

Keeping it Simple: ACS™ Services – It's all in the Service Type ID

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Mailer's Conference and Expo
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Topics



Service Type ID composition



Understanding your mailing

- Class
- UAA disposition and address correction choices
- Mailing Option
- IMb Tracing[®]



New STIDs introduced January 2014



Choosing the STID for your mailing



New services for July 2014 and January 2015

What is a Service Type ID (STID)?

- The Intelligent Mail[®] barcode allows the 3-digit Service Type ID field to contain information that USPS[®] uses to meet your business needs by requesting extra services
- These services include
 - mailpiece disposition
 - address correction options
 - IMb Tracing[™]



STID Components

- Mail Class
 - First-Class
 - Periodicals
 - Standard
 - Package Services
- The Mail Entry Option you're using
 - Full-Service
 - Basic
 - Non-Automation
- IMb Tracing[®]
 - Barcode scans that provide status information on individual mailpieces
 - This discussion addresses Destinating IMb Tracing on mail you send

STID Components

- Instructions to USPS® for disposition of your undeliverable mail
 - Forward
 - Return
 - Dispose as waste
- Instructions to USPS for address correction format, if any
 - Hardcopy
 - ACS™
 - Traditional
 - OneCode
 - Full Service

Table 4

Partial STID
table from the *Guide
to Intelligent Mail®
Letters and Flats.*

Class of Mail	Address Correction Option	Nonautomation w/o IMb Tracing™	Nonautomation with IMb Tracing™	Full- Service w/o IMb Tracing™	Full- Service with IMb Tracing™
First-Class Mail	No Address Corrections	300	310	260	270
	Manual Corrections *	700	040	036	041
	Traditional ACS – ASR 1 *	501	500	505	503
	Traditional ACS – ASR 2 *	507	506	509	508
	Traditional ACS – CSR 1 *	517	515	521	519
	Traditional ACS – CSR 2 *	510	530	512	511
	Traditional ACS – RSR 2 *	535	534	537	536
	Traditional ACS – TRSR 2 *	543	538	545	544
	OneCode ACS – ASR 1	230	220		
	OneCode ACS – ASR 2	080	140		
	OneCode ACS – CSR 1	504	502		
	OneCode ACS – CSR 2	082	240		
	OneCode ACS – RSR 2	341	340		
	OneCode ACS – TRSR 2	345	344		
	Full-Service ACS – ASR 1			320	314
	Full-Service ACS – ASR 2			081	141
	Full-Service ACS – CSR 1			516	514
	Full-Service ACS – CSR 2			083	241
	Full-Service ACS – RSR 2			343	342
	Full-Service ACS – TRSR 2			232	222

Topics



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Determine Mail Class

- First-Class Mail[®] may be required, depending on the content of your piece
- Periodicals require a special approval
- Standard Mail[®] must generally be the same mailpiece regardless of the addressee – like advertising, reports, and light catalogs
- Bound Printed Matter – can include flats or packages, has a minimum weight of 1 pound – generally a large catalog

UAA Mailpiece Disposition

There are several options:

- Return all
 - Dispose all as waste
 - Forward or return
 - Forward or dispose as waste
-
- Ask yourself why you need the piece back?



Mail Treatment

- The default treatment for First-Class Mail® is to be forwarded or returned with no additional postage paid and no separate address correction notice
- Periodicals are forwarded for 60 days, subsequent and nixie disposed as waste
- Unendorsed Standard Mail® or Bound Printed Matter is disposed as waste with no notice to the mailer
- Standard Mail and Bound Printed Matter can be forwarded or returned but requires additional fees and a printed Ancillary Service Endorsement (ASE). For instance the weighted fee for the return of a 1 oz. piece that could not be delivered or forwarded is currently \$1.21

Address Service Requested (ASR)

- Option 1
 - Forwards if possible, returned if not, manual or electronic notice **on forward only**
 - Requires weighted fees for returned Standard Mail®
- Option 2
 - Forwards if possible, returned if not, electronic notice **for either result**
 - Requires weighted fees for returned Standard Mail



Change Service Requested (CSR)

- Option 1
 - **All** UAA mail is disposed as waste, notice provided
 - First-Class Mail® requires ACS™ for disposal
 - Standard Mail® can receive PS Form 3547
- Option 2
 - Forwardable pieces forwarded, all others disposed as waste, ACS notice provided for either disposition
 - **Proposed for Standard Mail in January 2015**
 - **Will provide forwarding at a flat fee, no weighted fee**



Return Service Requested (RSR)

- Option 1- no Service Type ID, accessed with printed endorsement
 - All UAA mail is returned to sender, no separate notice provided
 - First-Class Mail[®] returned at no charge
 - Standard Mail[®] returned at single piece price
- Option 2 – Service Type ID
 - All UAA mail is returned to sender at prices above, ACS notice also provided



Temp - Return Service Requested

- Option 1- no Service Type ID, accessed with printed endorsement
 - Permanent COA UAA mail is returned to sender, no separate notice provided
 - First-Class Mail[®] returned at no charge

Temp COA mail is forwarded

- Option 2 – Service Type ID
 - Permanent COA mail is returned to sender at prices above, ACS notice also provided
 - Temp COA mail is forwarded

Address Correction Options

- None
- Manual
 - PS Form 3547 – local Post Office™ delivers and collects fees
 - Return of the mailpiece – may incur fees depending on mail class

UNITED STATES POSTAL SERVICE®

FORM 3547 fee due \$0.57
Restricted Data

First-Class Mail
Postage and Fees Paid
USPS
Permit No. G10

Generic Solutions
86101 East Green Street
Anytown, New York 00000-0000

Address Service Requested

IMPORTANT DOCUMENT INSIDE

ABC BUSINESS
PO Box 1234
Anytown CO 00000-0000

OLD:
ABC BUSINESS
PO Box 1234
Anytown CO 00000-0000

NEW:
321 S 1st Ave STE B
Somecity TN 00000-0000

TO THE POSTMASTER OF
89101 EAST GREEN ST
ANYTOWN NY 00000-0000

02/02/13 19:07 5200590001084 cl:1 proc:20130301 eff:20120927
PLANET: 1d:00 Code:50091602100159962092105595703

Address Correction Options

- Electronic
 - Traditional ACS™ – delivered via Electronic Product Fulfillment (EPF) account
 - OneCode ACS® – delivered via EPF
 - Full-Service ACS – delivered via *PostalOne!*® after the records are associated to qualified mailpieces in the eDoc
 - Or, get them all in the same file....

Alternate ACS™ Record Fulfillment Option

- SingleSource ACS:
 - Launched January 2013
 - Provides all records via EPF
 - Provides all records in OneCode ACS® format
 - Bills monthly for Traditional, OneCode™, and non-qualifying Full Service ACS records
 - Provides all records within 24 hours of receipt at NCSC

New ACSTM Record Fulfillment File Layout – Effective Jan 25, 2015

- All ACS services can be fulfilled in one file
- Additional information will be included in the file such as
 - Adding the day to the move effective date
 - All fees will be included with the notice
 - The IMb data, if available, will be included with the notice
 - Will know when, how and where the UAA mail piece was processed
 - Provide the disposition of the mail piece.
- An ACS conversion tool will be developed to help with the transition to the new file layout.
- This will not affect the Full Service ACS and COA reports provided via the Business Customer Gateway.

IMb Tracing[®]

- IMb Tracing provides you with near real-time tracking information about your First-Class Mail[®], Periodicals, and Standard Mail[®] letters and flats
- It can be used on either your outgoing mail (Destination) and/or incoming reply mail (Origin)

The image is a screenshot of the United States Postal Service (USPS) website's IMb Tracing page. At the top, the USPS logo and "UNITED STATES POSTAL SERVICE®" are visible. The page has a blue header with the title "Mail Tracking & Reporting". Below this, there's a navigation menu on the left with links: "IMb Tracing", "How IMb Tracing Works", "IMb Tracing Benefits", "How to Prepare IMb Tracing Mail", "Apply for IMb Tracing", "IMb Tracing Resources", "IMb Tracing FAQs", "Contact IMb Tracing", and "Product Performance". The main content area is titled "Mail Tracking & Reporting" and "IMb Tracing™". It includes a section "What is IMb Tracing?" explaining that it provides near real-time tracking for First-Class Mail, Periodicals, and Standard Mail. It lists two types of IMb Tracing: "Destination IMb Tracing" (for outgoing mail) and "Origin IMb Tracing" (for incoming mail). Below this, there are links for "How IMb Tracing Works", "How to Prepare IMb Tracing Mail", and "IMb Tracing FAQs". A section titled "How does IMb Tracing help my business?" lists benefits such as tracking checks and statements to improve cash flow, tracking Direct Mail pieces to coordinate marketing events, and tracking delivery of mail to better manage supply chain. On the right side, there are two boxes: "IMb Tracing Resources" with a "Go >" button, and "Customer Support" with contact information for the USPS National Customer Support Center (1-800-238-3150).

UNITED STATES POSTAL SERVICE®

Mail Tracking & Reporting

IMb Tracing™

What is IMb Tracing?
IMb Tracing provides you with near real-time tracking information about your First-Class Mail®, Periodicals, and Standard Mail letters and flats.

There are two types of IMb Tracing that let you know where your mail is, and when it will be delivered. Both provide you advance notice of when your mailpieces will arrive.

1. **Destination IMb Tracing** service (for outgoing mail) gives you advance information about when your mailpieces will reach their destinations.
2. **Origin IMb Tracing** service (for incoming mail) lets you anticipate when customers' checks, replies, or orders are on the way back to you.

- [How IMb Tracing Works](#)
- [How to Prepare IMb Tracing Mail](#)
- [IMb Tracing FAQs](#)

How does IMb Tracing help my business?
IMb Tracing helps you track important or time-sensitive mail, such as direct mailpieces, catalogs, checks, and statements.

- Tracking your checks, statements, and other messaging helps you improve your cash flow management, reduce dunning notice costs, spot potential fraud, and optimally staff your call centers.
- Tracking Postal Service™ delivery of your Direct Mail pieces to your customers helps you coordinate message delivery with other marketing events, ensure timely delivery of messages, improve customer relationships, and plan future marketing campaign strategies.
- Tracking Postal Service delivery of mail being sent to you will let you better manage your supply chain

[Learn about detailed benefits.](#)

How do I sign up?
Go to our [Apply for IMb Tracing](#) page, or talk to your Postal Service representative who can help you get started with IMb Tracing.

IMb Tracing Resources

IMb Tracing resources are available that assist with all aspects of IMb Tracing.

[Go >](#)

Customer Support

Get technical assistance from the USPS National Customer Support Center at 1-800-238-3150.

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Choosing the STID for your mailing



New services for July 2014 and January 2015

New Service Type IDs in January 2014

New Service Type IDs (STIDs) for First-Class Mail[®] were introduced in January 2014. They separate the Options for Address Service Requested (ASR) and Change Service Requested (CSR).

Several existing STIDs indicated only the general service request, and mailers had to maintain an ACS[™] profile that specified one option per Mailer ID (MID). Some option choices limited the types of services that MID could request.

With these new STIDs, the MID becomes much more flexible for the mailer, as each piece can request the precise service within a mailing or across mailings.

New in January 2014

- We separated the existing First-Class Mail® OneCode and Full Service STIDs by option for a whole new flexibility for your Mailer IDs. The existing STIDs are now specific to Option 2:

- 080, 081, 082, 083, 140, 141, 240, and 241

The new STIDs are specific to Option 1:

- 230, 320, 504, 516, 220, 314, 502, and 514
- The new Service Type IDs are assigned to the least-used option to provide minimal change for the most mailers.

STID Split

Class of Mail	Address Correction Option	Nonautomation w/o IMb Tracing®	Nonautomation with IMb Tracing®	Full-Service w/o IMb Tracing®	Full-Service w/ith IMb Tracing®
First-Class Mail	OneCode ACS – ASR 1	230	220		
	OneCode ACS – ASR 2	080	140		
	OneCode ACS – CSR 1	504	502		
	OneCode ACS – CSR 2	082	240		
	OneCode ACS – RSR 2	341	340		
	OneCode ACS – TRSR 2	345	344		
	Full-Service ACS – ASR 1			320	314
	Full-Service ACS – ASR 2			081	141
	Full-Service ACS – CSR 1			516	514
	Full-Service ACS – CSR 2			083	241

New in January 2014

- Existing STIDs became handling option-specific
- 080 became specific to First-Class OneCode ACS[®] Address Service Requested (ASR) Option 2
- If you want ASR Option 1 for OneCode[™], you must change your STID to 230

Class of Mail	Address Correction Option	Basic or Nonauto option w/o IMb Tracing [™]	Basic or Nonauto option with IMb Tracing [™]	Full-Service w/o IMb Tracing [™]	Full-Service with IMb Tracing [™]
First-Class Mail	OneCode ACS – ASR 1	230	220		
	OneCode ACS – ASR 2	080	140		
	OneCode ACS – CSR 1	504	502		
	OneCode ACS – CSR 2	082	240		

New in January 2014

- 141 became specific to Full Service ACS™
Address Service Requested (ASR) Option 2
w/IMb Tracing™
- If you want ASR Option 1 for Full Service with IMb Tracing, you must change your STID to 314

Class of Mail	Address Correction Option	Basic or Nonauto option w/o IMb Tracing™	Basic or Nonauto option with IMb Tracing™	Full-Service w/o IMb Tracing™	Full-Service with IMb Tracing™
First-Class Mail	Full-Service ACS – ASR 1			320	314
	Full-Service ACS – ASR 2			081	141
	Full-Service ACS – CSR 1			516	514
	Full-Service ACS – CSR 2			083	241

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New STIDs introduced January 2014



Choosing the STID for your mailing



New services for July 2014 and January 2015

Let's Practice

- You're sending advertising mail to customers in your local trade area.
- You don't want the UAA pieces back, and you do want electronic address corrections.
- You want to know where your mail is in the Postal system.
- This is a Full Service mailing.

Service Type Identifier (STID) Table

Updated 1-27-2014

Standard Mail

Class of Mail	Address Correction Option	Nonautomation w/o IMb Tracing®	Nonautomation with IMb Tracing®	Full-Service w/o IMb Tracing®	Full-Service w/with IMb Tracing®
Standard Mail	No Address Corrections	301	311	261	271
	Manual Corrections*	702	042	037	043
	Traditional ACS – ASR 1 *	540	539	542	541
	Traditional ACS – ASR 2 *	547	546	551	549
	Traditional ACS – CSR 1*	560	559	562	561
	Traditional ACS – RSR 2*	570	569	572	571
	OneCode ACS – ASR 1*	090	142		
	OneCode ACS – ASR 2*	334	585		
	OneCode ACS – CSR 1*	092	242		
	OneCode ACS – RSR 2*	272	262		
	Full-Service ACS – ASR 1*			091	143
	Full-Service ACS – ASR 2*			550	548
	Full-Service ACS – CSR 1*			093	243
	Full-Service ACS – RSR 2*			529	587

Practice Solution

Appendix A: Ancillary Services - Service Type Identifier (STID) Detailed Explanation

First-Class Mail														
STID	Class of Mail	Notice Type	IMb Service Option	ACS Detail Record Provided to Mailer	IMb Tracing	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on mailpiece	Allowable ASE Printed on Mailpiece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update requirements.	Constraints / Notes	Action taken if barcode is unavailable or invalid
516	First-Class Mail	Full-Service	Full-Service	Y	None	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 See Constraint s/Notes	None	Y	Once MID established as Change Service Requested Option 1, the same MID cannot be used for ASR Option 2. Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read.	(A) If ESR, mail is forwarded or returned to sender as appropriate, No separate ACS or manual (Form 3547) correction provided. (B) If CSR, All undeliverable mail will be returned to sender with new address or reason for non- delivery affixed.
083	First-Class Mail	Full-Service	Full-Service	Y	None	Forwardable mail forwarded, all other UAA mail disposed	N	Electronic Service Requested (A)	Change Service Requested (B)	Option 2 See Constraint s/Notes	None	Y	Once MID established as Change Service Requested Option 2, the same MID cannot be used for CSR Option 1 or ASR Option 2. Use Electronic Service Requested to avoid PS Form 3547 address corrections at \$.50 fee.	(A) If ESR, mail is forwarded or returned to sender as appropriate, No separate ACS or manual (Form 3547) correction provided. (B) If CSR, All undeliverable mail will be returned to sender with new address or reason for non- delivery affixed.
Standard Mail														
243	Standard Mail	Full-Service	Full-Service	Y (forwarded mail only)	Destination	All UAA mail disposed.	Y	Electronic Service Requested (A)	Change Service Requested (B)	Option 1	Full-Service fees.	Y		(A) If ESR, all UAA mailpieces disposed without address correction. (B) If CSR, all UAA mailpieces disposed and separate manual (Form 3547) address correction provided at ACS fee.
Bound Printed Matter														
265	BPM	None	Full-Service	N	None	All UAA mail disposed of in delivery unit.	N	N/A	N/A		Full Service ACS pricing.		Electronic Service Requested not	All UAA mail disposed of in delivery unit.

Let's Practice

- You're sending bills to your customers all over the country and do plan to qualify for full-service.
- You want the pieces forwarded, don't want the UAA pieces back, but you do want electronic address corrections.
- You do not want to know where your mail is in the Postal system.

Service Type Identifier (STID) Table

Updated 1-27-2014

First-Class

Class of Mail	Address Correction Option	Nonautomation w/o IMb Tracing®	Nonautomation with IMb Tracing®	Full-Service w/o IMb Tracing®	Full-Service w/ith IMb Tracing®
First-Class Mail	No Address Corrections	300	310	260	270
	Manual Corrections*	700	040	036	041
	Traditional ACS – ASR 1*	501	500	505	503
	Traditional ACS – ASR 2*	507	506	509	508
	Traditional ACS – CSR 1*	517	515	521	519
	Traditional ACS – CSR 2*	510	530	512	511
	Traditional ACS – RSR 2*	535	534	537	536
	Traditional ACS – TRSR 2*	543	538	545	544
	OneCode ACS – ASR 1	230	220		
	OneCode ACS – ASR 2	080	140		
	OneCode ACS – CSR 1	504	502		
	OneCode ACS – CSR 2	082	240		
	OneCode ACS – RSR 2	341	340		
	OneCode ACS – TRSR 2	345	344		
	Full-Service ACS – ASR 1			320	314
	Full-Service ACS – ASR 2			081	141
	Full-Service ACS – CSR 1			516	514
	Full-Service ACS – CSR 2			083	241
	Full-Service ACS – RSR 2			343	342
	Full-Service ACS – TRSR 2			232	222

Practice Solution

Appendix A: Ancillary Services - Service Type Identifier (STID) Detailed Explanation

First-Class Mail													
STID	Class of Mail	Notice Type	IMb Service Option	ACS Detail Record Provided to Mailer	IMb Tracing	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on mailpiece	Allowable ASE Printed on Mailpiece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update requirements.	Action taken if barcode is unavailable or invalid
516	First-Class Mail	Full-Service	Full-Service	Y	None	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 See Constraint s/Notes	None	Y	Once MID established as Change Service Requested Option 1, the same MID cannot be used for ASR Option 2. Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read. (A) If ESR, mail is forwarded or returned to sender as appropriate, No separate ACS or manual (Form 3547) correction provided. (B) If CSR, All undeliverable mail will be returned to sender with new address or reason for non- delivery affixed.
083	First-Class Mail	Full-Service	Full-Service	Y	None	Forwardable mail forwarded, all other UAA mail disposed	N	Electronic Service Requested (A)	Change Service Requested (B)	Option 2 See Constraint s/Notes	None	Y	Once MID established as Change Service Requested Option 2, the same MID cannot be used for CSR Option 1 or ASR Option 2. Use Electronic Service Requested to avoid PS Form 3547 address corrections at \$.50 fee. (A) If ESR, mail is forwarded or returned to sender as appropriate, No separate ACS or manual (Form 3547) correction provided. (B) If CSR, All undeliverable mail will be returned to sender with new address or reason for non- delivery affixed.
Standard Mail													
243	Standard Mail	Full-Service	Full-Service	Y (forwarded mail only)	Destination	All UAA mail disposed.	Y	Electronic Service Requested (A)	Change Service Requested (B)	Option 1	Full-Service fees.	Y	(A) if ESR, all UAA mailpieces disposed without address correction. (B) If CSR, all UAA mailpieces disposed and separate manual (Form 3547) address correction provided at ACS fee.
Bound Printed Matter													
265	BPM	None	Full-Service	N	None	All UAA mail disposed of in delivery unit.	N	N/A	N/A		Full Service ACS pricing.	Electronic Service Requested not	All UAA mail disposed of in delivery unit.

Let's Practice

- You're sending catalogs that weigh over 1 pound to potential customers at the Full Service price.
- You don't want the UAA pieces back, and you don't want any address corrections.
- You want to know when your mail is likely to be received by your intended customers.



Service Type Identifier (STID) Table

Updated 1-27-2014

Bound Printed Matter

Class of Mail	Address Correction Option	Nonautomation w/o IMb Tracing®	Nonautomation with IMb Tracing®	Full-Service w/o IMb Tracing®	Full-Service w/ith IMb Tracing®
Bound Printed Matter	No Address Corrections	401		265	
	Manual Corrections*	706		466	
	Traditional ACS – ASR 1 *	603		604	
	Traditional ACS – ASR 2 *	606		608	
	Traditional ACS – CSR 1*	613		614	
	Traditional ACS – CSR 2*	616		618	
	Traditional ACS – RSR 2*	620		622	
	OneCode ACS – ASR 1 *	424			
	OneCode ACS – ASR 2*	605			
	OneCode ACS – CSR 1 *	431			
	OneCode ACS – RSR 2*	619			
	Full Service ACS – ASR 1 *			423	
	Full-Service ACS - ASR 2*			607	
	Full Service ACS – CSR 1 *			430	
	Full Service ACS – RSR 2*			621	

Practice Solution

Appendix A: Ancillary Services - Service Type Identifier (STID) Detailed Explanation

First-Class Mail													
STID	Class of Mail	Notice Type	IMb Service Option	ACS Detail Record Provided to Mailer	IMb Tracing	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on mailpiece	Allowable ASE Printed on Mailpiece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update requirements.	Action taken if barcode is unavailable or invalid
083	First-Class Mail	Full-Service	Full-Service	Y	None	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 See Constraint s/Notes	None	Y	Once MID established as Change Service Requested Option 1, the same MID cannot be used for ASR Option 2 or CSR Option 2. Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read. (A) If ESR, mail is forwarded or returned to sender as appropriate, No separate ACS or manual (Form 3547) correction provided. (B) If CSR, All undeliverable mail will be returned to sender with new address or reason for non- delivery affixed.
083	First-Class Mail	Full-Service	Full-Service	Y	None	Forwardable mail forwarded, all other UAA mail disposed	N	Electronic Service Requested (A)	Change Service Requested (B)	Option 2 See Constraint s/Notes	None	Y	Once MID established as Change Service Requested Option 2, the same MID cannot be used for CSR Option 1 or ASR Option 2. Use Electronic Service Requested to avoid PS Form 3547 address corrections at \$.50 fee. (A) If ESR, mail is forwarded or returned to sender as appropriate, No separate ACS or manual (Form 3547) correction provided. (B) If CSR, All undeliverable mail will be returned to sender with new address or reason for non- delivery affixed.
Standard Mail													
243	Standard Mail	Full-Service	Full-Service	Y (forwarded mail only)	Destination	All UAA mail disposed.	Y	Electronic Service Requested (A)	Change Service Requested (B)	Option 1	Full-Service fees.	Y	(A) if ESR, all UAA mailpieces disposed without address correction. (B) If CSR, all UAA mailpieces disposed and separate manual (Form 3547) address correction provided at ACS fee.
Bound Printed Matter													
265	BPM	None	Full-Service	N	None	All UAA mail disposed of in delivery unit.	N	N/A	N/A		Full Service ACS pricing.	Electronic Service Requested not	All UAA mail disposed of in delivery unit.

Topics



Service Type ID composition



Understanding your mailing

- Class
- UAA disposition and address correction choices
- Mailing Option
- IMb Tracing



New STIDs introduced January 2014



Choosing the STID for your mailing



New services for July 2014 and January 2015

New Service proposed for July 2014

- Traditional ACS™ with Shipper Paid Return for Parcels and Bound Printed Matter
 - Available with Address Service or Return Service Requested
 - Shipper Paid keyline required (includes Mail Class and Weight)
 - Register the return address for each Participant ID assigned
 - Forwarding or Return postage based on Zone and weight billed via ACS
 - Electronic address correction fee charged for ACS provided
 - SingleSource ACS fulfillment and invoicing
 - STIDs provided for IMb use on pieces that qualify to use IMb
 - Requires Participant ID and keyline in the address block

New Service Proposed for January 2015

- Change Service Requested Option 2 for Standard Mail[®]
 - Allows a forwardable piece to be forwarded
 - Charges the flat price (to be determined) for each forwarded piece via ACS[™]
 - Disposes as waste any nonforwardable pieces
 - Provides an ACS notice in every case, forwarding postage billed via ACS

General Advice to Mailers –

Do Nots

- **Do not** request forwarding for Standard Mail® (Forwarding Service or Address Service Requested) unless you are willing to pay 2.472 x the single-piece price to get it back.
- **Do not** use the ancillary service endorsement “Electronic Service Requested” if you are not requesting an address correction service in the barcode.
- **Do not** request the return of your mailpiece if all you really need is the updated address information/reason for nondelivery. Use Change Service Requested wherever you can.
- **Do not** assume that if you send mail to the old address, the piece will be delivered there. When a COA has been identified or you’ve received a nixie code, it is highly likely the piece will be redirected to the COA match, or returned or disposed as appropriate.

General Advice to Mailers –

Dos

- **Do** consider allowing First-Class Mail[®] that you do not need returned or you do not want forwarded to be disposed as waste.
- **Do** use both Table 4 for the quick lookup and Appendix A for all the details around the STIDs, associated endorsements, constraints, and what will happen to the piece if the barcode isn't read.
- **Do** plan for STID changes and additions in your mail preparation software.
- **Do** go to the new STID landing page and click the **RSS** icon to be notified when that page is updated.

Service Type ID Resource Page on RIBBS

- Provides links to:
 - Current STID Table
 - Current Appendix A
 - Current IM[®] barcode specification
 - Current IM[®] barcode ID table
 - A list of resources for more information
 - Future STID Table (90 days prior to effective date)
 - Future Appendix A (90 days prior to effective date)
- Sign up for the RSS feed to be notified when documents are updated – never miss new opportunities!

Resources for Service Type IDs

- New Service Type ID (STID) landing page with RSS feed
<https://ribbs.usps.gov/index.cfm?page=stids>
- *A Guide to Intelligent Mail for Letters and Flats*
New, fully loaded Table 4:
https://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/std.pdf
- Appendix A: Ancillary Services –
Service Type Identifier (STID) Detailed Explanation:
https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/AncillaryServices_STID_Detailed_Explanation.pdf
- IMb Tracing[®] home page:
<https://mailtracking.usps.com/mtr/landing/resources/confirm/landingConfirmLaunch.jsp>