



March 30, 2025 Release

Program Registration Release 28.3.0.0

USPS Ship Release 16.0.0.0

Pre-Release Notes

CHANGE 1.0

[USPS EXTERNAL ONLY]

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TABLE OF CONTENTS

- 1.0 INTRODUCTION..... 1**
- 2.0 PROGRAM REGISTRATION – ENHANCEMENTS, UPDATES, AND NEW FUNCTIONALITY..... 1**
 - 2.1 Updates to Parcel Return Service (PRS) Authorization Letters 1
 - 2.1.1 Automatic Status Update 1
 - 2.1.2 Message Display for Non-Eligible Facilities..... 1
 - 2.1.3 Eligibility Restrictions for New Activations 1
 - 2.1.4 Status Update Upon Activation Letter Submission 1
 - 2.2 Renew Authorization Letter Enhancements 1
 - 2.2.1 Enhancements to Renew Authorization Letter Screen 1
 - 2.2.2 Quarterly Distribution Schedule for Activation Letters 1
 - 2.2.3 Dashboard Notifications..... 2
 - 2.2.4 Discontinuation of Yearly Renewal Letters 2
 - 2.2.5 PRS BCG Quarterly Certification Email Notification 2
 - 2.2.6 Grace Period Notification for Expired Authorization Letters 2
 - 2.2.7 Authorization Letters Button and Dashboard Updates 3
- 3.0 USPS SHIP – ENHANCEMENTS, UPDATES, AND NEW FUNCTIONALITY 4**
 - 3.1 Earliest Physical Scan Determination 4
 - 3.2 Misshipped 4
 - 3.2.1 Misshipped Event Logging..... 4
 - 3.2.2 Downstream Drop Site Optimization..... 4
 - 3.3 Reporting 4
 - 3.3.1 Reporting Service 4
 - 3.3.2 Inclusion of Company Name in Mailer ID (MID) Reports..... 4
 - 3.3.3 Reporting Renaming 4
 - 3.4 Webhooks and User Experience Enhancements..... 4
 - 3.5 Sonar Reporting System Update..... 4
- 4.0 USPS SHIP – CORRECTIONS TO KNOWN ISSUES 5**
 - 4.1 Cosmetic and Usability Fixes 5
 - 4.2 Offshore Exceptions 5
- 5.0 DOCUMENT HISTORY 6**

1.0 Introduction

On Sunday, March 30, 2025, the United States Postal Service will implement the following software change:

- Program Registration Release 28.3.0.0
- USPS Ship Release 16.0.0.0

These Pre-Release Notes provide the contents of the release and affected subsystems.

The section titled **Corrections to Known Issues** is derived from External Trouble Reports (ETRs) for inclusion in this release.

This document is prepared based on the knowledge available at the time of its publication; any element of its contents is subject to change prior to the release.

2.0 Program Registration – Enhancements, Updates, and New Functionality

2.1 Updates to Parcel Return Service (PRS) Authorization Letters

2.1.1 Automatic Status Update

Business Customer Gateway (BCG) will be updated to automatically change the Status bubble from “Submitted” to “Active” for all existing Parcel Return Service (PRS) Authorization Letters once the effective date is reached, enabling mailers to easily identify the status of their eligible units from the dashboard. [REQ 4260](#)

2.1.2 Message Display for Non-Eligible Facilities

Program Registration will be updated to display the following message for mailers attempting to activate Parcel Return Service Authorization Letters for non-eligible facilities:

“This facility is not eligible to participate in the Parcel Return Service Program. Please contact your USPS Manager, Business Alliance for more information or for review.” [REQ 4263](#)

2.1.3 Eligibility Restrictions for New Activations

New activations of PRS Authorization Letters will be limited to eligible facilities listed in the Facility Database System (FDB), preventing activation for facilities marked as “No” and alerting users accordingly.

Note: There will be exceptions to business rules for co-located facilities. [REQ 4264](#)

2.1.4 Status Update Upon Activation Letter Submission

The Status bubble for PRS Authorization Letters will be updated from “Submitted” to “Active” once the activation letter is successfully submitted, accepted, and the effective date is reached. [REQ 4265](#)

2.2 Renew Authorization Letter Enhancements

2.2.1 Enhancements to Renew Authorization Letter Screen

The Renew Authorization Letter screen will be enhanced by adding a new title, updating the warning message to “All authorization letters will be certified for the current quarter when Certify All is clicked,” adding a search bar, removing check boxes, and updating the “Renew” button to “Certify All,” while expired activation letters will automatically be updated to Active upon certification of the quarterly renewal. [REQ 4281](#)

2.2.2 Quarterly Distribution Schedule for Activation Letters

New and existing activation letters will be updated to a quarterly distribution schedule, with updates occurring on January 1, April 1, July 1, and October 1. Mailers will receive an expiration notification email at the end of each quarter prompting them to certify and renew the activation letters.

In addition, the “Renew” button language will be updated to “Certify Authorization Letters.” [REQ 4282](#)

2.2.3 Dashboard Notifications

The Program Registration dashboard will be updated to display the following warning notification to remind customers to review and certify the accuracy of their active RDU pickup locations:

"Quarterly review of Authorization Letters is required by the 1st of each quarter (October, January, April, July). Please click the "Certify Authorization Letters" button to complete the review."

In addition, the "Renew" button language will be updated to "Certify Authorization Letters." [REQ 4283](#)

2.2.4 Discontinuation of Yearly Renewal Letters

Program Registration will be updated to discontinue transmitting yearly renewal letters to FAST and MyPO, while activation and deactivation letters will continue to be processed as usual. [REQ 4284](#)

2.2.5 PRS BCG Quarterly Certification Email Notification

The following updated PRS BCG Quarterly Certification email notification will be sent to mailers with active authorization letters, prompting them to certify and renew their letters before expiration and detailing the number of facilities due for renewal and compliance warnings.

Email Subject: ""USPS PRS Authorization Letter – Quarterly Certification""

Email Body:

""Hello Business Service Administrator for [Company Name],

The required quarterly certification for United States Postal Service (USPS) Parcel Return Service (PRS) Authorization Letters (CRID: [CRID]) for [# of facilities] Facility IDs is due by [Expiration Date]. To ensure continued visibility of the product please review the list of active facilities and ensure that each is marked as Active vs Deactivated accordingly.

Non-compliance with certification requirements will result in a lock out of new Activations/Deactivations until the task is completed.

Please login to Business Customer Gateway ([BCG Link]) to certify your PRS Authorization Letters.

Thank you for selecting the United States Postal Service for your Returns.""

Note: Prior to the authorization letters expiration date, an email notification will be sent out following this schedule: 14days, 10days, 5days, and 1day. [REQ 4285](#)

2.2.6 Grace Period Notification for Expired Authorization Letters

Program Registration will be updated to issue the following PRS BCG Quarterly Grace Period email notification to mailers whose authorization letters have expired, notifying them of needed certification and renewal during a 10-day grace period:

Email Subject: ""USPS PRS Authorization Letter – Quarterly Certification 10 Day Grace Period""

Email Body:

""Hello Business Service Administrator for [Company Name],

The required quarterly certification for United States Postal Service (USPS) Parcel Return Service (PRS) Authorization Letters (CRID: [CRID]) for [# of facilities] Facility IDs is past due. Quarterly certification was due on [Expiration Date]. A 10-day grace period is in effect and ends on [Grace Period End Date].

To ensure continued visibility of the product please review the list of active facilities and ensure that each is marked as Active vs Deactivated accordingly.

Once the grace period ends, non-compliance with certification requirements will result in a lock out of new Activations/Deactivations until the task is completed.

Please login to Business Customer Gateway ([BCG Link]) to certify your PRS Authorization Letters prior to [Grace Period End Date].

Thank you for selecting the United States Postal Service for your Returns."" [REQ 4320](#)

2.2.7 Authorization Letters Button and Dashboard Updates

- Program Registration will be updated to disable the Activate and Deactivate Authorization Letters button once the authorization letters expire, and provide mailers with a warning message about re-enabling those buttons upon certification. [REQ 4321](#)
- Program Registration will be updated to display an “EXPIRED” status on the dashboard for authorization letters that have expired. [REQ 4361](#)

3.0 USPS Ship – Enhancements, Updates, and New Functionality

3.1 Earliest Physical Scan Determination

The Scans service will be updated to determine the earliest physical scan based on the scan event date and time and transmit the data to downstream systems. [REQ 7044](#), [REQ 7050](#)

3.2 Misshipped

3.2.1 Misshipped Event Logging

The Verify service will be updated to not log an event as Misshipped if:

- the first scan event code is an excluded event, or
- the first scan ZIP code is the manifested Destination ZIP Code. [REQ 7049](#), [REQ 7052](#)

3.2.2 Downstream Drop Site Optimization

USPS Ship will be updated to determine optimal downstream drop sites to avoid misshipped charges by checking the MDF for downstream facility dropship keys and matching Destination Rate Indicators with suitable sites. [REQ 7053](#)

| Destination Rate Indicator | Destination Rate Indicator Facility Type | Downstream Facility Dropship Key |
|----------------------------|--|--|
| B | NDC (Network Distribution Center) | SCF, Hub, or DDU (Destination Delivery Unit) |
| S | SCF (Sectional Center Facility) | Hub or DDU |
| H | Hub | DDU |

Table 1 – Downstream Drop Site Optimization

3.3 Reporting

3.3.1 Reporting Service

For users with multiple CRIDs, the Reporting service will now default to displaying the user's name, even in the absence of activity for a given month, eliminating the need for users to search for their company. [REQ 7031](#)

3.3.2 Inclusion of Company Name in Mailer ID (MID) Reports

The Mailer ID (MID) user CRID company names will be included in the downloadable MID reports for users, allowing easier identification of associated customer details within USPS Ship Account Management. [REQ 7027](#), [CR 2662](#)

3.3.3 Reporting Renaming

The Variance Report will be renamed to Manifest Variance Report. [REQ 7014](#)

3.4 Webhooks and User Experience Enhancements

- A user-friendly message will be displayed if the number of records in the Excel download exceeds one million, informing users that their download will need to be split into multiple files by selecting smaller date ranges or opting for a CSV format. [REQ 7034](#)
- Excel downloads will be enhanced so that, upon generation, columns are automatically sized to fit the content, with header text displayed in a non-bold format for improved readability. [REQ 7033](#)
- Package Errors and Warnings (PEW) files will be included in the online report. [REQ 7032](#)
- The issue where the Reporting Landing Page displayed null data when navigating from other reports will be resolved, ensuring users see the actual data for their company. [REQ 7026](#)

3.5 Sonar Reporting System Update

The Sonar reporting system will be updated to version 10.9 by March 31, 2025, requiring JDK17 for scans run within

the EBS environment. To avoid build failures associated with jobs still utilizing JDK11, users should transition these projects to include a build setup compatible with JDK17, along with the appropriate Sonar analysis properties. [REQ 6983](#)

4.0 USPS Ship – Corrections to Known Issues

4.1 Cosmetic and Usability Fixes

- The leading character will be removed from the Transaction ID in the Census Report. [REQ 7037](#)
- Reports will be updated to allow users to download all pages of data from the Manifest Search Report, even when the number of PICS not found exceeds 30. [REQ 7040](#)

4.2 Offshore Exceptions

The Pricing service will be updated to apply offshore exceptions in PS NSA Geo contracts, ensuring that mailers receive their contracted rates. [REQ 7054](#), [ETR 2675](#)

5.0 Document History

| Date | Version | Section | Description |
|------------|---------|---------|---------------------|
| 03/21/2025 | 1.0 | All | Initial publication |
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