resource Guide available at: https://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/USPSIMB_Tech_Resource_Guide.pdf

USPS has developed, and has made available at no charge, an extensive library of encoding software and fonts suitable for encoding and printing the Intelligent Mail barcode in mail

production environments using numerous operating systems and printing architectures. These resources are available at <http://ribbs.usps.gov/>.

To help you with encoding and decoding Intelligent Mail barcodes, the USPS offers an on-line Intelligent Mail® barcode encoder and decoder. You can access these tools at <http://ribbs.usps.gov/onecodesolution/Default.aspx>.

Intelligent Mail Tray Label

Mailers planning to take advantage of the Full Service option are encouraged to contact the NCSC, Barcode Certification Department to certify their Intelligent Mail tray labels . Participants may contact the NCSC, Barcode Certification Department by calling 1-877-640-0724, option 2 for application information or to locate the IMTL information on the RIBBS web site. Participants will then complete and submit PS Form 5113, Barcode Certification Customer Application. Mailers are encouraged to work with their Mailpiece Design Analyst (MDA).

To create and print the pure 24-digit Intelligent Mail Tray Label, use specification USPS-L-3216 , available at: [https://ribbs.usps.gov/intelligentmail_tray_label/documents/tech_guides/IMTL_24-Digit_SPECIFICATIONS_FOR_MAILERS_\(SPUSPS-L-3216-001\).PDF](https://ribbs.usps.gov/intelligentmail_tray_label/documents/tech_guides/IMTL_24-Digit_SPECIFICATIONS_FOR_MAILERS_(SPUSPS-L-3216-001).PDF). Mail cannot be tendered with the pure 24-digit barcode until April 6, 2009.

To create and print the 10/24-digit Intelligent Mail Tray Label, use specification USPS-L-3191, available at:

[http://ribbs.usps.gov/intelligentmail_tray_label/documents/tech_guides/IMTL_10_1024_SPECIFICATIONS_FOR_MAILERS_\(SPUSPS-L-3191\).pdf](http://ribbs.usps.gov/intelligentmail_tray_label/documents/tech_guides/IMTL_10_1024_SPECIFICATIONS_FOR_MAILERS_(SPUSPS-L-3191).pdf)

Intelligent Mail Container Barcode

To create and print the Intelligent Mail Container Label, obtain the specifications USPS-B-3215 available on <http://ribbs.usps.gov/>.

To create and print container labels, obtain and use specifications available at <http://ribbs.usps.gov/>. Unlike tray labels, there is no ordering system – so for now, mailers must print their own or work with a third-party vendor.

Personal Support Resources

In addition to the guides and specifications listed above, you can also get help from USPS Intelligent Mail® service experts.

To find your local Business Mail Entry (BME) Manager, go to:

<http://www.usps.com/ncsc/locators/find-bme.html>

To find your local Mailpiece Design Analyst (MDA), go to:

http://pe.usps.com/mpdesign/mpdfr_mda_lookup.asp

OneCode Confirm®

Learn about the Intelligent Mail barcode format for OneCode Confirm by reviewing the Confirm Service Featuring OneCode Confirm User Guide (Pub. 197). For more information on the Confirm service, please call the Confirm Customer Help Desk at 800-238-3150, option 1 or visit <https://mailtracking.usps.com>.

[OneCode ACS®](#)

Learn how the process works, the features available, and mailer requirements to receive electronic address corrections using the Intelligent Mail barcode.

Downloadable OneCode ACS application and fulfillment access forms.

For more information on the OneCode ACS, please contact the ACS Department via email at acs@usps.gov or by phone at 877-640-0724.

To contact the *PostalOne!* Help Desk call **1-800-522-9085**.