



# **Mail Anywhere Program**

**Customer**

## **Participation Guide**

**Version Final**

**Mail Entry & Payment Technology**

**April 04, 2014**

# 1. Introduction

## 1.1 Mail Anywhere Solution

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

- This **new service** is available to customers who have mailed at 90% Full-Service for the customer’s given business location and met the electronic Full-Service verification criteria explained in section 1.5 of this document during the month prior to their request to participate for Mail Anywhere program. (i.e. when a customer requests to participate in Mail Anywhere the Postal Service will examine the customer’s Customer Registration ID (CRID) representing the business location where the mail is prepared to determine if the Full Service verification criteria have been met during the month prior to the request for that business location).

The “Mail Anywhere” program is a benefit to Full-Service customers and allows them to use a single permit to present Full-Service or mixed Full-Service mailings at any Business Mail Acceptance site. This simplifies permit management and enables the customer to maintain a single permit to enter and pay for mailings.

## 1.2 Eligibility Requirements

The following eligibility requirements are applicable to participate in the Mail Anywhere program:

- Eligible Full-Service Mail Classes
  - First-Class Mail – Cards, Letters, and Flats only
  - Standard Mail – Letters, and Flats only
    - Nonprofit-Letters, and Flats only
  - Bound Printed Matter – Flats only
  - Periodicals – Letters and Flats only
- Eligible Permit Types
  - Permit Imprint
  - Precanceled Stamps
  - Metered
  - OMAS Imprint – available at a later date
  - OMAS Metered-available at a later date
- Eligible Statement Types:
  - Single Permit
  - Combined Mail
  - Comail
  - Mixed-Class Comail
  - Copal
- Eligible Submission Method:
  - Mail.Dat
  - Mail.XML
  - Postal Wizard (First-Class Mail and Standard Mail only)
    - Full-Service only
  - IMsb (First-Class and Standard Mail only)

## 1.3 Program Benefits

There are several benefits offered to a customer who participates in the Mail Anywhere Program.

- Mailers will have greater flexibility in managing their production since they can shift mail from one site to another without having to open another permit at a new site or change the imprint on the mail.
- Mailers will be able to maintain one locally-held trust account or a single CAPS account for mailings nationwide.
- Mailers will be able to manage one permit versus multiple permits.
- Issuing office Permit Number and City / State or Company Permit Imprint indicia may be printed in the indicia on the piece and entered at any location.
- **Waiver of Fees**
  - Permit Imprint Fees are waived at additional locations when customers have been authorized to participate in the Mail Anywhere program.
  - Annual Presort Fees are only required at the office of permit if customer falls below the 90% cumulative Full-Service volume.

## 1.4 Sign up Process

The sign-up process applies to the individual that is preparing the mail.

**Step 1:** Verify you meet the electronic Full-Service verification criteria explained in section 1.5 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://postalpro.usps.com/guidetomailerscorecard>

**Step 2:** Email the *PostalOne!* Help desk at [postalone@usps.gov](mailto:postalone@usps.gov) with the following information: This information applies to the individual that is preparing the mail.

- Request for Mail Anywhere
- Preparer's Customer Registration ID (CRID) – for location where mail is prepared
  - Please note that the CRID information provided must be the location of where the mail will be prepared. If the mail will be prepared from various locations, the mailer will need to provide the CRIDs for each location.
- Preparer's Contact Name
- Preparer's Company Name
- Preparer's Business Address, including City, State, and ZIP code
- Mail Owners Permit numbers and BMEU's City, State and ZIP code of where the permit was opened.
- Postal Facilities where you plan on dropping your mail

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

If a mail owner would like to take advantage of the program but will be utilizing a mail service provider (MSP), then they must request their **MSP** to contact the Help Desk to go through the authorization process.

**Step 3:** Follow the instructions from the Help Desk on how to populate and submit your Mail Anywhere files electronically.

*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!

## 1.5 Electronic Full-Service Verifications Criteria

Entry into the Mail Anywhere program is open to mailers who meet the quality thresholds of the Full-Service electronic verifications. The results of these Full-Service electronic verifications are displayed in the Mailer Scorecard (instructions for accessing your Mailer Scorecard can be found in Step 1 of Section 1.4) aggregated over a one-month period.

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. The *PostalOne!* Help Desk will review the mailer's Full-Service data to ensure that each criterion does not exceed the defined error thresholds.

- Customers must have mailed at 90% Full-Service during the month prior to their request at the mailing location where the permit is held.
- The customer must meet the following thresholds on their Full-Service pieces mailed for the month prior to their request. If there is no mail volume from the prior month, the Help Desk will review the data from the previous month to determine compliance.
  - **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. Exception: Small mailings that have fewer than 10,000 pieces, where postage is affixed to each piece at the correct price or each piece is of identical weight and the mailpieces are separated by price, can use the same serial number for all pieces in the mailing. In this case, uniqueness is required for the serial number at the mailing level. A different serial number must be used for each mailing and the serial number cannot be repeated within 45 days.
  - **Unique Tray Barcode:** An IMtb contained in the eDoc is unique across mailings for 45 days-fewer than 2% in error. Exception: Small mailings that have fewer than 10,000 pieces can use the same serial number for all trays in the mailing, if postage is affixed to each piece at the correct price, or the pieces are of identical weight and separated by price.
  - **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
    - By/For Invalid: Mail Owner and Mail Preparer were identified by a valid USPS assigned CRID, MID, or Permit
    - By/For Matching: Mail Owner and Mail Preparer were identified as the same entity
    - By/For Owner Identified as Mail Service Provider: A Mail Service Provider (submitted eDoc in the last 90 days or is a registered MSP) was identified as the Mail Owner

\*\* When mail owners provide less than 5,000 pieces in a mailing, the "For" information does not have to

*provided. When more than 5% of the mail volume for a Mail Preparer in a month is from small mail owners with less than 5,000 pieces/mailing, USPS will set a company- specific threshold for by/for errors*

## 1.6 Mail Anywhere eDoc Submission Guidelines.

There are two main differences between a Mail Anywhere job and an ordinary job that customers need to consider when populating their eDoc for a Mail Anywhere submission:

- 1) The account number of the permit holder's permit (paying permit) must be identified.
- 2) The ZIP code of where the mail will be taken for induction must be identified.

The Account Number field in the .mpa record must be populated for a Mail.dat submission. The Account Number field is the trigger that allows the Postal systems to identify the job as Mail Anywhere. Additionally, the entry in the Account Number field must match the Account Number that the USPS has on file for the paying permit in the .mpa record. All paying permits have an Account Number.

For a Mail.XML Mail Anywhere job the Payment Account Number field must be populated, and must match the Account Number of the paying permit in the Open Mailing Group Request message.

The second difference that distinguishes a Mail Anywhere job is centered on the Verification Facility ZIP+4 field in the .seg record of the eDoc for a Mail.dat job. For a Mail Anywhere job, the customer needs to populate the Verification ZIP+4 field with the ZIP Code of the Post Office of Mailing. In a normal eDoc, mail is taken the same facility where the paying permit is held. In a Mail Anywhere job mail is taken to a facility other than where the paying permit is held. Populating the Verification ZIP+4 field with the Post Office of Mailing allows the USPS systems to correctly distribute the job to the Post Office where the mail will be taken so that it shows up on the Dashboard of the BMEU where the customer is bringing the mail for induction.

For a Mail.XML Mail Anywhere job the Post Office of Mailing ZIP field must be populated with the ZIP Code of the BMEU where the customer is bringing the mail for induction in the Open Mailing Group Request message.

The following examples depict scenarios in which incorrect population of the eDoc would prevent the Mail Anywhere job from being processed correctly by USPS systems.

### **Mail.dat**

- 1) Customer does not populate Account Number field in .mpa record.
  - The job would not be processed as Mail Anywhere, but instead as an ordinary job.
- 2) Customer populates the Account Number field in the .mpa record with an Account Number that does not match the paying permit in the .mpa record.
  - An error message would be triggered, and the Mail Anywhere job would not be processed.
- 3) Customer populates the Verification ZIP+4 field with the ZIP Code of the Post Office of Permit.
  - The job would be processed as Mail Anywhere but would be sent to the Dashboard of the BMEU where the permit is held and not the BMEU where the mail is being inducted. In this case it would effectively be a normal job.

### **Mail.XML**

- 1) Customer does not populate Payment Account Number field in the Open Mailing Group Request message.
  - The job would not be processed as Mail Anywhere, but instead as an ordinary job.
- 2) Customer populates the Payment Account Number field with an Account Number that does not match the paying permit in the Open Mailing Group Request message.
  - An error message would be triggered, and the Mail Anywhere job would not be processed.
- 3) Customer populates the Post Office of Mailing ZIP field with the ZIP Code of the Post Office of Permit.

- The job would be processed as Mail Anywhere but would be sent to the Dashboard of the BMEU where the permit is held and not the BMEU where the mail is being inducted. In this case it would effectively be a normal job.

**Note:** MSPs can obtain account number information for customers when searching by permit via the Customer Validation Tool and apply for MIDs / CRID's on the customer's behalf through the Business customer Gateway Manage Profile page. For more detailed information please see The Business Customer Gateway located on PostalPro at the following URL <https://postalpro.usps.com/node/1929>

## 1.7 Mail Owner Identification in eDoc for Mail Anywhere

In Full-Service mailings, the Mail Owner must be identified in an eDoc when the owner represents 5,000 or more pieces in the mailing. Adherence to this requirement is evaluated for each Full-Service mailer and the results of this evaluation are reflected in the By/For metric on the Full-Service Electronic tab of your Mailer Scorecard. The Mailer Scorecard can be accessed by eDoc submitters from the Mailing Reports link on the Business Customer Gateway.

For Mail.dat and Mail.XML submissions, USPS uses the Mail Owner MID, Mail Owner CRID, or the Mail Owner Permit to determine if the Mail Owner is identified in the eDoc.

If the customer chooses to identify the Mail Owner by permit in a Mail Anywhere Mail.dat submission, they must:

- 1) Populate the Mail Owner's Local Permit Reference Number field in the .mpa record with the permit of the Mail Owner.
  - a Note: This Mail Owner permit must be held in the same local office where the paying permit is held – not the local office of where the mail is being inducted. Populating this field with a permit that is held in the office where the mail is being taken will cause an incorrect identification of Mail Owner in our USPS systems.

Note: There is no change in how the customer must populate the eDoc when identifying Mail Owner in a Mail Anywhere Mail.XML job.

## 1.8 Submission Guidelines for eDoc Submission

### Mail.dat Submission Guidelines

When submitting a Mail Anywhere job via Mail.dat, the mailer will need to use the following guidelines:

- Populate permit type, permit #, and permit ZIP+4 fields to identify permit (authorization to mail) in the .mpa record.

MAILER POSTAGE ACCOUNT RECORD - .MPA					
Field Name	Positions	Length	Data Type	Field Code	Description
Permit Number	58 - 65	8	A/N	MPA-1103	Left Justified. In the event of a Periodicals Pending, the Publication Number field will be blank and this Permit Number field will be used. Should not be zero padded.
Permit City	66 - 78	13	A/N	MPA-1104	City where permit is held
Permit State	79 - 80	2	A/N	MPA-1105	State where permit is held
Permit ZIP+4	81 - 89	9	A/N	MPA-1106	(ex: 543219876 or A1A1A1____) (International, left justify, blank pad: 54321----)
Mail Owner's Lcl Permit Ref Num / Int'l Bill Num	90 - 97	8	A/N	MPA-1107	Number used by local USPS for client identification. This field can be used to let the Postal Service know what permit numbers are included in the mailing that the Mail.dat® file represents. This field is used for identifying what permits are being used for the entire job in an MLOCR environment. <b>Should not be zero padded.</b>
Account Number	279 - 298	20	A/N	MPA-1127	The Payment Account Number is different from the Permit Number and will be initially used in addition to the Permit Number. In the future, this field may replace the Permit information. This field will be the authorization of payment for mail without affixing full postage or participation in work share discounts. This field should not be zero padded. This field can be blank

- The account number for each permit must be populated in the .mpa record
  - The account number distinguishes a Mail Anywhere mailing from a regular mailing
  - Each permit has a unique account number, unless linked to a CAPS account. A CAPS account number replaces the permit's unique account number.
    - For example, each non-CAPS permit will have an individual account number, while any permit linked to a CAPS account will share that CAPS account number.

*An account number is used to identify the paying permit in mail.dat submissions. To identify a mail owner by permit, the mailer would provide the permit number in the mail owner reference field in the mpa. This permit number would be held in the same office of the paying office or post office of permit.*

- The Post Office of Mailing ZIP must be populated in the Verification ZIP+4 field of the .seg record.
  - The Post Office of Mailing ZIP+4 is the ZIP+4 of the BMEU where the mail will be accepted.
  - This field determines on which BMEU Dashboard the job will be displayed.

*\*The +4 on the ZIPs (.mpa & .seg) is optional. The system only requires a 5-digit ZIP to identify the Post Office.*

SEGMENT RECORD, continued					
Field Name	Positions	Length	Data Type	Field Code	Description
Verification Facility Name	107 - 136	30	A/N	SEG-1118	Name of Mailing Facility where verification occurs
Verification Facility ZIP+4	137 - 145	9	N	SEG-1119	ZIP+4 of Mailing Facility where verification occurs

### Mail.XML Submission Guidelines

When submitting a Mail Anywhere job via Mail.XML, the mailer will need to use the following guidelines,

- Use of single permit at multiple BMEU locations (verification sites) requires use of an account number
  - The account number and Post Office of Mailing ZIP distinguish a Mail Anywhere mailing from a regular mailing.

```
<mailxml_mm.OpenMailingGroupRequest mailxml_mm.CustomerGroupID="swpan3" xmlns:mailxml_defs="
http://idealliance.org/Specs/mailxml11.0D/mailxml_defs" xmlns:mailxml_mm="
http://idealliance.org/Specs/mailxml11.0D/mailxml_mm" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://idealliance.org/Specs/mailxml11.0D/mailxml_mm
C:\Users\SUEP-1.WEL\Desktop\112931-1.0D\mailxml_mm_11.0D.xsd">
  <mailxml_mm:SubmittingParty mailxml_defs:CRID="4430798" mailxml_defs:MaildatUserLicense="a"
mailxml_defs:MailerID6="000000" mailxml_defs:SchedulerID="a" mailxml_defs:MailerID9="000000000"/>
  <mailxml_mm:SubmittingSoftware mailxml_defs:ApprovalKey="String" mailxml_defs:SoftwareName="String"
mailxml_defs:Vendor="String" mailxml_defs:ApprovalDate="1967-08-13" mailxml_defs:Version="String"/>
  <mailxml_mm:MailingGroupData>
    <mailxml_mm:SubmitterCRID>4430798</mailxml_mm:SubmitterCRID>
    <mailxml_mm:PermitPublicationData>
      <mailxml_defs:PermitNumber>111</mailxml_defs:PermitNumber>
      <mailxml_defs:PaymentAccountNumber>111111</mailxml_defs:PaymentAccountNumber>
      <mailxml_defs:PermitType>PI</mailxml_defs:PermitType>
      <mailxml_defs:PermitZip4>240229998</mailxml_defs:PermitZip4>
    </mailxml_mm:PermitPublicationData>
    <mailxml_mm:PostOfficeOfMailingZip>22201</mailxml_mm:PostOfficeOfMailingZip>
    <mailxml_mm:MailingFacility>4430798</mailxml_mm:MailingFacility>
    <mailxml_mm:MailXMLPresentationCategory>P</mailxml_mm:MailXMLPresentationCategory>
    <!--mailxml_mm:FullServiceParticipationIndicator>F</mailxml_mm:FullServiceParticipationIndicator-->
    <!--mailxml_mm:OnePassIndicator>No</mailxml_mm:OnePassIndicator-->
    <mailxml_mm:LogicalPhysicalContainerIndicator>P</mailxml_mm:LogicalPhysicalContainerIndicator>
  </mailxml_mm:MailingGroupData>
</mailxml_mm.OpenMailingGroupRequest>
```

- o Each permit has a unique account number, unless linked to a CAPS account (A CAPS account number replaces the permit's unique account number).
  - For example, each permit will have an individual account number, while any permit linked to a CAPS account will share that CAPS account number.
- Must include Postage Statement Create Request/Response
- Must include Mail.XML Permit Publication Data
  - o Populate permit type, permit number, and permit Zip+4 fields to identify the permit (authorization to mail)
  - o Populate the Payment Account Number field with CAPS account number (Traditional or Non-traditional account)
  - o Identification of submitter by CRID or MID
  - o Identification of permit holder and/or mail owner by permit number and payment account number
- Must include Open Mailing Group Create Request – Post Office of Mailing ZIP field.
  - o It should be populated with the 5-digit ZIP of the BMEU where the mail will be accepted.
  - o This field determines on which BMEU Dashboard the job will show

```
<mailxml:PermitHolderData>
  <mailxml:MID>
    <maildefs:MID6>111111</maildefs:MID6>
  </mailxml:MID>
  <mailxml:ContactName>Permit Holder</mailxml:ContactName>
  <mailxml:PermitPublicationData>
    <maildefs:PermitNumber>111</maildefs:PermitNumber>
    <maildefs:PaymentAccountNumber>111111</maildefs:PaymentAccountNumber>
    <maildefs:PermitType>PI</maildefs:PermitType>
    <maildefs:PermitZip4>995999998</maildefs:PermitZip4>
  </mailxml:PermitPublicationData>
</mailxml:PermitHolderData>
```

**Postal Wizard Submission Guidelines**



When submitting a Mail Anywhere job via Postal Wizard, the mailer will need to use the following guidelines as demonstrated below.

- Enter Postal Wizard module
- Select the desired postage statement type (First-Class Mail, Standard Mail)
- Select the desired Permit
- On the Permit Entry screen, click “Search” next to *Post Office of Mailing* if you want to change the PO of Mailing.
- Search for the desired entry unit by entering the BMEU City and select BMEU State from the dropdown
- Check the *Full-Service* box
- Complete the postage statement entry

### **Intelligent Mail Small Business (IMsb) Submission Guidelines**

When submitting a Mail Anywhere job via the IMsb tool, the mailer will need to use the following guidelines as demonstrated in listed below.

- The IMsb tool is located within the Business Customer Gateway.
- Select IMsb from the Mailing Services menu
- Select BMEU from dropdown on the “Mailer Information” page.
- Search for the desired entry unit by entering the BMEU City and select BMEU State from the dropdown on the “Method of Entry page”
- Submit job

## **Appendix A: Mailer Scorecard**

Below are instructions for accessing and reviewing electronic Full-Service verification data identified in the Mailer Scorecard.

To view the Full-Service data via the Mailer Scorecard, the mailer will need to access the Business Customer Gateway (BCG) at the following URL: <https://gateway.usps.com/bcg/detail.htm>

Once you have logged into Mailing Reports, you will need to perform the following tasks:

- Select “Mailing Reports (*PostalOne*)” located under “Mailing Services”
- **Select “Mailer Scorecard”**
- Select a Month-
  - Prior Month to requesting authorization.
- Select/Enter CRID
- Run the report

Mailers may view their specific error details from the scorecard and select any of the fields for a particular CRID that exceed the threshold (highlighted in yellow).

Legend

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from previous month

Exceeds Threshold

  

Mailer Scorecard

OCTOBER 2013

Verifications

Mailer Profile | Full-Service Electronic | eInduction | Seamless | Manual Sampling | Entry Point

# Metrics |  # Trending |  % Metrics |  % Trending

Full-Service Electronic

eDoc Submitter	Total	20-190-103 Chicago Mailing Company	20-188-111 Presort Mailing, LLC
# Containers	1,049	547	502
# Handling Units	308	216	92
# Pieces	41,228	21,103	20,125
% FS Mail Volume	90.66%	90.88%	90.43%
% OCI Errors	4.33%	3.17%	7.69%
% MID Container Errors	0.64%	0.63%	0.66%
% MID HU Errors	1.18%	1.06%	1.54%
% MID Piece Errors	0.04%	0.04%	0.04%
% STD Errors	1.08%	2.09%	0.02%
% By/For Errors (All)	0.14%	0.17%	0.12%
% By/For Invalid Errors	0.12%	0.15%	0.09%
% By/For Matching Errors	0.01%	0.01%	0.02%
% By/For Mail Owner Identified as MSP Errors	0.01%	0.02%	0.01%
% Barcode Uniqueness Container Errors	1.34%	1.57%	1.10%
% Barcode Uniqueness HU Errors	1.97%	2.12%	1.54%
% Barcode Uniqueness Piece Errors	0.01%	0.01%	0.01%
% Entry Facility Container Errors	0.86%	0.84%	0.86%
% Early Scheduled Ship Date Warnings	0.83%	1.11%	0.56%
% CSA Container Warnings	1.18%	1.15%	1.21%
% Default Tray Barcode Warnings	1.97%	1.06%	4.62%

The above table represents a detailed overview of the Full-Service data pulled from a selected CRID. To see a specific error, the mailer must drill down by job by select a Mailing Group ID link located under the Mailing Group ID column.

## Appendix B: Frequently Asked Questions

### What is Mail Anywhere?

- Allow Mailers to mail anywhere with a single permit for a postage payment method.
- Customer may use a Permit Imprint permit issued from a *PostalOne!* BMEU site at any other *PostalOne!* BMEU site for Full-Service mailings **without** payment of an additional permit imprint fee or annual presort fee at the other site(s).
- Applies to First-Class Mail (cards, letters & flats), Standard Mail (letters and flats), Bound Printed Matter (Flats) and Pending Periodicals (letters and flats)
- Local Permit Number or Company Imprint indicia may be used at any location. Customer permit/account information will be accessible from any *PostalOne!* site.

### What are the benefits to the customer?

- User friendly online application process
- Available to all USPS customers
- Integrated Account for all Products & Services
- Enhance customer experience with online access to account management and information - 24/7

- Create a unified experience across all USPS systems
- Universal view of customer's spending on postage

**What classes of mail are eligible to mail under this program?**

- First-Class Mail - Cards, Letters, and Flats only
- Standard Mail - Letters and Flats only
- Bound Printed Matter - Flats only
- Pending Periodicals- Letters and Flats only

**Should a mailer open an additional permit (obtain a separate permit number) for Full-Service mailings to mail all of their Full-Service mailings under and use another for non-Full-Service mailings?**

- No, management of permits is at the mailer's discretion.

**Can a mailer present mail for a Permit number from any acceptance office in the nation to their local acceptance office?**

- Mailers may present qualified mailings with mailpieces bearing a current valid permit imprint for acceptance at any USPS acceptance office that has *PostalOne!* Acceptance functions.

**What information does the mailer need to complete on the hardcopy postage statement?**

- Hardcopy postage statements are not eligible for Full-Service mailings.

**How are the permits that are used to pay the postage supposed to be identified in Full-Service eDocumentation?**

- In a Mail.dat file submission for Mail Anywhere
- Use of a single permit at multiple BMEU locations (verification sites) requires use of an account number.
- Mailers will populate the MPA record as follows:
  - Populate permit type, permit #, and ZIP+4 fields to identify permit (authorization to mail)
  - Populate account # field with CAPS number (traditional or non-traditional)
  - Identification of Mail Preparer & Mail Owner by CRID or MID (cannot identify with a permit)
  - Segment Record – Verification Facility ZIP+4 field
  - Populate with BMEU ZIP Code (5 or 9 digit)
  - This drives where the electronic postage statement will show up on the *PostalOne!* Dashboard

**What information is required to be in the indicia on the mailpieces?**

- Issuing office Permit Number and City/State OR Company Permit Imprint indicia

**If using a company permit imprint, does the authorization need to be on file at the accepting office?**

- The authorization does not need to be on file at the accepting office. eDoc is required and the permit number, City, State and ZIP of the issuing office and the account number will be populated.

**If using a Mail Service Provider's CAPS account to pay for the mailing, and entering the customer's permit in the .mpa local permit ref to identify the permit, whose account number should be entered, the one paying for the mail or the mail owner that is being identified?**

- The Mail Service Provider account number should be provided
- Mail owner's CRID or MID should be used to identify the mail owner, the Mail Owner Local Permit Ref should not be provided in the electronic documentation.

**Will the customer have only one payment account number assigned?**

- Not necessarily, for any permit(s) linked to the same CAPS (trust or debit) they will share the same unique account number. However, if that customer also has a locally held permit (non-traditional account), it will have a unique account number for each permit(s).

**Are there any changes to the CAPS System that can affect the customer's accounting due to Mail Anywhere?**

- There are no changes to the CAPS System than can affect the customer's account.

**If the customer decides to go from multiple permits to one permit under CAPS, will this affect the customer's CAPS account?**

- No. The customer will be able to use the one permit for a Mail Anywhere mailing and will be able to see all transactions in their CAPS account regarding that permit. Nothing will be done to the other permits in the CAPS system. It is the mailer's option if they want to remove or leave the other permits tied to the CAPS account.

**Can a MSP permit be used to pay postage for customers that are using their own permit numbers in a combined mailing?**

- Yes the service provider can pay postage using their permit for customers that are using their own permits in a combined mailing.

**How do I identify metered customers in my mailing?**

- Identify metered customers by requiring a CRID or MID for the metered customer. This will also allow the removal of ghost accounts in *PostalOne!*.

**How do I obtain a MID or CRID?**

- You can obtain a MID or CRID from the Business Customer Gateway Profile page. For more detailed information please see Quick Step Guide to Mailer Identifier (MID) and/or CRID Acquisition located on PostalPro at the following URL <https://postalpro.usps.com/node/1135>

**How does Mail anywhere effect nonprofit authorizations and the identification of the nonprofit owner?**

- The permit/ghost number will be required in the Mail.dat/XML file until July 2014 release when all authorization numbers will be tied to a CRID or MID.

**Are there special requirements for nonprofit mailings?**

- In a nonprofit mail anywhere job, the Mail.dat eDoc submitter must ensure that the Mail Owner permit listed in the Mailer Postage Account (.mpa) record is held at the same Post Office as the Permit Holder (paying) permit, which is also listed in the .mpa record. The Mail Owner permit or the Permit Holder (paying) permit must be associated with a valid nonprofit authorization number to receive nonprofit rates.

**Will my mail quality affect my rates or Full-Service discounts?**

- Rates will be dependent on your mail quality beginning July 2014.

**What is the Customer Validation Tool?**

- Customer Validation tool is used for MSPs to obtain account information for their customers. It can be accessed from the Business Customer Gateway Profile page. For more detailed information please see Quick Step Guide to Mailer Identifier (MID) and/or CRID Acquisition located on PostalPro at the following URL <https://postalpro.usps.com/node/1135>

**As a SPPS mailer, can I mail anywhere?**

- Combined/CVAR- MLOCR mailers are able to utilize the mail anywhere program at their authorized SPPS site.

**I currently use Metered Mail Drop Shipment authorization number 2 on my mail pieces; will anything change for me as a MLOCR mailer?**

- As an authorized SPPS mailer, you are authorized to present your mailings where you have SPPS authorization. No change will be required. If you would like to mail at a different location, contact your BMS analyst for approval.

**Will I need to submit a 3510-M for each additional entry for my pending periodicals mailing?**

- Under Mail Anywhere, a PS form 3510-M will NOT be needed. All the account information is included in the eDOC for tracking purposes.

**Will I be required to pay the annual presort fee for a Pending Periodical account?**

- If mailings are submitted meeting the Full-Service criteria, no fee would be required.

**The DMM currently states “Mail bearing precanceled postage must be presented to the Post Office where the permit is held.” How will this work under Mail Anywhere?**

- The regulation will be changed to allow mail bearing precanceled postage to be presented under Mail Anywhere at a location other than the Post office of permit.

**What return address will I use for mail pieces submitted with a precanceled stamp.**

- You will continue to use the return address within the area of where the permit is held.

**Can I submit EDDM mailings with the mail anywhere program.**

- Mail Anywhere currently does not support EDDM.

**If I mail from the same location of where the permit is held, is this considered Mail Anywhere?**

- This is considered a regular mailing and is not Mail Anywhere. For a Mail Anywhere mailing, you must mail outside the location of where the permit is held.

**If I fall below by 90% cumulative total volume what fees will I have to pay at the office of mailing?**

- No fees will be have to be paid at the office of mailing, but the annual presort fee will have to be paid at the office of permit.

**In a Mail Anywhere mailing, if the mail owner has a permit in a different ZIP Code than the paying permit, how should the mail owner be identified in eDoc?**

- The Mail Owner should be identified with a CRID or MID. The Mail Owner Permit should not be included in electronic documentation if it is from a different ZIP Code than the paying permit/account.