

INTELLIGENT MAIL[®] FOR SMALL BUSINESS MAILERS (IM[®] sb)

USER GUIDE

FEBRUARY 2015

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OVERVIEW

Intelligent Mail® for Small Business Mailers (IMsb) is a **FREE- of- CHARGE** online tool which will allow you to produce the presorted Intelligent Mail barcodes (IMb) for your mail pieces, tray labels and submit an electronic postage statement to the acceptance units.

- Maximum mailing size is fewer than 10,000 pieces for mailings submitted at a BMEU
- Maximum number of mail pieces per year of fewer than 250,000!

*The IMsb tool does not support incentives.

Start Simple

To use the IMsb, no special software or installation is required. Users simply access the application via a Web Browser.

The IMsb Tool has been specifically developed for small business mailers to meet **Full-Service requirements.**

The IMsb tool generates a unique Intelligent Mail barcode within the address block.

The IMsb tool is designed for First-Class and Standard Mail permit holders. The IMsb tool supports generation on the following:

- Labels
- Envelopes
- 8 ½ x 11 insert
- Mail Merge option

GETTING STARTED

Prerequisites

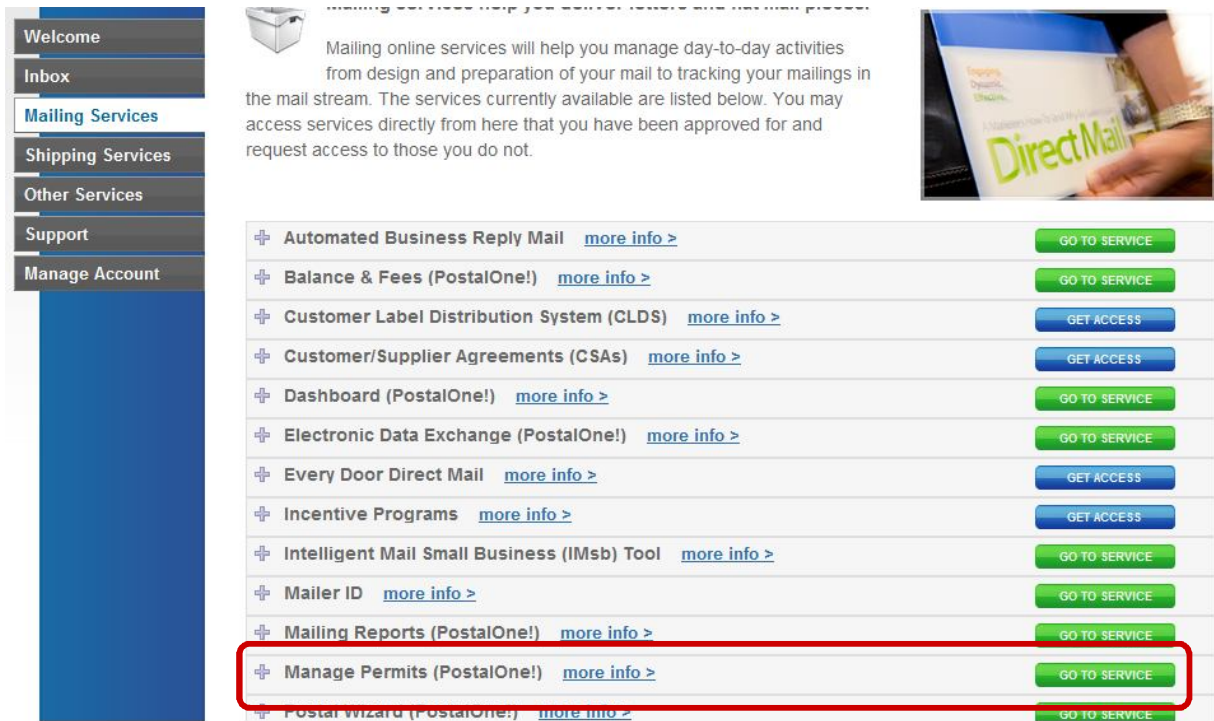
Before using the IMsb tool, you need to make sure the following 3 prerequisites are completed:

- 1) Mailing Permit** – Mailer must have a postage permit, visit your local BMEU.
- 2) Be registered on Business Customer Gateway and have a linked permit**

If you haven't already please follow these steps to link your permit:

Link Permit

Click on Mailing Services from the BCG Homepage



[Welcome](#)
[Inbox](#)
[Mailing Services](#)
[Shipping Services](#)
[Other Services](#)
[Support](#)
[Manage Account](#)

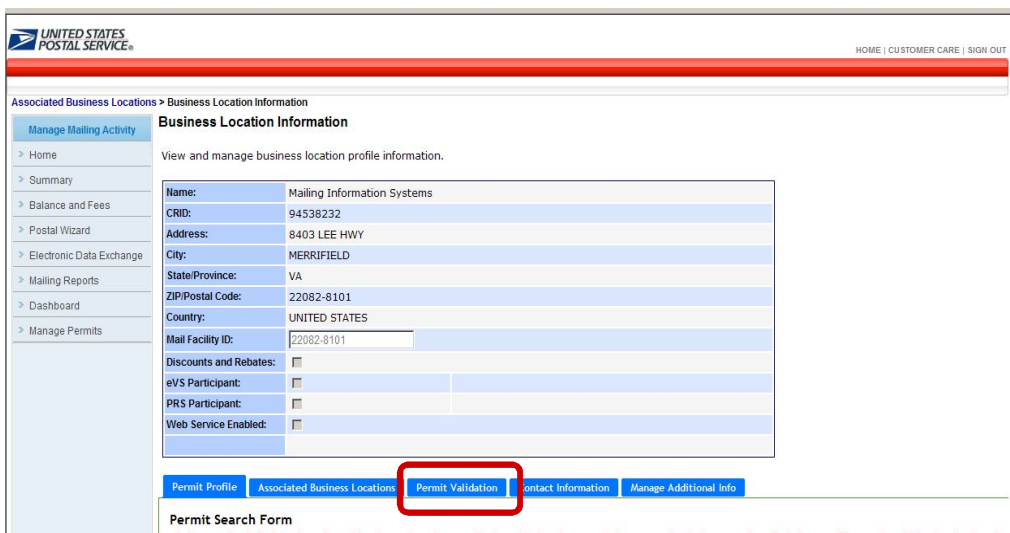
Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Automated Business Reply Mail	more info >	GO TO SERVICE
Balance & Fees (PostalOne!)	more info >	GO TO SERVICE
Customer Label Distribution System (CLDS)	more info >	GET ACCESS
Customer/Supplier Agreements (CSAs)	more info >	GET ACCESS
Dashboard (PostalOne!)	more info >	GO TO SERVICE
Electronic Data Exchange (PostalOne!)	more info >	GO TO SERVICE
Every Door Direct Mail	more info >	GET ACCESS
Incentive Programs	more info >	GET ACCESS
Intelligent Mail Small Business (IMsb) Tool	more info >	GO TO SERVICE
Mailer ID	more info >	GO TO SERVICE
Mailing Reports (PostalOne!)	more info >	GO TO SERVICE
Manage Permits (PostalOne!)	more info >	GO TO SERVICE
Postal Wizard (PostalOne!)	more info >	GO TO SERVICE

Then choose Manage Permits and Go To Service.

Name	CRID	Address	City	State/Province	ZIP/Postal Code	Country
IMSBCAT183	94541451	2350 BALSAM ST	RENO	NV	89509-2204	UNITED STATES

Select your Business Name by clicking the link in the 'Name' column. You will be taken to the following page:



UNITED STATES POSTAL SERVICE®

HOME | CUSTOMER CARE | SIGN OUT

Associated Business Locations > Business Location Information

Business Location Information

View and manage business location profile information.

Name:	Mailing Information Systems
CRID:	94538232
Address:	8403 LEE HWY
City:	MERRIFIELD
State/Province:	VA
ZIP/Postal Code:	22082-8101
Country:	UNITED STATES
Mail Facility ID:	22082-8101
Discounts and Rebates:	<input type="checkbox"/>
eVS Participant:	<input type="checkbox"/>
PRS Participant:	<input type="checkbox"/>
Web Service Enabled:	<input type="checkbox"/>

[Permit Profile](#) | [Associated Business Locations](#) | **[Permit Validation](#)** | [Contact Information](#) | [Manage Additional Info](#)

Permit Search Form

All the examples below are for the selected business location. See the instructions below the search form. Use the below search to find the specific records within the displayed.

Scroll to the bottom and select the 'Permit Validation' tab. Enter the Permit Number, Permit Type, Post Office of Mailing ZIP code (5 digit) and enter the Amount of one of the last 10 transactions on this account. Example: for a fee payment of \$220.00, enter 220.00 and then click 'Validate'.

Web Service Enabled: ☐

Permit Profile Associated Business Locations **Permit Validation** Contact Information Manage Additional Info

Permit Validation

You may validate your access to permit accounts currently in the system. Please enter the exact Account Number, Account Type, Post Office of Mailing ZIP Code, and the exact dollar value of one of last 10 transactions performed on that account. After successful authentication the permit account will be linked to your currently selected business location and will be visible on the Permit Profile tab.

[Click here](#) to see additional information on permit validation rules.

*Required

*Account (permit/publication) Number:

*Account Type: (Please Select)

*Post Office of Mailing ZIP Code:

*Amount of one of last 10 transactions on this account:

Validate

Your permit account has been successfully validated.

Once linked, your permit information will be available to you within the IMsb application.

**If your permit does not link- call the help desk (800) 522-9085 option 3.
Ask them to LINK YOUR PERMIT.**

3) Have a Database/Address list in one of the following formats:

Database formats allowed:

In order to upload an address list to the IMsb, the file must be in one of the following formats:

- Microsoft® Excel 2010
- Microsoft® Excel 2007
- Microsoft® Excel 2003
- Comma Separated Value (CSV)

Match fields

The IMsb Tool will work with any database you have already created. Use the drop-down list to select the proper database field for each field. If the IMsb tool can't match a field

with a column from your data file, the fields will not be merged correctly.

Job Creation : Address Upload : Address Processing : Output Process

Address File Mapping

Select the field from the dropdown list that you wish to be mapped to the required IMsb address component. Note that for the name and city/state/ZIP code sections you may select individual fields or a combined field but you may not select both.

IMSB Address Component: Mapped To:

First Name:	(Not matched) ▼
Middle Name:	(Not matched) ▼
Last Name:	(Not matched) ▼
Combined Name Field:	(Not matched) ▼

Company Name:	company ▼
---------------	-----------

The elements of an address block are listed on the left. Column headings from your data file are listed on the right.

The IMsb tool searches for the column that matches each element. In the above illustration, the IMsb tool automatically matched the data file's **Company** column to the **Company**. But IMsb was unable to match other elements such as **First Name** or **Last Name**.

By using the lists on the right, you can select the column from your data file that matches the element on the left. In the illustration below, the **First Name, Middle Name, Last Name and Primary Address** column now matches **fname, mname, lname**, and the **Primary Address** column matches **Address**. It's okay if **Secondary Address** isn't matched, because it is not relevant for this address block.

IMSB Address Component: Mapped To:	
First Name:	fname
Middle Name:	mname
Last Name:	lname
Combined Name Field:	(Not matched)
Company Name:	(Not matched)
Urbanization:	(Not matched)
Primary Address:	address
Secondary Address:	(Not matched)

Below is an illustration of all the data elements in this database available for selection.

Note:

- The information will be included in the output address block in the following order:
Name: Mr. Bill Jones
company: DAISYS FLOWER SERVICE
urbanization (PR addresses only) OPTIONAL
sec-address: Third Floor
address: 475 LENFANT PLZA SW
city, state, zip: WASHINGTON DC 20260-0912

Your address list will be standardized by the Address Management System. Some data that you provided may be corrected and/or combined. For example: suite or apartment

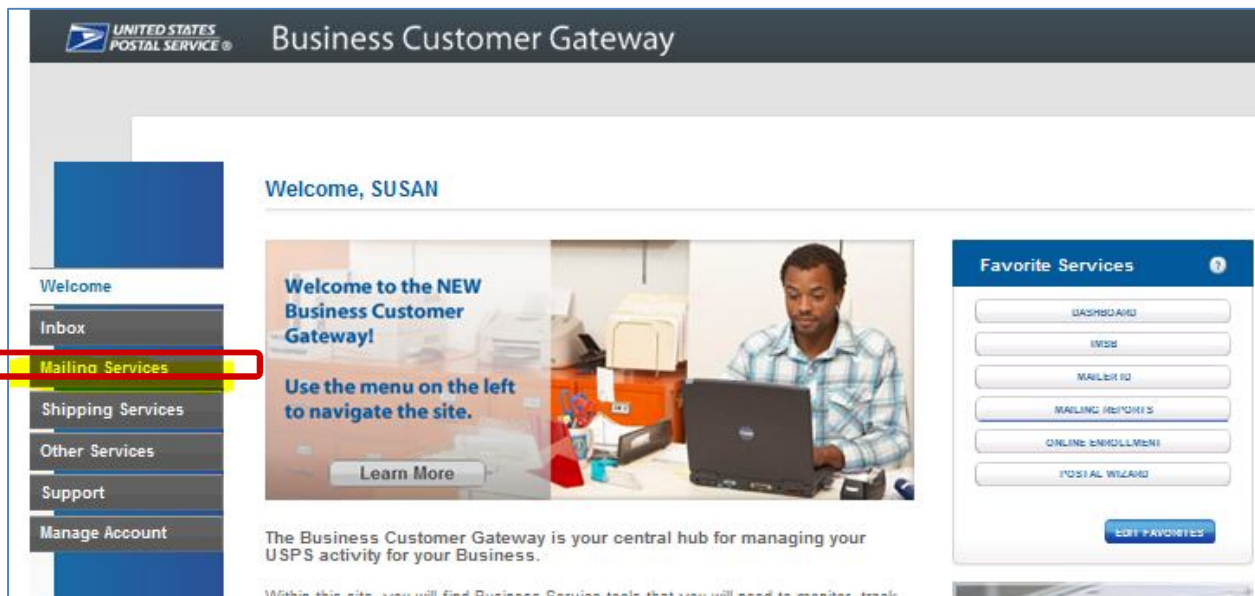
numbers provided in the sec-address field will likely be appended to the address field data to provide a complete primary delivery point address.

Business Customer Gateway

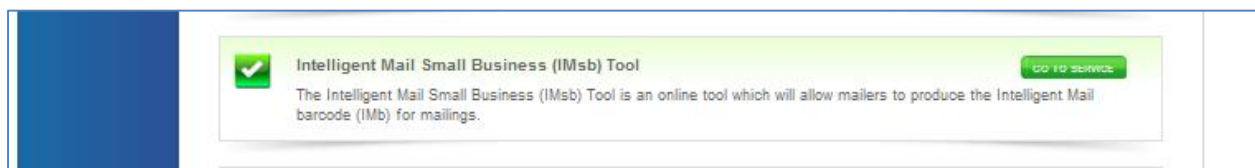
Customers who had previously created an account in the BCG will not need to register again.

Log In to IMsb

- 1) Go to usps.com and select the Business Customer Gateway link (located at bottom of page) lower right corner.
- 2) Access IMsb by clicking the “Mailing Service” link on the left side of the BCG home page.



Choose Intelligent Mail Small Business (IMsb) Tool from list



From the Intelligent Mail for Small Business (IMSB) page, click “[Authorization complete. Click to Continue.](#)”

Read the terms on the ‘Notice of License’ and then click the “**Accept**” button to begin!

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This is the landing page of the IMsb application. This page provides a brief description of the application as well as some of its features.

STEP 1: CREATE NEW JOB

Select "Create New Job" from the Intelligent Mail for Small Business (IMsb) Tool page.

Intelligent Mail for Small Business (IMsb) Tool

The Intelligent Mail for Small Business Tool (IMsb) application is an online tool designed to facilitate the production of the Intelligent Mail barcode (IMb) for mailings. The IMsb tool will enable you to upload your address list. After your addresses are uploaded, the IMsb tool will validate the addresses and then allow you to print those addresses and the Intelligent Mail barcode. The IMsb tool produces PDF documents suitable for printing on certain labels, standard size envelopes and on 8 1/2 x 11 inch letter paper. The IMsb tool provides a mail merge option for your mailings.

By relying on a web browser, IMsb removes the need to install and maintain specialized software to produce an IMb.

Features
IMb generation and printing for envelopes, letter size paper or pre-defined labels
Support address lists up to 9999 addresses if entered at a BMEU location
Support address lists up to 5000 addresses if entered at a Retail Outlet
Supports Full Service Option Mailings
First-Class or Standard Mail Mailings
Automatic Postage Statement Generation
Address Matching Service Validation
Last Mailing Profile Saved
Saved Job Summary for 180 days or 200 jobs

* User is responsible for mailing/postal statement.

Mailer Information

The first screen to appear after selecting **Create New Job** includes the Mailer Information. First enter a Description of the mailing for reference and then select via dropdown:

1. **Method of Entry:**
 - BMEU
 - **RETAIL-offered at select pilot sites**
2. **CRID (prepopulated)**
3. **Mailer ID (prepopulated)**

Mailer Information

You can enter a description for this mailing. You can also select your preferred CRID or MID if you have multiple.

Description

Method of Entry **BMEU**

Postal Wizard ☒

CRID **94538358 - YELLOW**

Mailer ID **900000723**

Business Name **YELLOW**

Business Address **325 SONDRIO WAY**

City **RENO**

State **NV**

ZIP Code™ **89521-3211**

Title **Dr**

First Name **donna**

Initial **I**

Last Name **yellow**

Suffix

Phone # **7757880773**

Extension

Postal Wizard Information

1. Permit- select from drop down.
 - If you have multiple permits, select the permit you wish to use for this mailing.

Postal Wizard Information

Please select desired permit type

Permit **YELLOW - 58 - PC - 317280**

Permit Number **58**

Permit Type **PC**

Finance Number **317280**

Permit Location ZIP Code™ **89521-3211**

CAPS Account #

Cancel **Continue**

If you have selected a **"MT"** metered permit, you will be asked to confirm the affixed postage later in the process.

Click Continue.

Service Type ID Information

Selections are required for the following:

- (1) Class of Mail- select from drop down
 - First Class or
 - Standard
- (2) IM Service Type
 - Defaults to Full Service
- (3) Extra Service Type

- How do you get your Address corrections back?
 - Manually or Electronically
 - [View ACS Guide in 'Attachments' for guidance as there can be charges associated to the selection made.](#)

(4) IM Tracing-

(5) Ancillary Service Endorsement

- Select the ancillary service endorsement currently used on mailpiece if applicable.

Service Type ID Information

All mailpieces produced by IMsb will include an Intelligent Mail® barcode as part of the address block. One of the components of the barcode is a 3 digit serial Service Type ID (STID) number. The STID is determined based on the Mail Class, IM Service Type, ACS service requested, and IMb Tracing service requested. IMsb will automatically generate a STID for the mailpieces in the job based on the parameters that are selected on this screen.

There may be fees for the Address Correction Services selected.

For more information on Address Service or Change Service, see [DMM 507, exhibit 1.5.1](#) and [Publication 86](#).

Please make the selection for your mailing using the dropdown options.

Mail Class:

IM Service Type:

Extra Service Type:

IMb Tracing:

Service Type ID:

Ancillary Service Endorsement:

< Back Cancel **Continue**

Mail Piece Information

The Mail Piece information page lets you describe the **mailing piece**. The tool will tell you how many pieces of Mail Transport Equipment (MTE) you will need and which mailpiece goes into which tray based on the information you provide here.

1. Processing Category - select from the Drop Down menu.
 - Letters or
 - Flats
2. Standard Envelope Sizes
 - Other- mailer inputs dimensions- typically used for folded self-mailers
 - #6 ¾ envelope
 - #7 envelope
 - #10 envelope

Note: You will have the option to select a label size if so desired in a different section of the IMsb tool.

3. Enter the thickness of 50 pieces (in inches). (This is very important- the thickness determines how many trays will be needed for the mailing)
4. Enter the single piece weight of the mail (in ounces).
5. Select the approximate **Mailing Date** that you plan on bringing the mailing/job to the Postal Service. Mailings prepared by IMsb must be received by USPS **within 30 days** of creating your labels or envelopes.
6. Enter approximate number of pieces to be mailed. Final pieces mailed will come from your uploaded address list.

includes into the USPS:

All mail pieces within an IMb job must be of identical weight. The number of mail pieces to be produced by the job (1 mail piece per address in the input file) and the weight of a single piece, in ounces, must be entered on this screen.

The number of mail pieces must not be over 5000. Additional number and weight restriction may be in effect depending on the class of mail that is to be produced by IMb. The values entered will be verified and you will receive a warning message if any violations have occurred.

Processing Category: Letters

Standard Envelope Sizes: Other - no envelope used

Height Per Piece: #0 3/4 Envelope

Length Per Piece: #7 Envelope

Thickness of 50 Pieces: 0 inches (up to 3 decimals)

Single Piece - Weight by Ounces: 0 ounces (up to 4 decimals)

Mailing Date: 04/22/13

Total Pieces: 0

Diagram illustrating mail piece dimensions:

- Length: 11.5" max
- Height: 6.125" max
- Thickness for 50 items: 0.450" min
- Thickness for 50 items: 0.350" min
- Other - no envelope used

Buttons: < Back, Cancel, Continue

Click Continue

Additional Mailing Options

1. Destination Entry Discounts

- DSCF
 - Select DSCF if you enter your mail at a Sectional Center Facility.
 - *If unsure, ask your local acceptance unit.*
- None

2. Move Update Service Method-

The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with change-of-address orders received and maintained by the Postal Service. Mailers who claim presorted or automation prices for First-Class Mail or Standard Mail must demonstrate that they have updated their mailing list within 95 days before the mailing date.

The Postal Service offers three preapproved methods: Address Change Service (ACS), National Change-of-Address Linkage System (NCOA^{Link}), and Ancillary Service Endorsements except for Forwarding Service Requested. Alternative methods that require separate approval also are offered for First-Class Mail. Mailers must use one of the preapproved or alternative methods to meet the Move Update standard.

The Move Update standard is met when an address used on a mailpiece in a mailing for any class of mail is updated with an approved method and the same address is used in a commercial First-Class Mail or Standard Mail mailing within 95 days after the address has been updated. Except for mail bearing an alternative address format, addresses used on all pieces claiming Standard Mail prices are required to meet the Move Update standard.

- Select from the drop down, the method you used on this mailing to meet Move Update requirements!

http://ribbs.usps.gov/move_update/documents/tech_guides/GuidetoMoveUpdate.pdf

3. Select the Price Category.

- Regular
 - **NON PROFIT- must be approved as NON PROFIT with the USPS.**
4. Is this a political mailing? yes or no answer required
 5. Mailing contains windowed envelopes or windowed flats? – click box if yes.

Return Address: Optional

The Return address screen provides you with the option to print the return address on your mailpiece. If you already have the return address printed on your piece, you would not populate this section.

Note: The IMsb tool does not have the capability of printing the indicia.

Review and Confirm.

Address File Uploading

Select "**Browse**" to search for your Address List file on your computer.

Manage Mailing Activity

- > IMsb
- > Create New Job
- > New Job Template
- > Review Jobs
- > My Profile
- > User Guide

Home > Intelligent Mail Small Business

Job Creation : Address Upload : Address Processing : Output Processing : Job Finalization

Address File Uploading

You must now specify the address list to be processed by IMsb. This must be a comma separated value (csv), Excel 2003 (xls) or Excel 2007/2010 (xlsx) file formatted as specified in the IMsb User Guide. Once the file has been uploaded you will be given a chance to review it and confirm that it is the correct one to be processed.

FILE:

USPS Global Address Book

The following address lists are available in your Global Address Book:

Edit Global Address Book List:

Select the desired address list file from the pop-up window and click "**Open**". Click "**Upload**"

The IMsb tool will display the Address File Viewer on the Address File Uploading screen. This screen is used to verify the correct address list was used and the correct fields are displayed.

Method of Entry

Defaults to where your permit is held. (PO of permit)

Home > Intelligent Mail Small Business

Job Creation : Address Upload : Address Processing : Output Processing : Job Finalization

Method of Entry

BMEU Location

Select the appropriate state from the dropdown list. A list of cities with BMEU Locations within that state will then be displayed. When the desired city is selected a list of BMEU Locations that are available in that city will be displayed. The BMEU Location to be used can then be selected and the "BMEU" button clicked to finalize the selection.

Select a State and City

BMEUStates: BMEUCities:

BMEULocations:

BMEUHours:

mon	08:30	-	17:30
tue	08:30	-	17:30
wed	08:30	-	17:30
thu	08:30	-	17:30
Fri	08:30	-	17:30
Sat	10:00	-	13:00

< Back

If approved for Mail Anywhere-

An alternate location can be selected.

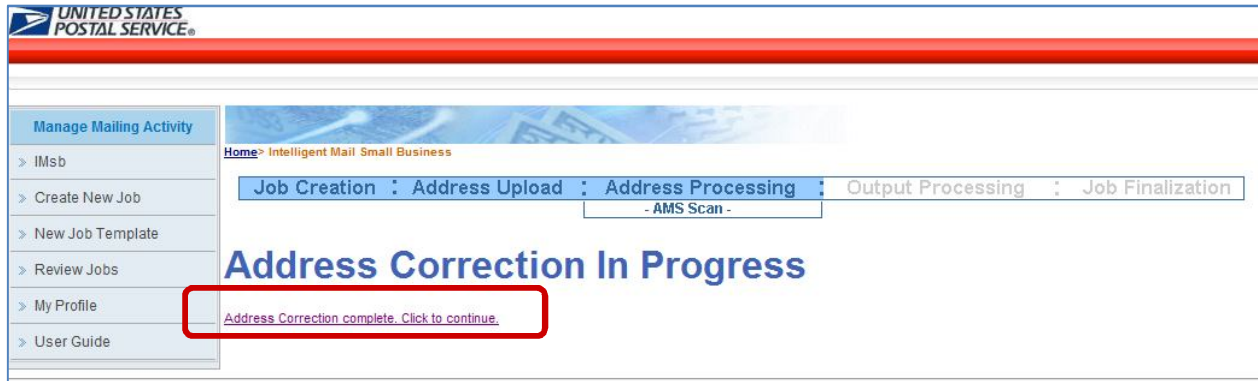
STEP 2: ADDRESS PROCESSING

Address Correction

AMS will verify that your addresses are valid addresses with the required delivery points. Your addresses will be reformatted to conform to USPS specifications.

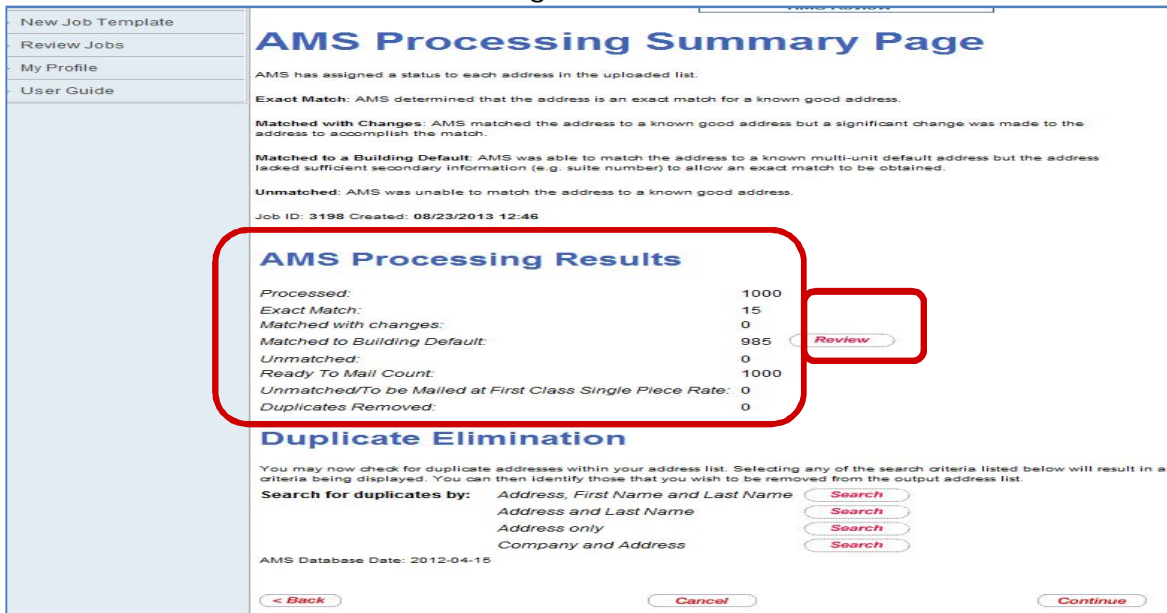
Note: The AMS process only verifies that the address is a good delivery address; it does not check that the name/business associated with the address is accurate.

Click "**ADDRESS CORRECTION COMPLETE. CLICK TO CONTINUE**"



By clicking the link above, you will be directed to the AMS Processing Summary Page. On this page, you will see data on your addresses. Each address within your address list is allocated one of four statuses by AMS.

- Exact Match- no correction was made to the address by the USPS
- Matched with changes- A correction was made to the address to make it correct.
- Matched to a building default- means its missing the apartment or suite #.
- Unmatched- Bad address according to USPS files.



Review

At this point, by selecting the **“Review”** button, you may review the addresses in the matched with changes, matched to building default, unmatched addresses and non-DPV print count sections. During the review process you will have the option to take further actions regarding your address list. You also have the option to bypass the review process by selecting **“Continue”** if you want the tool to accept the results returned.

- If you select any of the review choices, you will be taken to an AMS Default Entry Editor screen where, for each address, you can choose between using the AMS supplied address, the address you originally supplied, or not to have the IMsb tool print the address.
- If you choose to use an original address that does not match, it will be removed from the Delivery Point Validated (DPV) list and added to a non-Delivery Point Address list. The non-Delivery Point Address list will still be available for downloading; however the IMSB tool will modify those address STIDs to specify First-Class Mail. The non-DPV mailpieces must be mailed at the full single piece price.
- You cannot make corrections to your non-DPV addresses within the IMsb Tool. If you want to include them you can download the non-DPV list to your computer and correct them. Once corrected add them back to your Excel or CSV file and then redo your mailing from the beginning uploading your newly corrected address list and then proceed.

The screenshot shows two parts of the IMsb application interface. The top part is the 'AMS Default Entries Editor' for Job ID: 3198, created on 08/23/2013 at 12:46. It contains a table with columns for 'AMS Selection' and 'Address'. Each row shows an address and three radio button options: 'AMS' (selected), 'Original', and 'Ignore'.

The bottom part is the 'Duplicate Elimination' screen. It includes a warning: 'You may now check for duplicate addresses within your source list. Selecting any of the search criteria listed below will result in all of the duplicates that match the criteria being displayed. You can then identify those that you wish to be removed from the output address list.' Below this is a section titled 'Search for duplicates by:' with four radio button options: 'Address, First Name and Last Name' (selected), 'Address and Last Name', 'Address only', and 'Company and Address'. Each option has a corresponding 'Search' button. At the bottom of the screen are three buttons: '< Back', 'Cancel', and 'Continue'.

Duplicates

Next you can utilize the duplicate elimination function to check for duplicate addresses within your address list and remove any found duplicate address. This function allows you to search for duplicates by:

- Address, First Name and Last Name
- Address and Last Name
- Address Only
- Company and Address

When you click on a button the duplicate address entries will be displayed.

If more duplicates are found than can be reasonably displayed on one screen you will need to use the controls under the display box to step through the duplicate sets.

To mark addresses for deletion simply click the check boxes next to them. Once you have reviewed all the addresses; click the Accept button and all the marked addresses will be removed from the output list.

If you wish to remove all the identified duplicates at once you can click the Delete All button. This will mark all the addresses within each duplicate group, except the first one, for deletion. Again, clicking the Accept button will cause the marked duplicates to be removed from the output list.

If you change your mind about deleting a duplicate address you must UN check the box beside it before clicking on the Accept button. Once the Accept Button has been clicked the process cannot be reversed. If you wish to deselect all of the addresses you have selected simple click the Clear All button.

You may also exit the screen without performing deletions by clicking the Cancel button which will bring you back to the AMS Processing Summary page.

Duplicate Address Editor
Address Only

The groups below contain those records that have been identified as having the same address. Click the check box to mark those address that you do not wish to be included in the output address list.

The Delete All button will mark all of the duplicate addresses in the file, except for the first in each group, for removal.

The Clear All button will reset all of the selections you have made.

The Accept button will remove the marked addresses from the output list and will return you to the AMS Processing Summary Page.

The Cancel button will cancel any duplicate selections that were made and will return you to the AMS Processing Summary Page.

Job ID: 3198 Created: 08/23/2013 12:46

Action	Duplicates
Remove Duplicates	<input type="checkbox"/> ABC International Trading, 14516 GARFIELD AVE, PARAMOUNT CA 90723-3420
	<input type="checkbox"/> Binh Industrial Co. Ltd., 14516 GARFIELD AVE, PARAMOUNT CA 90723-3426
Remove Duplicates	<input type="checkbox"/> A B & I, 7825 SAN LEANDRO ST, OAKLAND CA 94621-2515
	<input type="checkbox"/> American Brass & Iron Foundry (AB&I), 7825 SAN LEANDRO ST, OAKLAND CA 94621-2515
Remove Duplicates	<input type="checkbox"/> Barday Products Limited, 4000 PORETT DR, GURNEE IL 60031-1209
	<input type="checkbox"/> Convetos, 4000 PORETT DR, GURNEE IL 60031-1209
Remove Duplicates	<input type="checkbox"/> Barnes Pumps, DIVISION OF CRANE PUMPS & SYSTEMS INC., 420 3RD ST, PIQUA OH 45356-2918
	<input type="checkbox"/> Bute Pumps Inc, DIV. OF CRANE PUMPS & SYSTEMS INC., 420 3RD ST, PIQUA OH 45356-3918
Remove Duplicates	<input type="checkbox"/> Beacon-Morris Corp., 250 N ELM ST, WESTFIELD MA 01085-1614
	<input type="checkbox"/> Cox Heating, A MESTEK CO., 250 N ELM ST, WESTFIELD MA 01085-1614

9 groups

Confirm Affixed Postage IF using Meter Postage

Total Postage Affixed- *this is total number of addresses after you have cleansed the list thru the tool!*

STEP 3: OUTPUT PROCESSING

Tray Label

The next step in the IMsb process is to prepare Intelligent Mail **Tray** labels, for Full-Service mailings.

From the Tray/ Sack Information screen:

- IMsb will provide a recommended number and type of Containers (Trays or Sacks) to be used to prepare this mailing.
- Click **"New Label"** for the IMsb tool to generate your Unique Intelligent Mail Tray Barcode (IMtb) Label.

Note: The tray labels must be generated using card stock or a standard business card stock which is perforated at 2 x 3.5" such as an AVERY label 5371.

Sortation Level Display	Labeling Zip	Two Foot Extended Letter Tray	Two Foot Letter Tray	One Foot Letter Tray
MAADC	995	0	2	1

Select **"Edit containers"** if the amount of recommended containers is not sufficient.- *not recommended.*

Tray Label Creation

Optional: Enter the Printer Line information (if applicable) as well as the Mailer's Area information. **Required:** click "**Create Label**" to generate PDF of tray/sack label.- name and save this file for use after job has been submitted.

We strongly suggest you save the file to your desktop, finish the job and then print the labels!

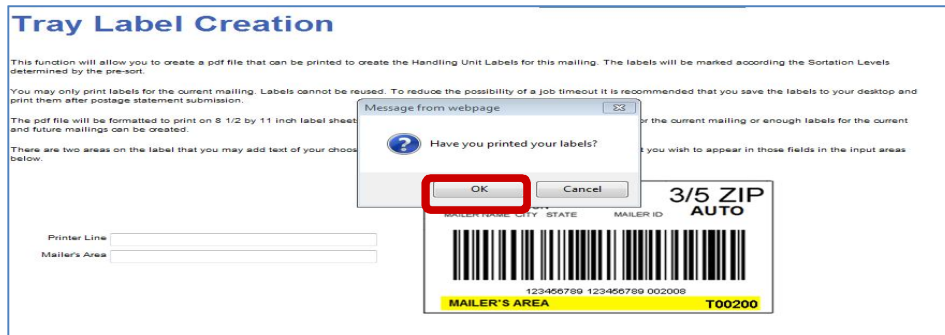
The screenshot shows the 'Tray Label Creation' interface. A 'File Download' dialog box is open, asking 'Do you want to open or save this file?' for the file 'imsb-tray-labels3198.pdf'. The background shows a form with fields for 'Printer Line' and 'Mailer's Area', a barcode, and a 'MAILER'S AREA' label. A callout box says 'First create label- then select continue!'. At the bottom, there are buttons for '< Back', 'Create Label', and 'Continue'.

Print Tray Labels



Note- *you may only print labels for the current mailing. Labels cannot be reused. To reduce the possibility of a job timeout, it is recommended that you save the labels to your desktop and print them after postage statement submission.

Click Continue and Click "OK" in the pop box "Have you printed your labels?" or select cancel to return to the screen.



Downloads:

The **Downloads** screen shown below allows you to print your addresses on labels, envelopes or inserts. The addresses are provided in a PDF file which you can either open in Adobe® Reader or save to your computer.

Available label sizes are:

Avery 5161 or equivalent to 1" x 4" label (Postcards/Letters only)

Avery 5162 or equivalent to 1.33" x 4" label (Postcards/Letters only)

Avery 5163 or equivalent to 2" x 4" label (Postcards/Letters & **Flats**)

Envelopes sizes available:

#6 3/4 - #7 - #10

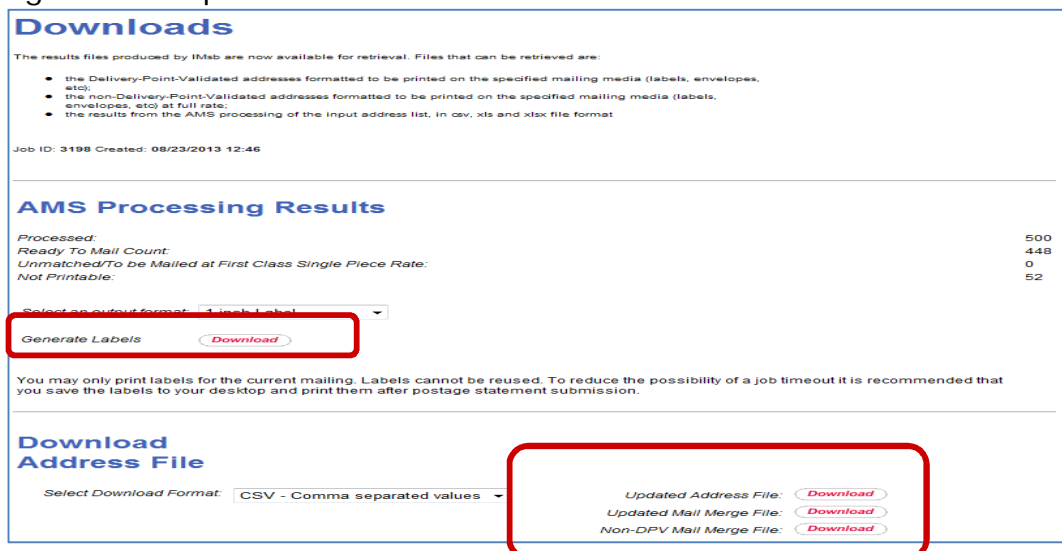
Other- no envelope used

Insert-option allows you to print directly on an 8.5 x 11 insert.

The address block is configurable.

Mail Merge -allows downloading of file to be used during mail merge option.

- Must include the encodedimbno, presorttrayid, and presortdate fields from the mail merge file to be printed with address block.




Below is an example of a PDF that will be generated upon choosing **1" Label** as your output format.

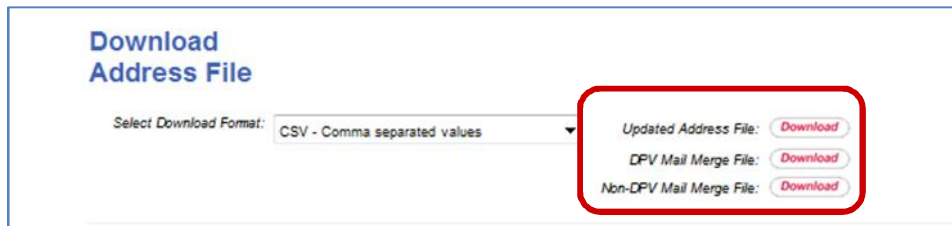
Again, we strongly suggest you save the PDF and print the files after you have submitted the job!-

 JOHN SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0912	T00722 08/23/2013	 JILL SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	T00722 08/23/2013
 AMY SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	T00722 08/23/2013	 BEN SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	T00722 08/23/2013
 CINDY SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	T00722 08/23/2013	 JANE SMITH 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	T00722 08/23/2013

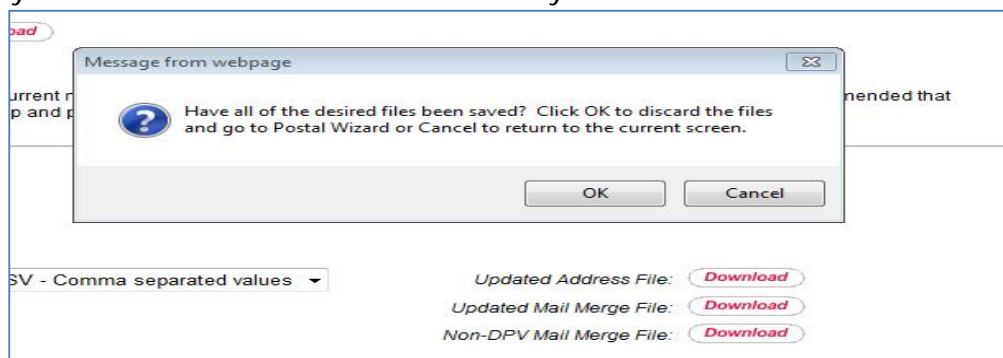
Example of user selecting Number **6 3/4 Envelope** from the output format:

ADDRESS SERVICE REQUESTED	
 AMERICAN SAW & MFG. CO 301 CHESTNUT ST E LONGMEADOW MA 01028-2742	T00801 08/23/2013

Option to save the corrected address lists:



The IMsb tool allows you to save your corrected address list for future use. The Privacy act does not allow the USPS to save your address files.

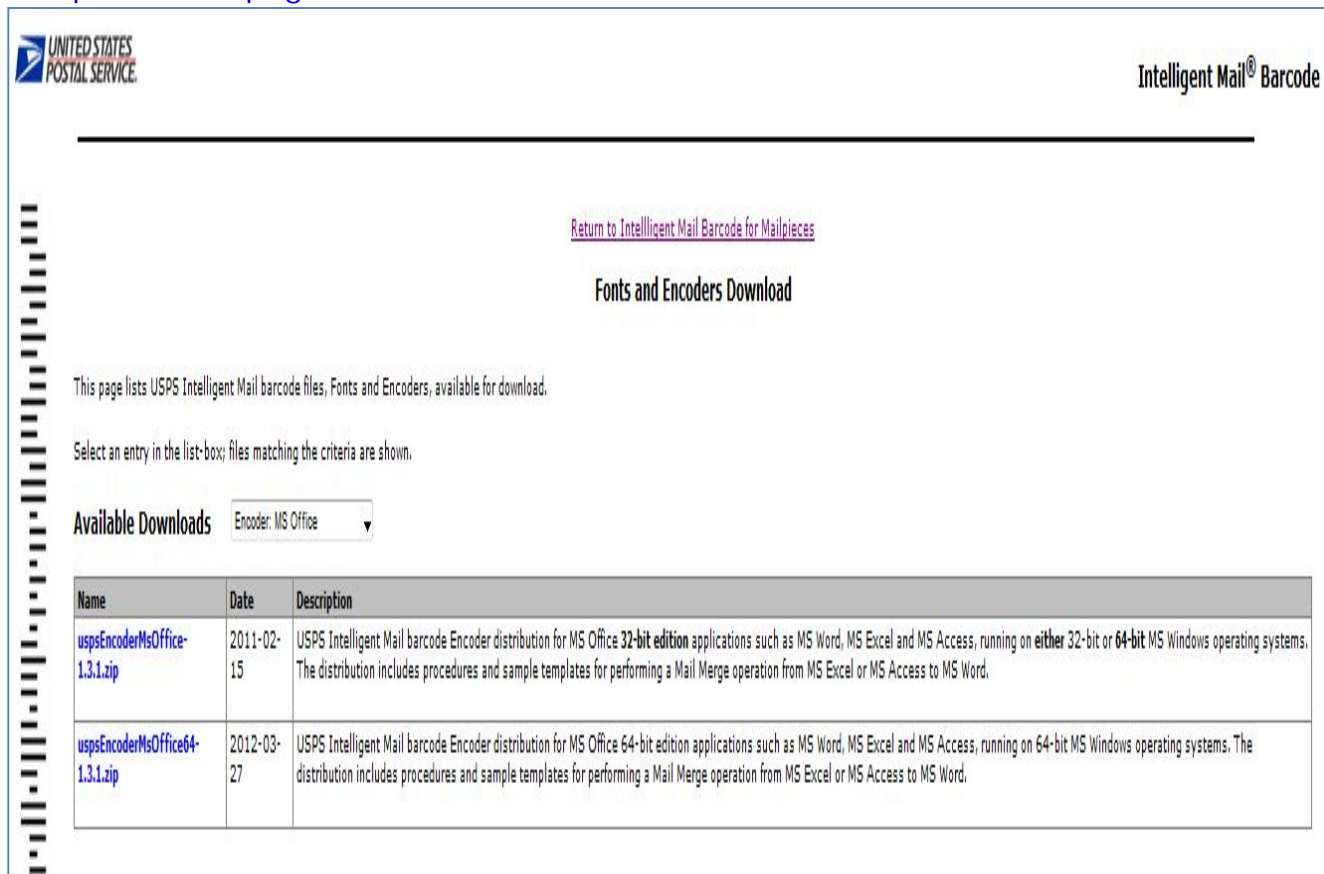


Downloading of:

1. **Updated address file** will provide the updated address list to be saved in either a CSV or Excel for future use. It will include in the file, the bad addresses tagged as unmatched.
2. **DPV Mail Merge** allows you to merge the address block into a mail merge template.
 - The DPS Mail Merge file includes the unique intelligent mail barcode for each piece to be inserted on your mailpiece as long as the IMb font has been installed from the RIBBs page.
(<https://ribbs.usps.gov/onecodesolution/download.cfm>)
 - The **USPSIMB Standard Font** should be set at **16 point font**.
 - The *Postal One!* Help Desk is available to assist with downloading the font.

To download the font, go to

<https://ribbs.usps.gov/onecodesolution/download.cfm?downloads=Office&selection=5>



UNITED STATES POSTAL SERVICE

Intelligent Mail® Barcode

[Return to Intelligent Mail Barcode for Mailpieces](#)

Fonts and Encoders Download

This page lists USPS Intelligent Mail barcode files, Fonts and Encoders, available for download.

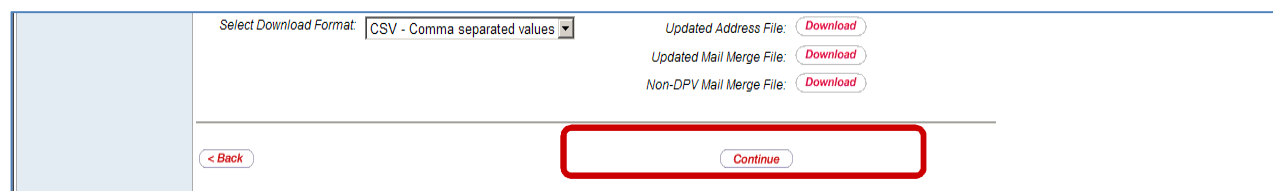
Select an entry in the list-box; files matching the criteria are shown.

Available Downloads Encoder: MS Office ▼

Name	Date	Description
uspsEncoderMsOffice-1.3.1.zip	2011-02-15	USPS Intelligent Mail barcode Encoder distribution for MS Office 32-bit edition applications such as MS Word, MS Excel and MS Access, running on either 32-bit or 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.
uspsEncoderMsOffice64-1.3.1.zip	2012-03-27	USPS Intelligent Mail barcode Encoder distribution for MS Office 64-bit edition applications such as MS Word, MS Excel and MS Access, running on 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.

3. **Non DPV Mail Merge** file allows for printing of bad addresses that can be mailed with a First-Class stamp. (not recommended)

STEP 4: SUBMIT JOB



Select Download Format: CSV - Comma separated values ▼

Updated Address File: [Download](#)

Updated Mail Merge File: [Download](#)

Non-DPV Mail Merge File: [Download](#)

< Back Continue

NOTE: We recommend that you print this page for use when sorting your mail. Please pay close attention to the counts in each tray and the special instructions for sortation.

Home > Intelligent Mail > Small Business

Postal Wizard Submission Status

Submission to Postal Wizard is complete.

Job ID: 3203 Created: 08/28/2013 02:01

Mailing Group ID: 60197865
Mail Class: Standard Mail
Processing Category: Letters
Service Type: Full
Total Mail Pieces: 1000
Total Number of Handling Units: 5
Postal Statement ID: 67584099

Tray/Sack Requirements For The Job

The following table below contains information on how to place your mail pieces in trays/sacks required for delivery to the USPS.

As part of your IMsb job you should have produced a pdf file containing an Intelligent Mail label for each tray/sack required. Each tray/sack has been allocated a unique serial number which is listed in large text on the bottom right of the tray/sack label. This label should be affixed to the corresponding type of container identified in the Container column of the table below.

When the addresses processed by IMsb are printed each mail piece will have a tray/sack number printed to the right of the IM barcode. All mailpieces for a given tray/sack will bear the same identifier as the tray/sack that they are to be placed into. The address pdf file is produced in tray/sack sequence so when it is printed all pieces for each tray will occur in sequence.

Special instructions regarding the filling of the container are provided where appropriate.

Optimal Tray/Sack Recommendation

Sortation Group	Container	# Mail pieces	Tray Number	Special Instructions
SDG	Two Foot Letter Tray	210	T00814	1
SDG	Two Foot Letter Tray	210	T00815	1
SDG	Two Foot Letter Tray	210	T00816	1
SDG	Two Foot Letter Tray	210	T00817	1
SDG	Two Foot Letter Tray	160	T00818	1.5

Message Id

Message Id	Message
1	All pieces must be placed in the tray/sack that they are assigned to.
5	All mailpieces in a non-full tray must be put in bundles not exceeding 6 inches in length.

Please refer to the IMsb help pages for more details.

[Continue](#)

Click Continue

Review and Submit

Review your mailing information, and then click the **Submit** button on the bottom of the page to upload your mailing to the *PostalOne!* system.

UNITED STATES POSTAL SERVICE®

Standard Mail - Permit Imprint - Confirmation

Manage Mailing Activity

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Postal Wizard

Electronic Data Exchange

Mailing Reports

Dashboard

Manage Permits

United States Postal Service
Standard Mail - Permit Imprint

Summary

Permit Holder: AUTOMATED MAILING SYSTEMS, INC.
Permit Number: 4430796
Price Class: REGULAR
Processing Category: 0.0031 lbs., (0.0496 oz)
Weight of single piece: 1.797 pcs.
Total Mail Pieces: 5,5797 lbs.
Total Weight: 1.797 lbs.
Estimated Closing Balance: \$ 497.77

Mailing Information

Statement Security No.: 1.797 pcs
Federal Agency Code: 1.797 pcs
Address Mailing Date: 06/25/2012
Mailing Date: 06/25/2012
Mailing Time: 06:25:00
Mailing Location: PHILA PA 19104-9551

Station Summary Information

Part A: 1.797
Part B: 1.797
Total: 3.594

For Bulk Services and Other Fees

Postage: \$ 497.77
Total: \$ 497.77

Signature

AUDREY MELONI

Press Submit to submit the information you have entered only after reading and agreeing to the Certification Statement.

Save & Continue

Save & Exit

Submit

*if you choose 'Save and Continue' your postage statement will not be submitted but sent to your Saved Forms. Go to Postal Wizard from home page, in middle of page under "Saved Forms" locate "View incomplete jobs I have started" click there. Click on Postage Statement ID number hyperlink in blue to retrieve. Scroll to bottom right and click submit.

Please print (not required) the *printer friendly* barcoded Electronic Confirmation Acceptance Notice (ECAN) and bring the notice along with your mailing

Or

Use the Email function to present at the BMEU or at the Self Service Terminal.

UNITED STATES POSTAL SERVICE®

Standard Mail - Permit Imprint - Confirmation

Manage Mailing Activity

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United States Postal Service
Standard Mail - Permit Imprint

Summary

Permit Holder: AUTOMATED MAILING SYSTEMS, INC.
Permit Number: 4430796
Price Class: REGULAR
Processing Category: 0.0031 lbs., (0.0496 oz)
Weight of single piece: 1.797 pcs.
Total Mail Pieces: 5,5797 lbs.
Total Weight: 1.797 lbs.
Estimated Closing Balance: \$ 497.77

Mailing Information

Statement Security No.: 1.797 pcs
Federal Agency Code: 1.797 pcs
Address Mailing Date: 06/25/2012
Mailing Date: 06/25/2012
Mailing Time: 06:25:00
Mailing Location: PHILA PA 19104-9551

Station Summary Information

Part A: 1.797
Part B: 1.797
Total: 3.594

For Bulk Services and Other Fees

Postage: \$ 497.77
Total: \$ 497.77

Signature

AUDREY MELONI

Press Submit to submit the information you have entered only after reading and agreeing to the Certification Statement.

Save & Continue


Save & Exit

Submit

Please scan :
SCAN AT ACCEPTANCE

92 75 7900 0002 7100 0628 2610 13

Please print (not required) the *printer friendly* barcoded Electronic Confirmation Acceptance Notice (ECAN) and bring the notice along with your mailing to the site you have selected .



Electronic Confirmation
Acceptance Notice

USPS Generated by Postal Wizard System

Note to Mailer: Your electronic postage statement was submitted to the USPS PostalOne! system on Nov 08, 2012 10:40 AM.

Please print this form and present it along with your mailing to the Retail Office in FALLON, NV 120 N MAINE ST, FALLON, NV 894062930 by Dec 08, 2012.

The labels and electronic mailing information associated to this form, must match the physical mailing being presented to the USPS employee with this form.

Postage Statement ID:	64263491
Post Office of Permit:	RENO, NV 89610-9861
Account Holder:	YELLOW
Account Number:	1448060
Permit Holder:	YELLOW
Permit Type:	PI
Permit Number:	738
Mailing Agent:	YELLOW
Mall Owner:	YELLOW
Mall Owner Permit Type:	PI
Mall Owner Permit Number:	738
Customer Reference ID:	
Mall Class:	Standard Mail
Price Eligibility:	Regular
Processing Category:	Letters
Mailing Date:	11/08/2012
Actual Weight of Mailer Declared Piece Weight:	0.0825 lbs. (1.0000 oz)
	MAX weight allowed 3.3 oz
Total Mail Pieces:	900 pos.
Total Weight:	68.2600 lbs.
Total Postage Amount:	\$ 249.30

1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Sacks	Pallets	Other
	2					

Handling Unit:

Total Postage Amount to be Collected: **\$ 249.30**

Total Postage Amount - Prepaid by CAPS account: **\$ 0.00**


RETAIL Office of Mailing	Hours	
FALLON	Mon, Tue, Wed, Thu, Fri	8:00 AM - 5:00 PM
120 N MAINE ST	Sat	Closed
FALLON, NV 894062930	Sun	Closed

Note:
 *This mailing may be subject to additional verification at the time of acceptance.
 *This mailing can be processed at the self service terminal.

Action

Please scan :

SCAN AT ACCEPTANCE



92 75 7900 0007 2300 0642 6349 14

You are finished! The tool has submitted your postage statement and qualification report electronically.

ADDITIONAL FUNCTIONS:

Review Jobs contains a listing of the Jobs that the user has created on IMsb. Contains Job ID, Job Description, CRID, Mailer ID, Mailing Date, Business Name, Address and Contact. Also allows the information from a selected Job to be prepopulated into a new Job.

Job ID	Job Description	Status	CRID	Mailer ID	Mailing Date	Company Name	Postage Statement ID
3203		Completed	94541544	900002244	Aug 23, 2013	IMSB CAT92	67584099
3202		Completed	94541544	900002244	Aug 23, 2013	IMSB CAT92	67475280
3200		Completed	94541544	900002244	Aug 23, 2013	IMSB CAT92	67475285
3199		InProgress	94541544	900002244	Aug 23, 2013	IMSB CAT92	
3198		InProgress	94541544	900002244	Aug 23, 2013	IMSB CAT92	
3197		InProgress	94541544	900002244	Aug 23, 2013	IMSB CAT92	
3194		Completed	94541544	900002244	Aug 23, 2013	IMSB CAT92	67584070
3193		InProgress	94541544	900002244	Aug 23, 2013	IMSB CAT92	
3192		Completed	94541544	900002244	Aug 23, 2013	IMSB CAT92	67584088
3191	test 19 mt 1st IMb 3 size	InProgress	94541544	900002244	Aug 23, 2013	IMSB CAT92	
3176	test 19 mt 1st IMb 3 size	Completed	94541544	900002244	Aug 22, 2013	IMSB CAT92	67580432
3175	test 19 mt 1st IMb 3 size	InProgress	94541544	900002244	Aug 22, 2013	IMSB CAT92	
3172	test 10 mt std fit sof Retail	InProgress	94541544	900002244	Aug 22, 2013	IMSB CAT92	
3169	test 10 mt std fit sof Retail	Completed	94541544	900002244	Aug 22, 2013	IMSB CAT92	67545231
3168	test 10 mt std fit sof	InProgress	94541544	900002244	Aug 22, 2013	IMSB CAT92	
3166	test 14 po 90 letter sof	Completed	94541544	900002244	Aug 22, 2013	IMSB CAT92	67474416
3165	test 13 mt std letter no ref	Completed	94541544	900002244	Aug 22, 2013	IMSB CAT92	67545230
3162	test 13 mt std letter sof	Completed	94541544	900002244	Aug 22, 2013	IMSB CAT92	67545228
3149		Cancelled	94541544	900002244	Aug 21, 2013	IMSB CAT92	0
3148		Completed	94541544	900002244	Aug 20, 2013	IMSB CAT92	67473530

Help Link

The “Help” link in the upper right corner provides additional information regarding the six buttons on the left side of the screen. And the User Guide on left hand side provides information about each screen and has other vauble informaton about the IMsb tool.

Intelligent Mail for Small Business (IMsb) Tool

The Intelligent Mail for Small Business Tool (IMsb) application is an online tool designed to facilitate the production of the Intelligent Mail barcode (IMb) for mailings. The IMsb tool will enable you to upload your address list. After your addresses are uploaded, the IMsb tool will validate the addresses and then allow you to print those addresses and the Intelligent Mail barcode. The IMsb tool produces PDF documents suitable for printing on certain labels, standard size envelopes and on 8 1/2 x 11 inch letter paper. The IMsb tool provides a mail merge option for your mailings.

By relying on a web browser, IMsb removes the need to install and maintain specialized software to produce an IMb.

Features
IMb® generation and printing for envelopes, letter size paper or pre-defined labels
Support address lists up to 9999 addresses if entered at a BMEU location
Support address lists up to 5000 addresses if entered at a Retail Outlet
Supports Full Service Option Mailings
First-Class™ or Standard Mail® Mailings
Automatic Postage Statement Generation
Address Matching Service Validation
Last Mailing Profile Saved
Saved Job Summary for 180 days or 200 jobs

* User is responsible for mailing/postal statement.

Please select one of the actions listed on the left to continue.

RESOURCES

1. 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/>

Additionally, you can find resources on how to download **USPS IMb standard font for Mail Merge option. (16pt font)**

<https://ribbs.usps.gov/onecodesolution/download.cfm?downloads=Office&selection=5>



Intelligent Mail® Barcode



[Return to Intelligent Mail Barcode for Mailpieces](#)

Fonts and Encoders Download

This page lists USPS Intelligent Mail barcode files, Fonts and Encoders, available for download.

Select an entry in the list-box; files matching the criteria are shown.

Available Downloads Encoder: MS Office

Name	Date	Description
uspsEncoderMsOffice-1.3.1.zip	2011-02-15	USPS Intelligent Mail barcode Encoder distribution for MS Office 32-bit edition applications such as MS Word, MS Excel and MS Access, running on either 32-bit or 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.
uspsEncoderMsOffice64-1.3.1.zip	2012-03-27	USPS Intelligent Mail barcode Encoder distribution for MS Office 64-bit edition applications such as MS Word, MS Excel and MS Access, running on 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.

2. Guides, Specifications and Manuals

For those new to Intelligent Mail services, there are 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)

This is the USPS manual that contains 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.

http://pe.usps.com/text/dmm300/dmm300_landing.htm

A Resource Map to Intelligent Mail Documents

This lists all the documents and source materials that you will need to transition to Intelligent Mail services. It provides explanations of each document and information on how to find and print these documents. It is a reference source that will help you as you learn the ins-and-outs of Intelligent Mail services. This document can be found on RIBBS at

http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/ResourceMapToIntelligentMail.pdf

3. 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 the Business Mail Acceptance page: <https://ribbs.usps.gov/index.cfm?page=bma>

To contact the *PostalOne!* Help Desk call **1-800-522-9085**. For additional information about IMB Tracing please contact the National Customer Support Center at (800)238-3150.

Address Correction Services (ACS)

INTELLIGENT MAIL for Small Business (IMsb) tool

The IMsb tool offers several selections to mailers. Please review [Appendix A](#) or the ACS Tree at the end of this User Guide before making selections as there can be charges associated to the selection made.

The IMsb tool allows 8 options for First Class and 6 options for Standard Mail.

The image displays two side-by-side screenshots of the IMsb tool interface, each enclosed in a red rectangular border. Both screenshots show a form with several dropdown menus. The left screenshot is for 'First-Class Mail' and the right is for 'Standard Mail'. Both have 'IM Service Type' set to 'Full'. The 'Extra Service Type' dropdown is open in both, showing a list of options: 'Full-Service ACS - ASR 1' (highlighted in blue), 'Full-Service ACS - ASR 2', 'Full-Service ACS - CSR 1', 'Full-Service ACS - CSR 2', 'Full-Service ACS - RSR 2', 'Full-Service ACS - TRSR 2', 'Manual', and 'No address correction'. The 'IMb Tracing' dropdown is also open in both, showing the same list of options. The 'Service Type ID' dropdown is open in both, showing the same list of options. The 'Ancillary Service Endorsement' dropdown is open in both, showing the same list of options. A 'Cancel' button is visible at the bottom right of the right screenshot.

Definitions:

ACS = Address Correction Service

ASE = Ancillary Service Endorsement

ASR = Address Service Requested

COA = Change of Address

CSR = Change Service Requested

ESR = Electronic Service Requested

Note: To receive the information back electronically, customers must change their MID in Business Customer Gateway.

FSR = Forwarding Service Requested

RSR = Return Service Requested

TRSR = Temporary Return Service Requested

UAA = Undeliverable As Addressed / Nixie

ACS is not a guaranteed service. Manual notices may still be received, although reduced in volume. We HIGHLY recommend the use of ESR to help with the reduction of Manual notices.

Changing your MID in the Business Customer Gateway (BCG)

To receive ACS information back electronically, customers must change their MID in Business Customer Gateway.

(1) Log into the BCG and view the Home Page.



(2) Click on MID

Welcome to the Mailer ID System

Mailer ID Search

Business Location: 94541451 - IMSBCAT183 89509-2204

Mailer ID:

Customer Reference:

Display Options: ☐ MID's owned by my business location(s)
☐ MID's delegated to my business location(s) for Data Distribution Management
☐ MID's whose Data Distribution Profile delegated to other CRID's
☒ All of the above

Mailer ID Summary		
Mailer ID	Business Location	Options
900002220	CRID: 94541451 IMSBCAT183 2350 BALSAM ST RENO, NV 89509-2204	Add Data Distribution Profile Edit Program Options More Info
900002238	CRID: 94541451 IMSBCAT183 2350 BALSAM ST RENO, NV 89509-2204	Add Data Distribution Profile Edit Program Options More Info
901014080	CRID: 94541451 IMSBCAT183 2350 BALSAM ST RENO, NV 89509-2204	Add Data Distribution Profile Edit Program Options More Info

< Back Page 1 Of 1 Next >

(3) Click on 'Edit Program Options'.

Edit your Program Options

Select/Unselect the programs you wish to add/remove and Press Update.

Company Information	
Business Location:	94541451 - IMSBCAT183 89509-2204
Company Address:	2350 BALSAM ST RENO, NV 89509-2204
Mailer Id (MID):	900002220

Select the Program Options	
<p>Mailer ID: 900002220</p> <p><input type="checkbox"/> Add a Customer Reference</p> <p><input type="checkbox"/> MID based elnduction processing</p>	<p>Check the boxes for the Program options you are selecting. Note: If you select one of these options you can not select a Package Product program option for this Mailer ID.</p> <p><input type="checkbox"/> CONFIRM</p> <p><input checked="" type="checkbox"/> Full / Basic Service</p> <p><input checked="" type="checkbox"/> Full Service ACS (Must select Full / Basic Service to receive Full Service ACS)</p> <p><input type="checkbox"/> One Code ACS (Submit Form 3573 to acs@usps.gov)</p> <p><input type="checkbox"/> One Code ACS with CONFIRM (Submit Form 3573 to acs@usps.gov)</p> <p><input type="checkbox"/> Traditional ACS (Submit Form 3572 to acs@usps.gov)</p> <hr/> <p>Check the box for the Package Product Program option you are selecting. Only one program option can be selected. Note: If you select one of these options you can not select a program option from above for this Mailer ID. For either Package Products option, submit the PS Form 5051 to doconfirm@usps.gov or fax to 901-821-8244.</p> <p><input type="checkbox"/> Electronic Verification System (eVS) for Package Products</p> <p><input type="checkbox"/> Test Confirmation Services for Package Products and Extra Services (i.e. Delivery Confirmation, Signature Confirmation, Certified Mail, Express Mail, Priority Mail Open and Distribute)</p>

- (4) Make sure you have a check mark in the 'Full Service ACS' box. If not, check it and then click 'Update' at the bottom. Pop-up will display confirming update.

System Alert	
<p>Mailer Id was successfully updated.</p> <p><input type="button" value="Ok"/></p>	

Check the box for the Package Product Program option you are selecting

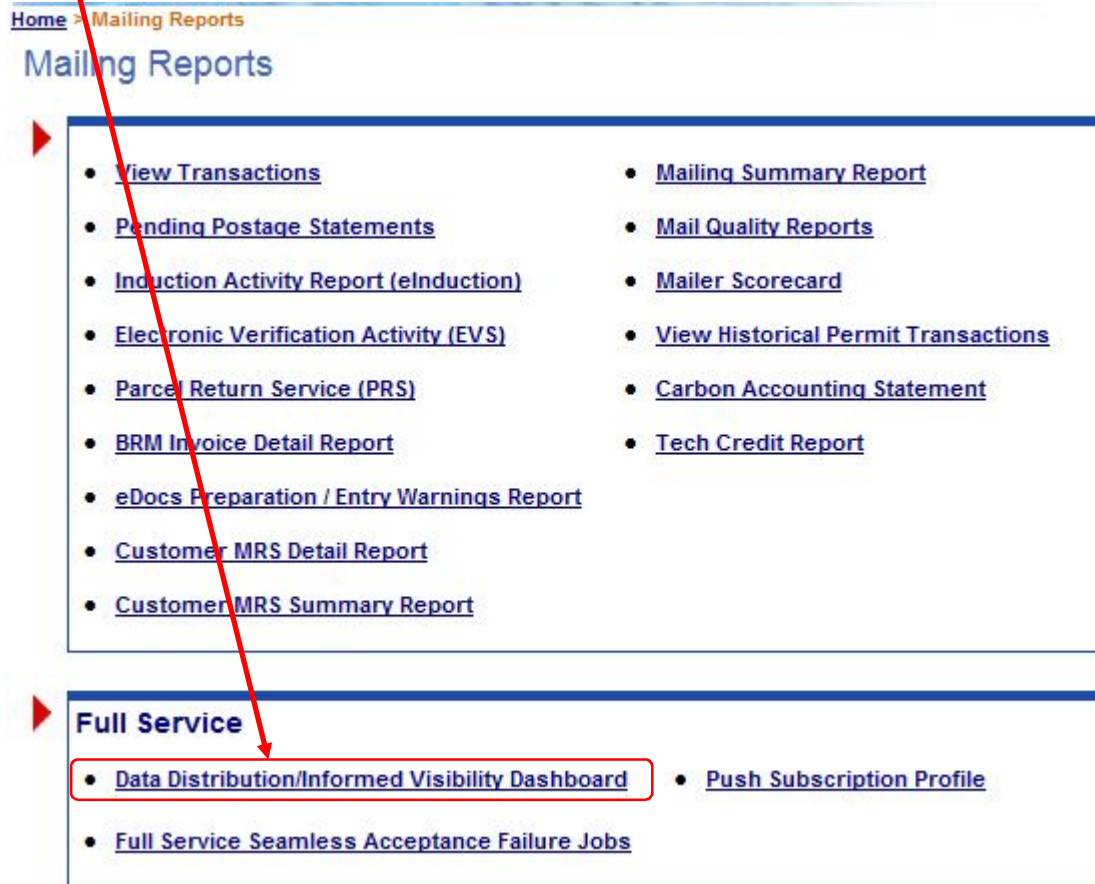
Retrieving ACS data from the BCG Dashboard

There are no additional forms or applications to fill out. Simply proceed to the BCG and follow the below instructions to retrieve your ACS/Nixie data.



(1) After logging into the Business Customer Gateway (BCG) click on Mailing Reports on the Home page.

(2) Now click on Data Distribution/Informed Visibility Dashboard



Online & Downloadable Reports		Data Distribution Summary	Container Scan Summary	Full-Service COA/Nixie Summary	By/For Conflict Summary	User Download History	Informed Visibility	Data Delegation History	
			# of records available for download in the last... (As of 01/30/2014):						
Report Type	Action	Today	7 Days	30 Days	45 Days	Last Online Download Date			
1. Full-Service Start-the-Clock Report ¹	[Download] [Online]	0	7	7	7				
2. Informed Visibility Report ¹	[Download/Online]	0	0	0	0				
3. Full-Service ACS Change of Address (COA) Report ²	[Download]	0	0	0	0				
4. Full-Service ACS Nixie Report ²	[Download]	0	0	0	0				
5. Full-Service Data Quality Report ³	[Microstrategy]								
6. Full-Service By/For Conflict Report	[Download]								

¹ Counts are at the container level.

(3) Click on #3 for the COA information or #4 for your UAA/Nixie information. You must view/download your corrections within 45 days of your mailing; all COA/UAA-Nixie information is purged after 45 days.

Download Full-Service ACS Nixie Search

Search By: Mailing Group ID

ID Number:

Full Service Availability Date Range: *

From: 01/24/2014

To: 01/31/2014

Search With: exact value

Please limit the Date Range to 7 days.

Search

(4) You will need to search for your mailing by Mailing Group ID. That number is produced during your statement creation process within the IMsb tool and is found on your Congratulations Page, make a note of this number now. Remember to print this page and take to the BMEU along with your mail; you could also print an additional page to keep with you for easier reference to your Mailing Group ID.

Standard Mail - Permit Imprint ▶ Confirmation

[Printer Friendly Version](#) [Email](#)

▶ Congratulations!

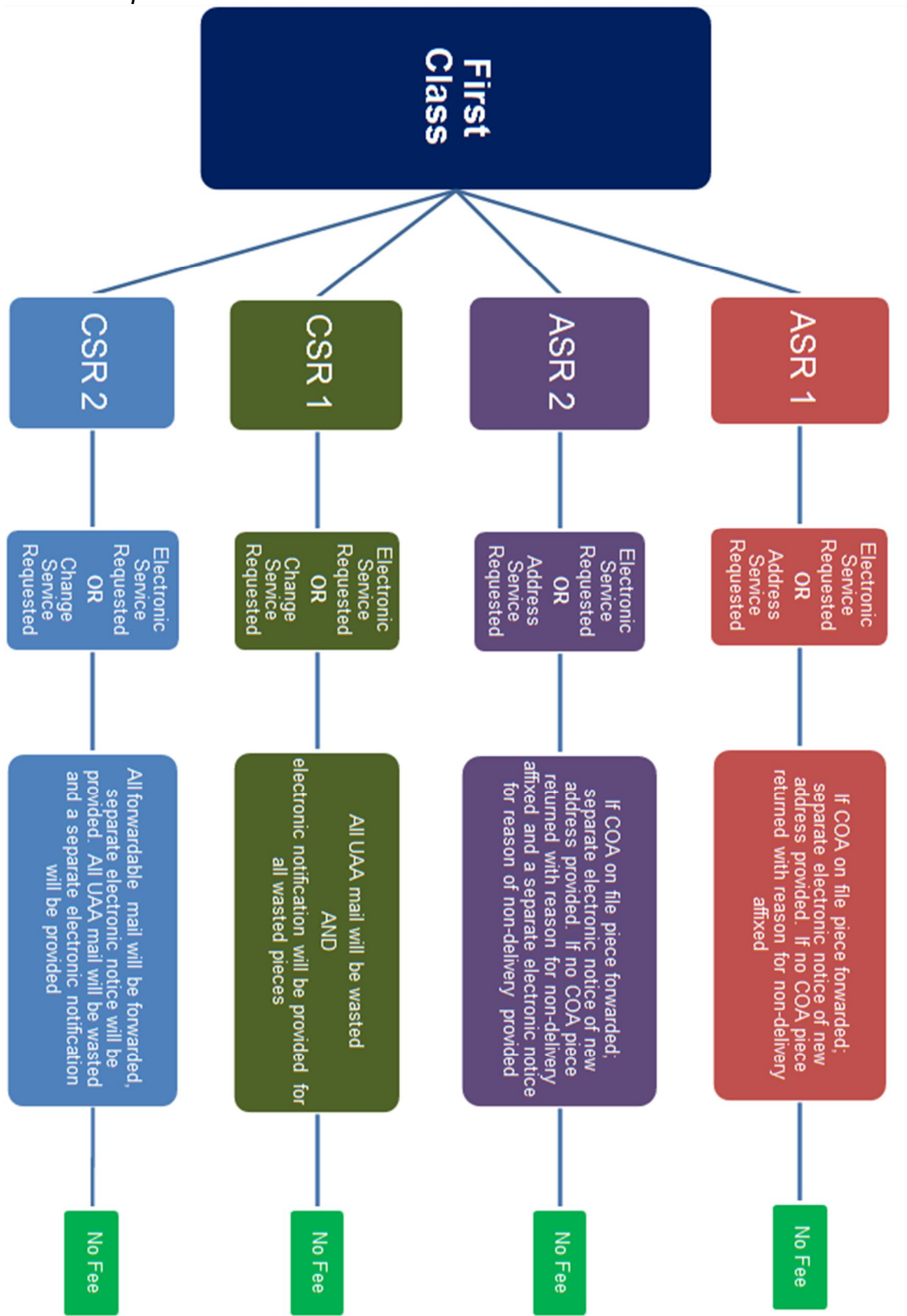
Note to Mailer: Your electronic postage statement has been submitted to the USPS *PostalOne!* system on Jan 31, 2014 02:55 PM.

The labels and electronic mailing information associated to this form, **must** match the physical mailing being presented to the USPS® with this form.

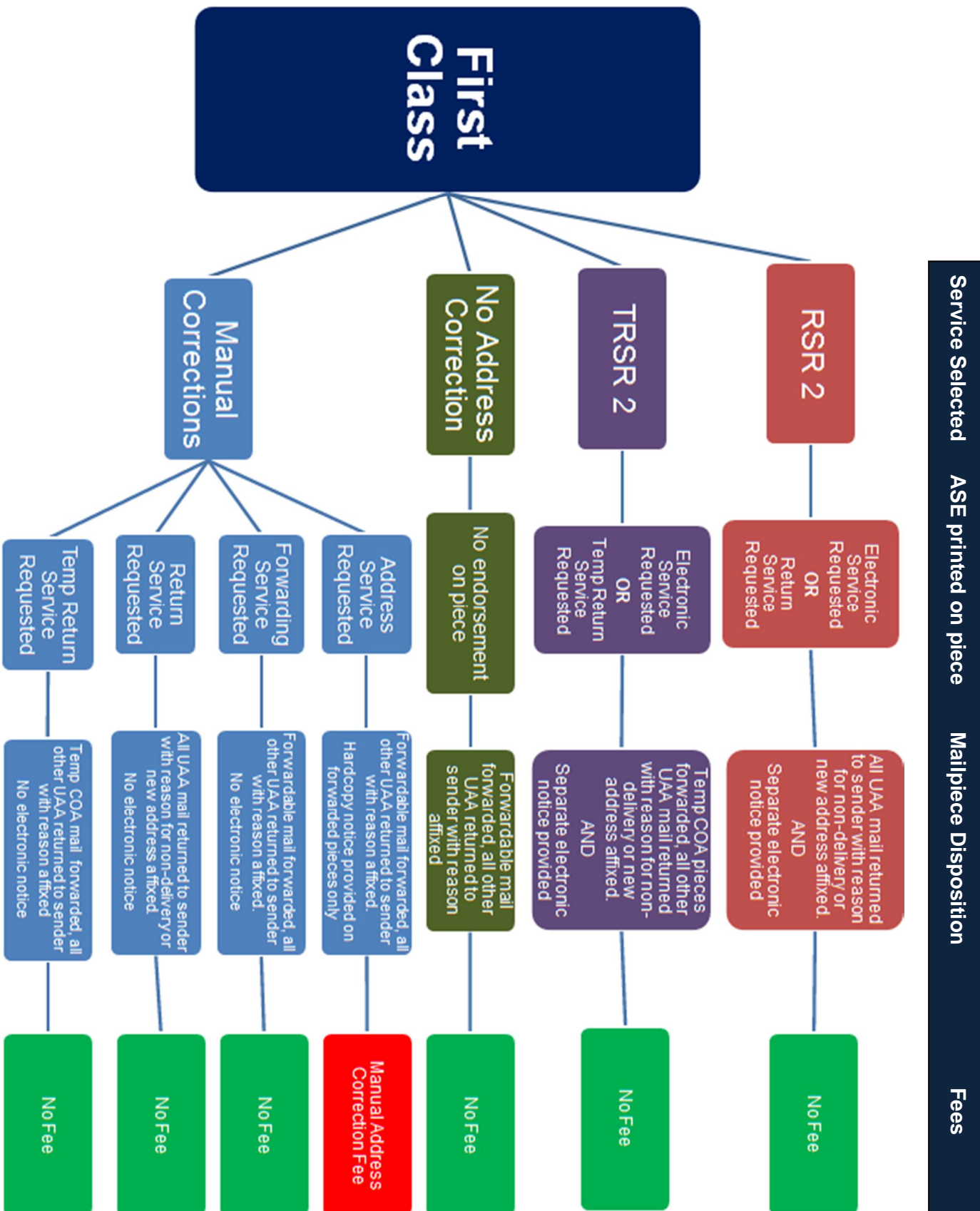
Postage Statement ID:	69753512
Post Office of Permit:	RENO,NV 89510-9651
Mailing Group ID:	60385269
Account Holder:	IMSB CAT183
Account Number:	2194573
Permit Holder:	IMSB CAT183
Permit Type and Number:	PI 30183
Mail Agent:	IMSB CAT183

ACS Tree of Services and Pricing

Please reference *Appendix A* on RIBBS for additional information.



Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees due.



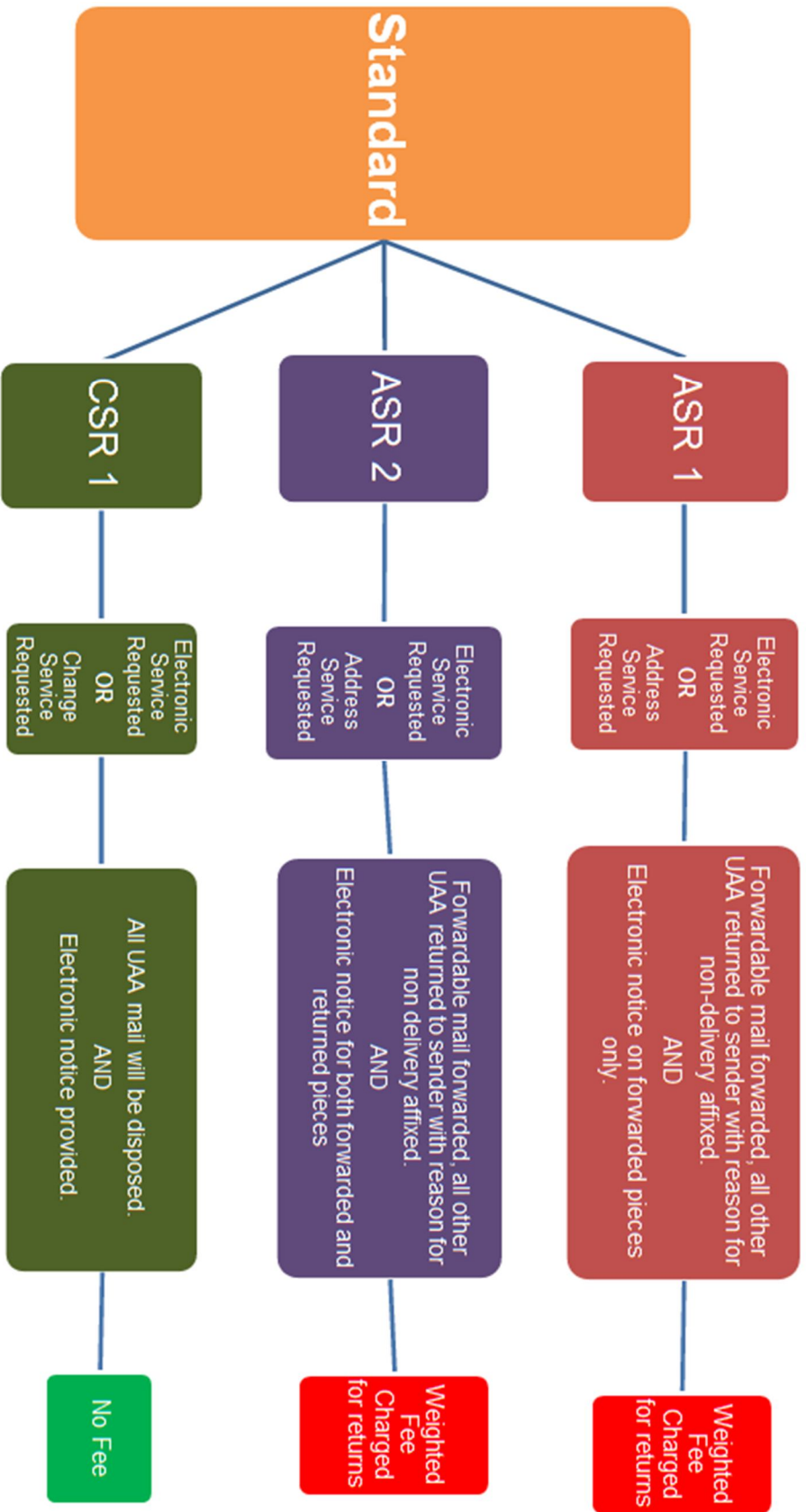
Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees due.

Service Selected

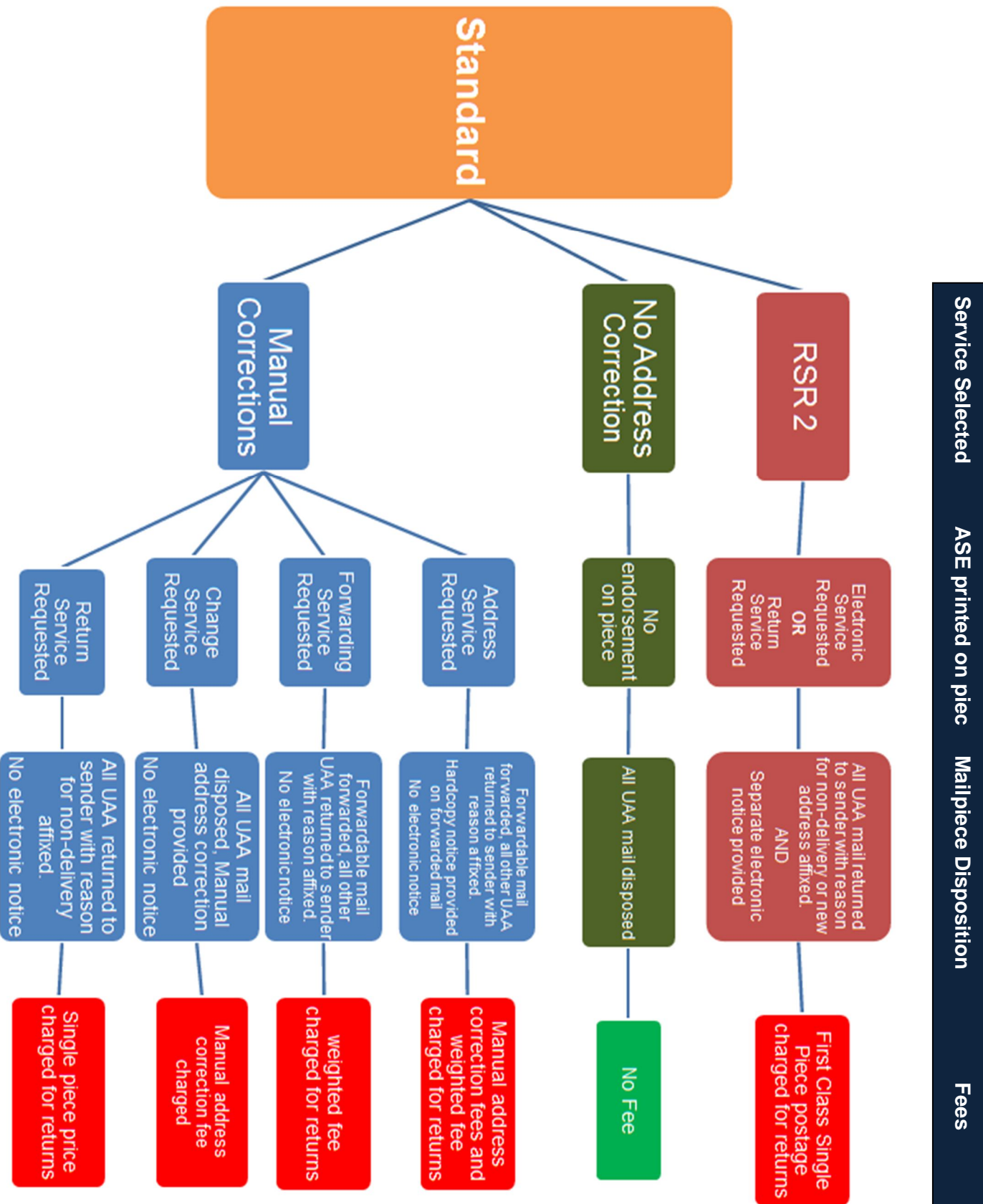
ASE printed on piece

Mailpiece Disposition

Fees

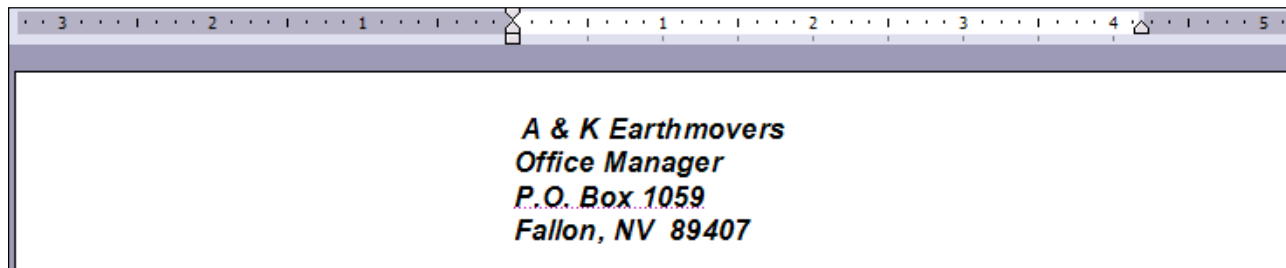


Printing ESR on your mailpiece will not change the Mailpiece Disposition or fees due.



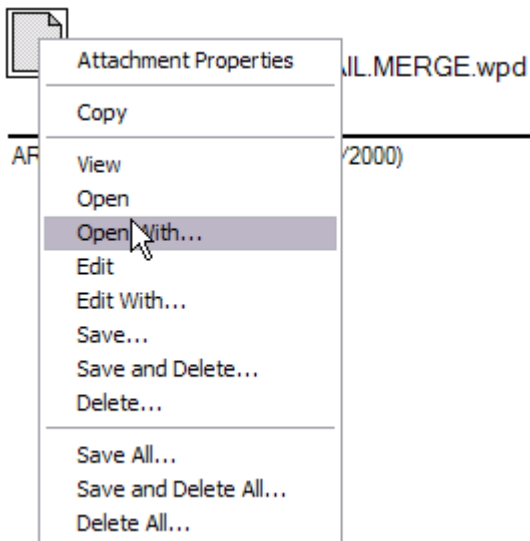
Convert MS Word to MS Excel

High Level - The purpose of this document is to describe the steps necessary to convert address data from Microsoft Word to Microsoft Excel.



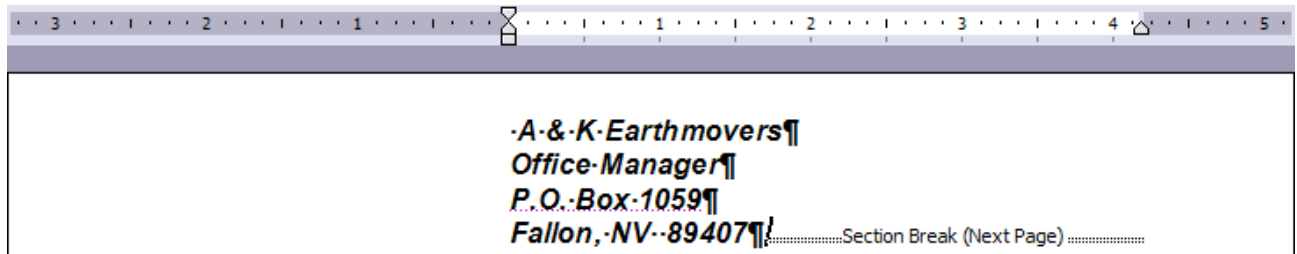
A & K Earthmovers			
A	B	C	D
1 A & K Earthmovers	Office Manager	P.O. Box 1059	Fallon, NV 89407

Please note if you would like to use this methodology with a Word Perfect file you can right click on your attachment and select "open with", and select Microsoft Word

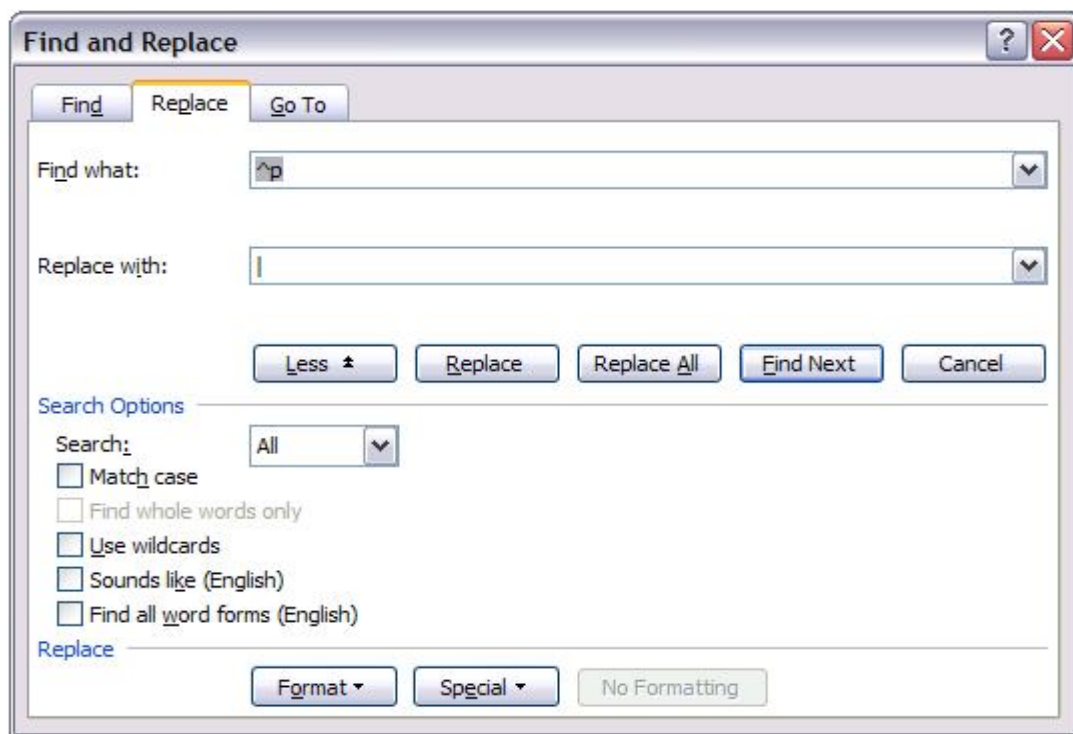


Detailed Steps:

- In the Word document press **Ctrl + Shift + *** at the same time. You will see a ¶ symbol after each row in the word document.



- Press **Ctrl + F**
- Go to the Replace tab
- In the find what: enter ^p
- In the Replace with: enter the pipe symbol | (shift + \ on most keyboards)
- Select Replace All



Microsoft Word will give you a count of how many replacements it made. Don't worry that your formatting looks off and various lines look combined.

- Go to File, then select save as
- In the save as type select **plain text .txt**
- Select ok

Word may display a File Conversion dialog with a warning that all formatting will be lost. Don't worry and click **OK** to accept the default values.

- Open Microsoft Excel
- From the **File** menu, select **Open**
- In the Open dialog, change the Files of Type: entry to **Text Files**
- Select the .txt file you saved
- Click **Open**
- The Text Import Wizard should start. Select **Delimited** and select **next**
- In Step 2, change your **Delimiter** from Tab to **Other** and enter the | symbol, and select **next**



- Select **finish**

Your file should now be in one row in excel for each address. The file may need some manual corrections if there isn't a standard format for the address (i.e. if you have some files in your word document with three rows and some with four rows you will need to delete out the extra columns in the excel output).

A1 A & K Earthmovers				
	A	B	C	D
1	A & K Earthmovers	Office Manager	P.O. Box 1059	Fallon, NV 89407

You will need to add column headings for each column. You must use the correct "HEADER" field name for each column. Please refer to the IMsb System User Guide for specifics.