

Overview

The Postal Service has launched the new “Mail Anywhere” service that allows customers to use the same permit at every mailing location.

- This new service is available to customers who have mailed at 90% Full-Service at the business location and met the criteria explained on the back of this document during the month prior to their request to participate for Mail Anywhere program.
- **Classes of Mail** supported by Mail Anywhere:
 - First-Class letters, postcards and flats
 - Standard letters and flats
 - Bound Printed Matter flats
 - Periodicals*letters and flats
- **Eligible Permit Types:**
 - Permit Imprint
 - Precanceled Stamps
 - Metered Mail
 - OMAS (future enhancement)
 - Periodicals
- **Eligible Submission Methods:** Mail Anywhere requires electronic postage statement (eDoc) submission using:
 - Mail.dat
 - Postal Wizard (Full-Service)
 - Mail.XML
 - Intelligent Mail for Small Business (IMsb)
- Permit types are not interchangeable (e.g., you cannot use a Precanceled permit to mail via a Permit imprint)

** Periodicals already can use a single Publication ID across multiple locations under status quo operations. Under Mail Anywhere, Periodicals mailers do not need to submit a 3510-M when using multiple entry locations, as long as the Publication ID is included in the eDoc.*

Benefits

- Maintain a single permit and centralized account to enter and pay for all mailings across the country
- Local Permit Number or Company Imprint Indicia may be used at any location

Sign-Up Process

Step 1: Verify you meet the criteria explained on the back of this document by accessing the Mailer Scorecard via the Business Customer Gateway (<https://gateway.usps.gov>) under Mailing Reports and then Mailer Scorecard.

Access detailed information on using and understanding the mailer scorecard at https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/MailerScorecardUserGuide.pdf

Step 2: Email the *PostalOne!* Help Desk at postalone@usps.gov with the following information:

- Request for Mail Anywhere
- Customer Registration ID (CRID) – for location where mail is prepared
- Contact Name
- Company Name
- Business Address, including City, State, and ZIP code
- Permit #'s and BMEU's where the permit is registered
- Postal Facilities where you plan on dropping your mail

Provide the permit #'s that you plan on consolidating and additional customer permits you mail for- so that we can supply the account numbers for each permit.

Step 3: Follow the instructions from the Help Desk on how to populate your electronic mailing files *optional* – submit test job to Test Environment for Mailers (TEM) via <https://tem.uspspostalone.com/postal1/index.cfm?com=false>

Step 4: Submit your Mail Anywhere job to the Production environment

Criteria for Authorization

Entry into the Mail Anywhere program is open to mailers who are mailing via Full-Service standards. Once the mailer is approved for participation in the Mail Anywhere program, failing to meet the Full-Service thresholds below will not impact eligibility for Mail Anywhere. To be authorized for Mail Anywhere, a customer must meet the following criteria for the month prior to their request:

- **Full-Service Requirement:** Customers must have mailed at 90% Full-Service during the month prior to their request at the business' location
- Of mailed Full-Service pieces, customer must meet the following eDoc thresholds at their CRID/business location for the month prior to their request:
 - **Service Type ID:** The service type ID (STID) provided in the Intelligent Mail Barcode (IMb) and in the eDoc must be appropriate for the class of mail and service level of the mailpiece – fewer than 2% in error
 - **Mailer ID:** A mailer ID that is provided in the IMb, Intelligent Mail Tray Barcode (IMtb), and/or Intelligent Mail Container Barcode (IMcb), and contained in the eDoc is valid – fewer than 2% in error
 - **Unique Piece Barcode:** An IMb contained in the eDoc is unique across mailings for 45 days – fewer than 2% in error
 - **Unique Tray Barcode:** An IMtb contained in the eDoc is unique across mailings for 45 days – fewer than 2% in error
 - **Unique Container Barcode:** An IMcb contained in the eDoc is unique across mailings for 45 days – fewer than 2% in error
 - **Co-Palletization:** Co-palletized mailings must have eDoc submitted by both the origin facility and the consolidator to describe the movement of trays and sacks – fewer than 5% in error
 - **Entry Facility:** Entry facility provided in eDoc (Locale key or ZIP Code) is a valid USPS facility – fewer than 5% in error
 - **By/For:** Electronic documentation is checked to ensure that the mail owner and mail preparer identification are accurately populated** – fewer than 5% in error

*** When mail owners provide less than 5,000 pieces in a mailing, the “For” information does not have to be provided. When more than 5% of the mail volume for a mail preparer in a month is from mailings with less than 5,000 pieces/ mailing, contact the PostalOne! Help Desk to evaluate the By/For.*

Resources

For more information on the Mail Anywhere program, contact the *PostalOne!* Help Desk at 800-522-9085 or postalone@usps.gov

Customers can access their Mailer Scorecard to ensure they are meeting the criteria before applying for authorization. To access your **Mailer Scorecard**, go to <https://gateway.usps.com/>

Scorecard guide: Access detailed information on using and understanding the mailer scorecard at https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/MailerScorecardUserGuide.pdf