Full-Service Intelligent Mail® Fact Sheet

BENEFITS

✓ **Reduce Costs**
Receive additional per piece discount on automation mailings
Eliminate permit fees
Use the same permit at any location

✓ **Accurate Delivery**
Address Correction on Full-Service pieces

✓ **Monitor Service**
Start-the-Clock on Mail Entry
Visibility and tracking

ADDITIONAL RESOURCES

▪ **Getting Started**:
https://ribbs.usps.gov/index.cf m?page=intelligentmail

▪ **Registration (via the Business Customer Gateway):**
https://ribbs.usps.gov/index.cf m?page=intellmailgateway

▪ **Mailpiece Design Analyst** at 855-593-6093 or mda@usps.gov

▪ *PostalOne!* **Help Desk** at 800-522-9085 or postalone@usps.gov

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Now's the time to upgrade to Full-Service to achieve the best pricing on your:

- **First-Class Mail®** postcards, letters and flats
- **Standard Mail®** letters and flats
- **Periodicals** letters and flats
- **Bound Printed Matter** flats

KEY REQUIREMENTS

▪ Apply unique Intelligent Mail barcode (IMb) to each postcard, letter, and flat
▪ Apply unique Intelligent Mail tray barcode (IMtb) to trays and sacks
▪ Apply unique Intelligent Mail container barcode (IMcb) to placards for containers (i.e. pallets) when required
  o Small volume mailings entered at a BMEU typically do not need an IMcb. Reference https://ribbs.usps.gov/intelligentmail/documents/tech_g uides/FullServiceContainerPlacarding.pdf for more info.
▪ Submit postage statements and mailing documentation electronically

> **Barcode Uniqueness**
> For mailings less than 10,000 pieces, mailers have two options:
> **Option A**: Provide an Identical Barcode Serial Number within a single mailing that must maintain uniqueness across mailings for 45 days
> **Option B**: Provide a range of unique Barcode Serial Numbers throughout a single mailing that must maintain uniqueness across mailings for 45 days.

Talk to your software vendor or mail service provider to learn more about how to prepare for Full-Service

FULL-SERVICE MAILING SOLUTIONS

COMMERCIAL MAILING SOFTWARE

▪ Mailing software vendors offer easy, ready-to-go solutions for preparing and submitting Full-Service mailings.

Mail.dat® / Mail.XML™ - software solutions for mailers who wish to use software to *prepare* presort mailings, *generate* unique barcodes, and *submit* mailing information electronically to USPS.

Postal Wizard – software solutions which allow mailers to presort mail and generate unique barcodes, but require the mailer to enter the postage statement information online via the online Postal Wizard tool.

▪ For a list of vendors that offer dynamic Full-Service solutions and have tested them with USPS, reference the Vendor Full-Service Capabilities document on RIBBS.

MAIL SERVICE PROVIDERS (MSPs)

▪ Offer a wide variety of services for Mail Owners
▪ Talk to your MSP to learn more about the Full-Service solutions they offer

USPS INTELLIGENT MAIL FOR SMALL BUSINESS (IMsb) TOOL

▪ Online tool to help small business mailers (mailing less than 10,000 pieces per mailing and 250,000 annually) prepare Full-Service mailings with Intelligent Mail barcodes and tray labels