ACS File Format

Technical Guide

Version 2

For changes effective October 20, 2015

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Change History

Date	Title	Description of Change
04/13/2016	Redirection Intelligent Mail® barcode (R-IMb)	Clarified Secure Destruction record creation on R-IMB mail.
03/29/2016	Billing	Updated verbiage and clarified payment due for invoices less $25.00
02/10/2016	Redirection Intelligent Mail® barcode (R-IMb)	Added section
09/30/2015	Administration	Added
09/30/2015	Disclaimer	Added
09/30/2015	Fees	Added
09/30/2015	Billing	Updated and changed heading from ACS Monthly Invoice to Billing to be consistent with other documents
09/11/2015	ACS Monthly Invoice	Updated
08/13/2015	ACS Header, COA, and NIXIE Layout (702 character) and corresponding CSV and XML file formats.	Changed File Version to 2 - Effective October 20, 2015
08/13/2015	ACS™ COA Record Layout (702 character) and corresponding CSV and XML COA notice file formats and descriptions.	Replaced FILLER SPACE with the Delivery Point Validation (DPV) information for the new address. Change is made in the 702 character record and CSV and XML file formats.
08/13/2015	FAQ	Updated answer to question regarding the version of the file format
06/01/2015	Full Service Chargeback ACS Data File	Added
06/01/2015	ACS File Naming Conventions	Corrected the file naming table. Added additional information regarding who receives Invoice files from EPF
04/13/2015	Change Log	Corrected change log dates
04/13/2015	ACS File Format Technical Guide	Changed document name
04/13/2015	FAQ	Updated hyperlinks
04/13/2015	FAQ – Billing/Invoice	Clarified billing/invoice cycle
04/13/2015	Additional ACS File Options	Added note regarding CSV file
04/13/2015	ACS Monthly Invoice (optional)	Updated with addition of Statement effective with April 2015 Invoice
04/13/2015	Additional ACS File Options	Added note regarding XML file
04/13/2015	New Address Label	Updated description
04/13/2015	ACS COA Record Layout ACS Nixie Record Layout ACS COA and Nixie Notice Record Fields	Mail Action Code field - Removed literal flags “X” for Secure Destruction and “D” for Discarded and added “W” for Wasted
04/13/2015	Mail Action Code	Updated flags/descriptions Removed literal flags “X” for Secure Destruction and “D” for Discarded and added “W” for Wasted
04/13/2015	New Address Label	Updated description
4/13/2015	Traditional ACS Legacy File Format (429 character)	Added
04/13/2015	OneCode ACS Legacy File Format (561 character)	Added
01/07/2015	Letter to Our Customers	Updated
01/07/2015	File Naming Convention	Updated descriptions of the file names
01/07/2015	Additional Fulfillment File Options Available	Information on the file options available to customers.
01/07/2015	Military Old and New Address Format Example	Added information regarding COAs from and to military addresses
01/07/2015	Parsed Addresses	Removed the word “New” from each example, in those examples when the parsed address can be in either the OLD address or NEW address fields.

01/07/2015	FAQ (Frequently Asked Questions)	Added
01/07/2015	ACS CSV Header and Detail record format	Added
01/07/2015	ACS XML/XLS	Added
01/07/2015	ACS COA Record Layout	Updated to include the Parsed COA Name Fields
05/07/2014	ACS File Format v1 Technical Guide	Original Document

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Letter to our Customers

ADDRESS MANAGEMENT
NATIONAL CUSTOMER SUPPORT CENTER

UNITED STATES
POSTAL SERVICE

November 2014

Dear ACS™ Participant:

This letter serves as a reminder that effective January 25, 2015 all ACS fulfillments delivered through EPF will be expanded and improved. Traditional ACS, OneCode ACS®, IMpb™ ACS, and Full Service ACS records provided via SingleSource ACS will be converted to the new ACS File Format Version 1. The new file format contains the same information as the current layout, as well as new information never before provided. A copy of the original announcement can be found on the RIBBS® ACS Fulfillment File Changes web page at: https://ribbs.usps.gov/index.cfm?page=newACSformat.

The ACS Department has received several inquiries about the new file format. We have created the attached FAQ to answer the most common questions we have received.

To help you prepare for the transition, the ACS File Format Version 1 Technical Guide has also been updated. We have created a sample ACS Notification file in the new format that you can use to prepare for the new layout. You can download the Technical Guide and the sample file at: https://ribbs.usps.gov/acs/newACSformat/. Be sure to subscribe to the RSS feed for this page to be notified as new information becomes available.

Thank you for being a valued ACS customer. We look forward to working with you throughout this change.

IMPORTANT REMINDER: Full Service ACS and COA Reports provided via the Business Customer Gateway are NOT affected by this change. This new file format will only be provided to customers that receive their ACS notices through our secure Electronic Product Fulfillment (EPF) web site.

If you have any questions or need additional information, please contact the ACS Help Desk at acs@usps.gov.

Sincerely,

Jim Wilson

James D. Wilson
Manager, Address Management

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MEMPHIS TN 38188-1001
800-331-5746
FAX 901-767-8853

0326ACS

Administration

The United States Postal Service® provides support for ACS through the National Customer Support Center (NCSC) in Memphis TN. Information regarding this service can be found at *https://ribbs.usps.gov/index.cfm?page=acs*.

If you have questions after reviewing the documentation, contact the NCSC ACS Department via email at acs@usps.gov or by phone at (877) 640-0724. Due to expected high call volume, we recommend submitting questions via email.

Disclaimer

ACS is designed to substantially reduce the number of manual address correction notices provided to mailers and replace them with electronic notices. ACS is not a guaranteed service. Manual notices may still be received, although reduced in volume.

The USPS® makes no warranty or representation, either expressed or implied, with respect to the technology, data and/or the computer system in which it is contained, including its correctness, quality, performance, merchantability, or fitness for any particular purpose.

The USPS will not be liable for direct, indirect, special, incidental, consequential, or other similar damages arising out of use of, or inability to use, ACS, OneCode ACS®, Full Service ACS, Single Source ACS, IMpb ACS, IMb Tracing®, Electronic Product Fulfillment (EPF), *PostalOne!*® and Intelligent Mail® barcode technology and/or computer system, even if advised of the possibility of such damages.

If any discrepancy exists between this document and the *DMM® Mailing Standards of the United States Postal Service*, the *DMM* always takes precedence. For the most current *DMM*, go to the Postal Explorer Web site, *(http://pe.usps.gov*) and click on *Domestic Mail Manual.* Any procedure in this publication can be amended or rescinded by notices in the *Postal Bulletin, Federal Register,* or the *DMM*. If more information is required, refer to the *DMM*. After reviewing the documentation, please feel free to contact our ACS Department.

The fact that the mailpiece is mailed at an automated letter rate does not guarantee that the ACS fee will reflect the automated address correction fee. The address correction fees charged reflect the work required to process the address correction notice. The piece must maintain its integrity as it is processed. If there is any chance that mail will be torn or jam on automated equipment, or if it is rejected because critical information falls outside of the read area, the piece is redirected to the non-automated process. When an ACS notice is created in this environment, the Electronic address correction fee will be charged.

Delivery conditions may affect the timeliness of ACS records:

- If mail is addressed to a P.O. Box™, the customer may not retrieve their mail for several weeks or even months. The USPS must continue to deliver the mail to the P.O. Box for as long as the rent has been paid. The mail can only be declared undeliverable if the customer submits a change-of-address request or if the P.O. Box rent is due and the rental renewal fee has not been paid.
- If an address is vacant and if the addressee moves without first notifying the U.S. Postal Service®, the mail may continue to be delivered via a door slot or another irretrievable delivery method. The mail may accumulate until accessed or a new occupant moves in and returns the mail to the Post Office. If mail accumulates in an accessible mailbox the delivery employee places the mail in a “Hold for COA” status for a limited period of time and will initiate an Employee Generated change-of-address as “Moved, Left No Address”.

The U.S. Postal Service makes a concerted effort to provide standardized and delivery point validated address information whenever possible, however we cannot guarantee the availability of this information at the time ACS records are created. It is recommended that these addresses be processed with Address Management products to enhance address standardization.

NOTE: It is strongly suggested that you not rely solely on the IMb data or serial number when performing updates from ACS. There are situations that occur in which the ACS transaction name will not match the name on the mailpiece. There are also situations that occur where the old address on an ACS transaction will not match the address on your mail piece.

ACS Fulfillment Files

ACS Fulfillment files are created as fixed length ASCII text files which are zipped (compressed) and password protected with an 18 character password that is comprised of alpha, numeric and special characters using PKWARE software and posted to our secure Electronic Product Fulfillment (EPF) web site. You will need to obtain the appropriate software to retrieve the fulfillment files from our EPF web site (most current internet browsers are supported). You will need to obtain the appropriate software package that will decompress the data back into a normal ASCII text file. Additional software is required if you intend to automate the updating of your database utilizing the ACS Notification File or if you intend to print out the ACS Notification File for manual updating.

The ACS fulfillment process produces a single zipped file which may contain the following files:

Changes for January 2015	File Reference Name	Type	Included when no ACS notices are available?
New file format & length	ACS Notification File*	Fixed format data file	Yes – will contain a zero-count header record
New information & format	Shipping Notice Report File	Formatted text file	No
New file	Shipping Notice Data File	Comma Separated Value (CSV)	No
Only for SingleSource ACS fulfillments	Full Service Chargeback Data File	Comma Separated Value (CSV)	Yes – will contain a zero-count header record

**The Notification file contains the ACS COA and Nixie notices.*

The Shipping Notice Report and Data files contain ACS COA and Nixie notice record counts and other information regarding the contents of the ACS Notification file. Customers are encouraged to maintain records of the Shipping Notice files to help in reconciling their ACS Invoices which are organized by Shipping Notice.

The Full Service Chargeback ACS Report and Data files contain information about previously fulfilled ACS COA and Nixie notices that were provided at no charge due to a Full Service ACS STID, but *PostalOne!*® feedback reports indicate the records did not qualify for Full Service ACS benefits. Customers are encouraged to maintain records of the Chargeback information to help reconcile their ACS Invoice each month, since charges for those records are included in the next available billing cycle.

IMPORTANT NOTE FOR SERVICE PROVIDERS: The NCSC ACS account that contains the Mailer ID(s) and Participant ID(s) that are used on the mail requesting ACS, must be flagged as a SingleSource ACS account in order to receive the Full Service Chargeback Data file. If you are the vendor that receives the ACS fulfillment files for the SingleSource ACS account, you must be prepared to receive the additional files that are included in the fulfillment.

Data Integrity

While the USPS® strives to provide ACS data in the manner described in this document there are occasions when the data field may not contain the expected data. When customers submit a COA it is possible that some of the data provided may not be accurate or may be incomplete. In rare instances when our systems are unable to make corrections to the COA data submitted by the customer the USPS has no choice but to utilize the data exactly how it was provided by the customer. Additionally, in other rare instances it is possible that other data fields, not directly related to the data fields provided by the customer, may be missing. We strongly suggest that all automated systems utilizing ACS data perform validity checks on all fields.

In any data processing environment sometimes it is possible to receive data or partial data that may not be anticipated by the software which in turn could lead to unexpected results. For this reason the software developed to process ACS transactions must interrogate each record and field according to the specifications contained in the file layouts/formats and descriptions. If any abnormal issue is found it is suggested that the information be written to an error file for manual review instead of terminating the program.

ACS Notification File

The ACS Fulfillment files are created as fixed length ASCII text files and do not contain a specific delimiter between data fields.

The ACS Fulfillment file contains three different and distinct record formats:

Header Record format Nixie Record format COA Record Format

Each record has a Record Type field. This field contains one of two values:

Value	Description
H	Header Record
D	COA/Nixie Detail Record

This field defines the type of record that was read. If it was a header record, then you need to put the data into the format of the header record so you can access the specific fields defined by the header record format. The header record is always the first record of an ACS Fulfillment file.

IMPORTANT NOTE: The ACS Notification File is provided for each fulfillment scheduled, even if there is no COA or Nixie files included. In this case, the Header Record will contain zero counts and there will be no Detail Records.

If the record type is defined as a COA/Nixie Detail Record then the software will need to interrogate an additional field in order to determine the appropriate format for the data. The Deliverability Code field contains the deliverability status of the mailpiece that generated this notice and indicates which data format is required to interpret the data correctly. If the Deliverability Code field contains one of the NIXIE indicator flags then the Nixie Record format should be used, otherwise (including a blank) the COA record format would be used.

Nixie records (if present) normally follow immediately after the header record, and then COA records. They are sorted by the Mailer ID / Participant ID. Customers can download and examine an example of the ACS fulfillment file. This file can be found at https://ribbs.usps.gov/acs/newACSformat/

The notification files include three types of ACS notices:

- ***Notices generated from a forwardable COA:***

All OneCode, Traditional, IMpb and * Full Service ACS notices with a space in the Deliverability Code field provide the mailer with a customer's name, old address, and new address as reflected on the COA. If a temporary move has been filed, a "W" is placed in the Deliverability Code field and no new address information is provided.

- ***Notices generated from non-forwardable USPS-filed actions:***

All OneCode, Traditional, IMpb, and *Full Service ACS "Moved Left No Address" or "P.O. Box Closed" notices. These ACS notices contain either a "K" or "G" in the Deliverability Code field do not have new address information.

- ***Nixie (undeliverable for reasons other than a move) notices:***

All OneCode, Traditional, IMpb, and *Full Service ACS Nixie notices contain one of 12 nixie codes in the Deliverability Code field, which identify the reason for non-delivery, and do not contain old or new address information.

*Full Service ACS notices are only included in the ACS fulfillment when the ACS account is identified as a SingleSource ACS fulfillment account. Full Service ACS COA and Nixie notices that do not qualify for full service discounts and benefits, such as those with a Full Service STID but only a 5 or 9 digit ZIP Code™ in the routing field, are also included in a SingleSource ACS fulfillment account.

ACS Fulfillment File Header Record Layout (702 character)

Table 1: ACS fixed length ASCII Fulfillment File Header Record as of Jan 25, 2015

Start	End	Length	Description	Data Type	Comments
1	1	1	Record Type (Header)	ALPHA “H”	
2	3	2	File Version	ALPHA/NUM	New version: 02 effective 10/20/2015
4	9	6	Customer ID	NUM	
10	17	8	Create Date (CCYYMMDD)	NUM	
18	27	10	Shipment Number	NUM	Change: 8 to 10 bytes
28	36	9	Total ACS Record Count	NUM	
37	45	9	Total COA Count	NUM	
46	54	9	Total Nixie Count	NUM	
55	63	9	TRD Record Count	NUM	
64	74	11	TRD ACS Fee Amount	NUM	
75	83	9	TRD COA Count	NUM	
84	94	11	TRD COA ACS Fee Amount	NUM	
95	103	9	TRD Nixie Count	NUM	
104	114	11	TRD Nixie ACS Fee Amount	NUM	
115	123	9	OCD Record Count	NUM	
124	134	11	OCD ACS Fee Amount	NUM	
135	143	9	OCD COA Count	NUM	
144	154	11	OCD COA ACS Fee Amount	NUM	
155	163	9	OCD Nixie Count	NUM	
164	174	11	OCD Nixie ACS Fee Amount	NUM	
175	183	9	FS Record Count	NUM	
184	194	11	FS ACS Fee Amount	NUM	
195	203	9	FS COA Count	NUM	
204	214	11	FS COA ACS Fee Amount	NUM	
215	223	9	FS Nixie Count	NUM	
224	234	11	FS Nixie ACS Fee Amount	NUM	
235	243	9	IMpb Record Count	NUM	
244	254	11	IMpb ACS Fee Amount	NUM	
255	263	9	IMpb COA Count	NUM	
264	274	11	IMpb COA ACS Fee Amount	NUM	
275	283	9	IMpb Nixie Count	NUM	
284	294	11	IMpb Nixie ACS Fee Amount	NUM	
295	699	405	Filler	Spaces	
700	700	1	End Marker	ALPHA “X”	
701	702	2	Carriage Return/Line Feed (CRLF)		

ACS Fulfillment File Header Record Fields **(listed in order of appearance in the file):**

Record Type: Contains the literal value of "H" to denote a header record.

File Version: An Alpha/Numeric version number and revision level used to manage and track changes to the ACS file.

Customer ID: Contains the USPS® account number unique to each ACS customer.

Create Date: Contains the ACS fulfillment file creation date in CCYYMMDD format.

Shipment Number: Contains a unique number for each fulfillment file. This number corresponds to the shipment number on the shipping notice and invoice.

Total ACS Record Count: Contains the total number of all ACS transactions in the fulfillment file.

Total COA Count: Contains the total number of all ACS COA transactions.

Total Nixie Count: Contains the total number of all ACS Nixie transactions.

COA Count: Contains the total number of ACS COA transactions for each ACS type provided in the fulfillment file.

NOTE: ACS types include Traditional (TRD), OneCode (OCD), Full Service (FS), and Intelligent Mail Package Barcode (IMpb) ACS.

COA ACS Fee Amount: Contains the total ACS Fees with an implied decimal that is charged for each ACS type (TRD; OCD; FS; or IMpb).

Nixie Count: Contains the total number of ACS Nixie transactions for each ACS type (TRD; OCD; FS; or IMpb).

Nixie ACS Fee Amount: Contains the total ACS Fees with an implied decimal that is charged for each ACS type (TRD; OCD; FS; or IMpb).

Filler: Contains spaces for the length of the field.

End Marker: The literal “X” alpha character that indicates the end of the ACS notice

Carriage Return Line Feed: Contains the control values for a Carriage Return Line Feed.

ACS™ COA Record Layout (702 character)

Table 2: ACS Notice fixed length ASCII COA Record as of Jan 25, 2015

Start	End	Length	Description	Data Type	Comments
1	1	1	Record Type (Detail)	ALPHA "D"	Change: from '2' to 'D'
2	3	2	File Version	ALPHA/NUM	New version: 02 effective 10/20/2015
4	11	8	Sequence Number	NUM	
12	20	9	Mailer ID / Participant ID	ALPHA/NUM	Change: Combined
21	36	16	Keyline/Sequence/Serial Number	ALPHA/NUM	
37	44	8	Move Effective Date (CCYYMMDD)	NUM	Change: Added the Day
45	45	1	Move Type	ALPHA	See description Move Type
46	46	1	Deliverability Code	ALPHA	See description Deliverability Code
47	49	3	USPS Site ID	NUM	
			PARSED COA NAME FIELDS		Dual-use, parsed field – see Parsed COA Name Fields
50	69	20	Surname/Last Name	ALPHA/NUM	
70	96	15	First Name/Middle Name/Initials	ALPHA/NUM	
85	90	6	PREFIX	ALPHA/NUM	
91	96	6	SUFFIX	ALPHA/NUM	
97	97	1	Old Address Type	ALPHA	See description Address Type (Old and New)
98	125	28	Old URB	ALPHA/NUM	
126	135	10	Old Primary Number	ALPHA/NUM	
136	137	2	Old Pre-Directional	ALPHA	
138	165	28	Old Street Name	ALPHA/NUM	
166	169	4	Old Suffix	ALPHA	
170	171	2	Old Post-Directional	ALPHA	
172	175	4	Old Unit Designator	ALPHA/NUM	
176	185	10	Old Secondary Number	ALPHA/NUM	
186	213	28	Old City	ALPHA	
214	215	2	Old State Abbreviation	ALPHA	
216	220	5	Old ZIP Code	NUM	
221	221	1	New Address Type	ALPHA	See description Address Type (Old and New)
222	229	8	New PMB	ALPHA/NUM	Moved
230	257	28	New URB	ALPHA/NUM	Dual-use, parsed fields – Please see description Parsed Address (Old and New) Fields will include foreign address if new address type is F – Please see description Parsed Foreign New Address Format Example
258	267	10	New Primary Number	ALPHA/NUM	
268	269	2	New Pre-Directional	ALPHA	
270	297	28	New Street Name	ALPHA/NUM	
298	301	4	New Suffix	ALPHA	
302	303	2	New Post-Directional	ALPHA	
304	307	4	New Unit Designator	ALPHA/NUM	
308	317	10	New Secondary Number	ALPHA/NUM	
318	345	28	New City	ALPHA	
346	347	2	New State Abbreviation	ALPHA	
348	352	5	New ZIP Code	NUM	
353	353	1	Hyphen (Dash)	" – "	
354	357	4	New Plus +4 Code	NUM	
358	359	2	New Delivery Point	NUM	Change: dropped Check Digit
360	372	13	New Abbreviated City Name	ALPHA	
373	438	66	New Address Label	ALPHA/NUM	
439	439	1	Fee Notification (E/1/2/3)	ALPHA/NUM	
440	440	1	Notification Type (A-F)	ALPHA	

441	471	31	Intelligent Mail barcode (IMb)	NUM	Changed length from 32 to 31
472	506	35	Intelligent Mail package barcode (IMpb)	ALPHA/NUM	May include a semi-colon " ; "
507	522	16	ID Tag / UPU	ALPHA/NUM	USPS mail piece identifier
523	523	1	Hardcopy to Electronic Flag	ALPHA	Hardcopy converted to ACS Y=Yes N=No
524	524	1	Type of ACS (T/O/F/I)	ALPHA	Traditional / OneCode / Full Service / IMpb
525	532	8	Fulfillment Date	NUM	CCYYMMDD
533	533	1	Processing Type (C/P/R/F)	ALPHA	CFS / PARS / RFS / FPARS
534	534	1	Capture Type (I/C/F/Blank)	ALPHA	INT / CIF / F / Blank
535	542	8	Made Available Date	NUM	CCYYMMDD
543	543	1	Shape of Mail (L/F/P)	ALPHA	Letter / Flat / Parcel
544	544	1	Mail Action Code (F/R/W/U)	ALPHA	F-Forward / R-Return / W-Waste / U-Unknown
545	545	1	COA/Nixie Flag (C/N)	ALPHA	COA / Nixie
546	551	6	Product Code 1	NUM	Product Code for Record
552	557	6	Product Code Fee 1	SPACES/NUM	Product Code Fee (implied decimal)
558	563	6	Product Code 2	SPACES/NUM	Additional Product Code
564	569	6	Product Code Fee 2	SPACES/NUM	Add'l Product Code Fee
570	575	6	Product Code 3	SPACES/NUM	Add'l Product Code
576	581	6	Product Code Fee 3	SPACES/NUM	Add'l Product Code Fee
582	587	6	Product Code 4	SPACES/NUM	Add'l Product Code
588	593	6	Product Code Fee 4	SPACES/NUM	Add'l Product Code Fee
594	599	6	Product Code 5	SPACES/NUM	Add'l Product Code
600	605	6	Product Code Fee 5	SPACES/NUM	Add'l Product Code Fee
606	611	6	Product Code 6	SPACES/NUM	Add'l Product Code
612	617	6	Product Code Fee 6	SPACES/NUM	Add'l Product Code Fee
618	618	1	Delivery Point Validation (DPV)	ALPHA	New: New Address DPV Y / N /S / D
619	699	81	Filler	SPACES	
700	700	1	End Marker	ALPHA "X"	
701	702	2	Carriage Return/Line Feed (CRLF)		

**** Some IM Package Barcodes contain a semi-colon. It is used to separate the routing information (ZIP Code) from the tracking information of the barcode. The separator field is not part of the format when referencing the BarcodePackageIMSpec.pdf.***

Note: Please read the Redirection Intelligent Mail® barcode (R-IMb) section regarding the utilization of the Intelligent Mail barcode.

ACS™ Nixie Record Layout (702 character)

Table 3: ACS Notice fixed length ASCII Nixie Record as of Jan 25, 2015

Start	End	Length	Description	Data Type	Comments
1	1	1	Record Type (Detail)	ALPHA “D”	Change: from '2' to 'D'
2	3	2	File Version	ALPHA/NUM	New version: 02 effective 10/20/2015
4	11	8	Sequence Number	NUM	
12	20	9	Mailer ID/Participant ID	ALPHA/NUM	Change: Combined
21	36	16	Keyline/Serial/Sequence Number	ALPHA/NUM	
37	45	9	Filler	SPACES	
46	46	1	Deliverability Code	ALPHA	
47	49	3	USPS Site ID	NUM	ACS notice creation site ID
50	215	166	Filler	SPACES	
216	220	5	Old ZIP Code	NUM	Always five ZEROS (00000)
221	438	218	Filler	SPACES	
439	439	1	Fee Notification (E/1/2/3)	ALPHA/NUM	
440	440	1	Notification Type (A-F)	ALPHA	
441	471	31	Intelligent Mail barcode (IMb)	NUM	Change: 32 to 31 bytes
472	506	35	Intelligent Mail package barcode (IMpb)	ALPHA/NUM	May include a semi-colon “ **;** “
507	522	16	ID Tag / UPU	ALPHA/NUM	USPS mail piece identifier
523	523	1	Hardcopy to Electronic Flag	ALPHA	Hardcopy converted to ACS Y=Yes N=No
524	524	1	Type of ACS (T/O/F/I)	ALPHA	Traditional / OneCode / Full Service / IMpb
525	532	8	Fulfillment Date	NUM	CCYYMMDD
533	533	1	Processing Type (C/P/R/F)	ALPHA	CFS / PARS / RFS / FPARS
534	534	1	Capture Type (I/C/F/Blank)	ALPHA	INT / CIF / F / Blank
535	542	8	Filler	SPACES	
543	543	1	Shape of Mail (L/F/P)	ALPHA	Letter / Flat / Parcel
544	544	1	Mail Action Code (R//W/U)	ALPHA	R-Return / W-Waste / U-Unknown
545	545	1	COA/Nixie Flag (C/N)	ALPHA	COA / Nixie
546	551	6	Product Code 1	NUM	Base Product Code for Record
552	557	6	Product Code Fee 1	SPACES/NUM	Base Product Code Fee
558	563	6	Product Code 2	SPACES/NUM	Additional Product Code
564	569	6	Product Code Fee 2	SPACES/NUM	Add’l Product Code Fee
570	575	6	Product Code 3	SPACES/NUM	Add’l Product Code
576	581	6	Product Code Fee 3	SPACES/NUM	Add’l Product Code Fee
582	587	6	Product Code 4	SPACES/NUM	Add’l Product Code
588	593	6	Product Code Fee 4	SPACES/NUM	Add’l Product Code Fee
594	599	6	Product Code 5	SPACES/NUM	Add’l Product Code
600	605	6	Product Code Fee 5	SPACES/NUM	Add’l Product Code Fee
606	611	6	Product Code 6	SPACES/NUM	Add’l Product Code
612	617	6	Product Code Fee 6	SPACES/NUM	Add’l Product Code Fee
618	699	82	Filler	SPACES	
700	700	1	End Marker	ALPHA “X”	
701	702	2	Carriage Return/Line Feed (CRLF)		

* Some IM Package Barcodes contain a semi-colon. It is used to separate the routing information (ZIP Code) from the tracking information of the barcode. The separator field is not part of the format when referencing the BarcodePackageIMSpec.pdf.

Note: Please read the Redirection Intelligent Mail® barcode (R-IMb) section regarding the utilization of the Intelligent Mail barcode.

ACS COA and Nixie Notice Record Fields **(listed in order of appearance in the file):**

Record Type: Contains the literal value of "H" to denote a header record.

File Version: An Alpha/Numeric version number and revision level used to manage and track changes to the ACS file.

Sequence Number: Contains a value within each Mailer ID group. It is reset to 00000001 at the beginning of each group.

Mailer ID/Participant ID: Contains the Six-Digit or Nine-Digit Mailer ID or the Traditional ACS Participant ID used to generate the ACS notice.

Keyline / Sequence / Serial Number: Contains the unique mailpiece identifier present in the Intelligent Mail barcode (Sequence/Serial Number) or in the address block (keyline – when used with Traditional ACS).

Move Effective Date: Indicates the month, day, and year that the COA became effective – format CCYYMMDD.

Move Type: Contains the type of move. Possible values are:

Table 4: Move Type Values

Value	Description
F	Family move (includes everyone with the same last name)
I	Individual move (includes only the individual)
B	Business move

Deliverability Code: Indicates the deliverability status of the mailpiece that generated this notice. Possible values include:

Table 5: Deliverability Code Values – COA Notices

Value	**Description**
Space or blank	New address information is present
G	Post Office Box™ has been closed – created from a USPS-Filed COA – no new address present
K	Customer has moved and left no forwarding address - created from a USPS-Filed COA – no new address present
W	Temporary COA – no new address present – Temporarily Away is provided in the Parsed New Address field

Table 6: Deliverability Code Values – Nixie Notices

Value	**Description**
Nixie Codes	NOTE: Nixie notices do not contain customer name or address information.
A	Attempted, not known
E	In dispute
I	Insufficient address
L	Illegible
M	No mail receptacle
N	No such number
P	Deceased
Q	Not deliverable as addressed/unable to forward/forwarding order expired
R	Refused
S	No such street
U	Unclaimed
V	Vacant

For more detailed information regarding these undeliverable-as-addressed (UAA) reason codes please reference the *DMM*: http://pe.usps.gov/text/*DMM*300/507.htm

USPS Site ID: Contains the United States Postal Service Site ID that generated the notice.

Parsed COA Name: Contains the name of the customer. If the move type is Individual or Family, the field is parsed to identify the Last Name (20 characters) and First Name/Middle Name/Initial if present (15 characters). The COA Name field may also contain a prefix, suffix or title (12 characters). If the move type is "B" (Business), then the entire Name field is treated as a single 47-character Business Name field.
NOTE: This name may not match the customer's name as it appears on the mailing list.

Table 7: Parsed COA Name Fields

Start	End	Length	PARSED COA NAME FIELDS	
50	69	20	Surname/Last Name	ALPHA/NUM
70	96	15	First Name/Middle Name/Initials	ALPHA/NUM
85	90	6	Prefix	ALPHA/NUM
91	96	6	Suffix	ALPHA/NUM

If the move type is "B" (Business), then the entire Name field is treated as a single 47-character Business Name field.

Start	End	Length	PARSED COA NAME FIELDS	
50	96	47	Business Name	ALPHA/NUM

Surname/Last Name: Contains the last name. The name in this field may not match the name on the mailpiece.

First Name/Middle Name/Initials: The contents of this field could possibly contain the first name, middle name or initials. The names in this field may not match the names on the mailpiece.

Prefix: May contain information pertaining to the customer name. This may contain a title such as “DR”.

Suffix: May contain suffix information associated with the COA Name Field.

Address Type (Old and New): There are two fields that carry this name. One for the old address and one for the new address reflected by the field names Address Type Old and Address Type New. The field identifies the type of address that will be present in either the old or new address. Possible values are:

Table 8: Address Type Values

Value	Description	Street Name contents
F	New address is Foreign	See foreign address examples
G	Moved from or to a General Delivery	Literal “General Delivery”
H	Moved from or to a Highway Contract Route	Literal “HC”
P	Moved from or to a PO BOX	Literal “PO BOX”
R	Moved from or to a Rural Route	Literal “RR”
S	Moved from or to a Street Address	Data entry of street names
V	Moved from or to a Highway Contract Route with a Box	Literal “HC”
X	Moved from or to a Rural Route with Box	Literal “RR”

Depending on the *Address Type,* the *Street Name* will always contain the LITERAL information as indicated between the quotations above.

When the *Address Type* contains the value of “P”, the *Primary Number* will contain the associated box. When representing the address for mailing it must be formatted in the following manner: PO BOX 1.

When the *Address Type* contains the value of “R”, “X”, “H”, or “V”, the *Primary Number* will contain the associated route. When representing the address for mailing it must be formatted in the following manner depending on the appropriate literal: RR 1 or HC 1

When the *Address Type* contains the value of “X” or “V”, the *Secondary Number* will contain the associated BOX designation. When representing the address for mailing it must be formatted in the following manner: HC 1 BOX 10 or RR 1 BOX 10

Please refer to the Parsed Address (Old and New) description to see examples of the address types.

URB (Old and New): Contains the Urbanization area, sector, or development within Puerto Rico. When the *Address Type New* contains "S" for a street-type address and the *State* contains "PR", it is possible this field will contain data.

Primary Number (Old and New): Contains the relevant value for each of the address types.

Pre-Directional (Old and New): May contain directional information N/S/E/W/NW/NE/SW/SE.

Street Name (Old and New): Contains the name of a street.

Street Suffix (Old and New): May contain suffix information associated with the street name.

Post-Directional (Old and New): May contain directional information N/S/E/W/NW/NE/SW/SE.

Unit Designator (Old and New): Contains the abbreviated secondary descriptor of APT, STE, LOT etc.

Secondary Number (Old and New): Contains the value associated with a Unit Designator.

City (Old and New): Contains the city of the old or new address depending on which field is being referenced.

State Abbreviation (Old and New): Contains the state abbreviation.

ZIP Code (Old and New): Contains the 5-Digit ZIP Code for the address. *NOTE:* For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.

Hyphen: Contains the hyphen "-"

New Plus +4 Code: (NEW addresses only) Contains the 4-digit add-on for the new address ZIP Code.

New Delivery Point: (NEW addresses only) Contains the Delivery Point information associated with the new address.

New PMB: (NEW addresses only) May contain the Private Mail Box delivery information when the new address is for a Commercial Mail Receiving Agent (CMRA).

New Abbreviated City Name: (NEW addresses only) Contains the USPS authorized abbreviated version of the new address City name.

New Address Label: (NEW addresses only) Contains the new address components concatenated into a 66 character label format field with extra spaces removed. Addresses will be formatted within this field based on the Address Type. The Address Type field will be used to format the contents in the appropriate mailing label address format. This field will not contain the city, state or ZIP. If the address is foreign the fields Foreign Address 1, 2 and 3 will be strung together in that order to populate this field which could include the city and country information. The fields Foreign Address 1, 2 and 3 if fully populated exceeds the maximum 66 characters of this field and the information would be truncated.

FEE Notification: Identifies the type of fee associated with each ACS transaction.

Table 9: Fee Notification Values

Literal	Description
E	Electronic Fee
1	Automated First Notice Fee
2	Automated Second Notice Fee
3	Automated Third or More Notice Fee

Notification Type: Identifies the mail class that generated the notice. Possible values are:

Table 10: Notification Type Values

Value	Mail Class
A	(Reserved for future use)
B	First-Class Mail
C	Periodicals, Initial Notice
D	Standard Mail
E	Package Services*
F	Periodicals, Follow-Up Notice

Intelligent Mail® Barcode: Contains the numeric value of the Intelligent Mail Barcode when available.

Table 11: Intelligent Mail Barcode

Start	End	Length	FIELD NAME	DATA TYPE
441	471	31	INTELLIGENT MAIL BARCODE	NUM
441	442	2	Barcode Identifier	NUM
443	445	3	Service Type ID	NUM
446	451	6	6-Digit Mailer ID	NUM
452	460	9	Serial Number 9 digits	NUM
446	454	9	9-Digit Mailer ID	NUM
455	460	6	Serial Number 6 digits	NUM
461	471	11	Delivery Point ZIP Code	NUM

Note: Please read the Redirection Intelligent Mail® barcode (R-IMb) **section regarding the utilization of the Intelligent Mail barcode.**

Intelligent Mail® Package Barcode: (IM package barcode or IMpb) Contains the numeric value of the Intelligent Mail Package Barcode. The field is 35 characters and is populated only when participating in IMpb ACS. The IM Package Barcode consists of up to 34 digits that contain variable length data fields depending on the construct used by the parcel shipper. Review the following links for information on IMpb descriptions and construct formats:
https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/BarcodePackageIMSpec.pdf
https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf

NOTE: Some of the formats provided in the ACS notice may contain a separator field that contains a semi-colon. It is used to separate the routing information (ZIP Code) from the tracking information of the barcode. The semi-colon is unique to ACS notices and is not part of the format described when referencing the Intelligent Mail Package Barcode Specification or Publication 199: Intelligent Mail Package Barcode (IMpb) Implementation Guide

Table 12: Intelligent Mail package barcode (for IMpb ACS fulfillment only)

Position From	*Position To*	*Type*	*Field*	*Field Length(s)*	*Comments*
472	506	Routing Information	Postal Routing Code Application Identifier	3	Designates a destination ZIP Code. Field is always "420 and is suppressed from human-readable text
			Destination ZIP Code	5 or 9	May be five- or nine-digits in length. Will be suppressed from human-readable text
		Separator	semi-colon " **;** "	1	Separator between Routing and Tracking
		Tracking Information	Channel Application Identifier	2	"92" is used with Commercial Mailer (Nine-digit MID) ☐ 93 (Six-digit MID) "94" is used by Online/PC Postage/Postage Meter Mailers
			Source Identifier	2	Used only with Channel Application Identifier "94" by Online/PC Postage/Postage Meter mailers
			IMpb Service Type Code	3	Identifies the mail class, product, and any extra services. (Ref: Publication 199)
			Mailer ID	6 or 9	Mailer ID
			Serial Number	5, 7, 8, 10, 11, or 14	5-, 7- or 11-digit number with a nine-digit MID. 8-, 10- or 14-digit number with a six-digit MID
			Check Digit	1	MOD10 Check Digit

ID Tag / UPU: USPS unique identifier for an individual mailpiece applied during processing on USPS equipment. The ID Tag is in the following format: MMMM-SSSSS-DD-HH; e.g., 3001-00001-30-12
(MMMM = machine number; SSSSS = serial number: DD = day of month: HH = half hours)

The UPU ID Tag is in the following format: NNNNPDDDHHTSSSSS; e.g. 1200N35818100004
(NNNN = machine number; P = priority or tracking indicator; DDD = Julian day of year; HH = hours; T = ten minute sequence; SSSSS= serial number)

Hardcopy to Electronic Flag: Identifies when a hardcopy address correction notice has been converted to electronic ACS.

Type of ACS: T = Traditional ACS using the Participant ID that is printed in the address block with the (optional) keyline; O = OneCode ACS with a Mailer ID and basic Service Type ID; F = Full Service ACS with a Mailer ID and full-service STID, I = IMpb ACS with a Mailer ID that has been registered for ACS using the Intelligent Mail package barcode.

Fulfillment Date: The date the ACS notice was provided in the ACS fulfillment file. (CCYYMMDD)

Processing Type: Indicates the method of processing that processed the UAA mailpiece and generated the address correction notice. C = Computerized Forwarding System (CFS); P = Postal Automated Redirection System (PARS), R = Remote Forwarding System; F = Flats PARS; Blank = Unknown.

Capture Type: Indicates the method used to identify the reason for UAA. C = Carrier Identified; I = Intercepted by the Postal Automated Redirection System (PARS); F = Carrier Identified as Nixie but COA found during UAA processing; or Blank = unknown or Nixie.

Made Available Date: The date the change-of-address record was available for processing mail or the move effective date, whichever is the latest.

Shape of Mail: Mail processing category of mailpiece that generated the address correction notice.
NOTE: A shape of a mailpiece that is mailed at an automated letter rate may be changed to reflect the equipment used to process the address correction notice. The piece must maintain its integrity as it is processed on the equipment. If there is any chance that mail will be damaged or cause a jam on automated equipment, or if it is rejected because critical information falls outside of the read area, the piece is redirected to the non-automated process. When an ACS notice is created in this environment, the shape of the mail may be identified as a flat. Additionally, if an undeliverable flat can be processed on automation letter equipment, the shape of the mail may be identified as a letter.

Mail Action Code: Identifies the disposition of the undeliverable mail piece that generated the ACS notice. Possible values are:

Table 13 Move Type Values

Value	Action
F	Forwarded to new address
R	Returned to Sender
W	Waste
U	Unknown or disposition not available

COA / Nixie Flag: A ”C” indicates a COA notice with old and new address information and may include notices generated from non-forwardable USPS-filed actions. These ACS notices may contain either a "K" or "G" in the Deliverability Code field and will not have new address information. “N” indicates a Nixie notice (undeliverable for reasons other than a move) that contain one of 12 Nixie codes in the Deliverability Code field, which identify the reason for non-delivery, and do not contain old or new address information..

Product Code: Product Code 1 should always be populated and product codes 2-6 may be spaces. Contains the numeric ACS product code and reflects the type of fee or postage being charged. The product code(s) in each ACS notice can be matched to the ACS Shipping Notice and the ACS Invoice. A list of ACS product codes can be found in Appendix C – ACS Product Code Information and Details available at:
https://ribbs.usps.gov/acs/documents/tech_guides/AppendixC_ACSProductCodeInfoandDetails.pdf

Product Code Fee: Field will be spaces when fee is zero otherwise the field will be a numeric value with an implied decimal that identifies the fee(s) or postage charges for ACS notice provided. Multiple product codes and fees may be applied to on ACS record. For example, Shipper Paid Service ACS notices may be charged the ACS notice fee, and a forwarding or return postage charge. All possible ACS Product Codes can be found in Appendix C – ACS Product Code Information and Details and the fees associated to the product code can be found in DMM Notice 123 Price List available at: http://pe.usps.gov/text/dmm300/Notice123.htm

Delivery Point Validation (DPV): Contains the DPV results for the new address. Possible values are:

Value	Definition
Y	Address DPV confirmed for both primary and (if present) secondary numbers.
D	Address DPV confirmed for primary number only, and secondary number information was missing.
S	Address DPV confirmed for primary number only, and secondary number information was present but not confirmed.
N	Both primary and (if present) secondary number information failed to DPV confirm
	Blank/Space - Address not presented to the hash table

Filler: Contains spaces for the length of the field.

End Marker: The literal "X" alpha character that indicates the end of the ACS notice

Carriage Return Line Feed: Contains the control values for a Carriage Return Line Feed.

Parsed Address (Old and New): The fields related to the parsed address may or may not contain data depending on the value contained in the Old or New Address Type. Tables 14 through 23 reflect how addresses will be represented or formatted in the parsed old or new address fields:

Table 14: Street address format example

ADDRESS TYPE	S
PARSED ADDRESS	
URBANIZATION NAME	
PRIMARY NUMBER	3043
PRE-DIRECTIONAL	N
STREET NAME	CHISCA
STREET SUFFIX	AVE
POST-DIRECTIONAL	E
UNIT DESIGNATOR	APT
SECONDARY NUMBER	10
CITY	MEMPHIS
STATE	TN
FIVE DIGIT ZIP CODE	38134

Table 15: PO BOX address format example

ADDRESS TYPE	P
PARSED ADDRESS	
URBANIZATION NAME	
PRIMARY NUMBER	10
PRE-DIRECTIONAL	
STREET NAME	PO BOX
STREET SUFFIX	
POST-DIRECTIONAL	
UNIT DESIGNATOR	
SECONDARY NUMBER	
CITY	MEMPHIS
STATE	TN
FIVE DIGIT ZIP CODE	38134

Table 16: General Delivery address format example

ADDRESS TYPE	G
PARSED ADDRESS	
URBANIZATION NAME	
PRIMARY NUMBER	
PRE-DIRECTIONAL	
STREET NAME	GENERAL DELIVERY
STREET SUFFIX	
POST-DIRECTIONAL	
UNIT DESIGNATOR	
SECONDARY NUMBER	
CITY	MEMPHIS
STATE	TN
FIVE DIGIT ZIP CODE	38101

Table 17: Rural Route address format example

ADDRESS TYPE	R
PARSED ADDRESS	
URBANIZATION NAME	
PRIMARY NUMBER	10
PRE-DIRECTIONAL	
STREET NAME	RR
STREET SUFFIX	
POST-DIRECTIONAL	
UNIT DESIGNATOR	
SECONDARY NUMBER	
CITY	MEMPHIS
STATE	TN
FIVE DIGIT ZIP CODE	38134

Table 18: Rural Route with Box address format example

ADDRESS TYPE	X
PARSED ADDRESS	
URBANIZATION NAME	
PRIMARY NUMBER	10
PRE-DIRECTIONAL	
STREET NAME	RR
STREET SUFFIX	
POST-DIRECTIONAL	
UNIT DESIGNATOR	
SECONDARY NUMBER	20
CITY	MEMPHIS
STATE	TN
FIVE DIGIT ZIP CODE	38134

Table 19: Highway Contract Route address format example

ADDRESS TYPE	H
PARSED ADDRESS	
URBANIZATION NAME	
PRIMARY NUMBER	10
PRE-DIRECTIONAL	
STREET NAME	HC
STREET SUFFIX	
POST-DIRECTIONAL	
UNIT DESIGNATOR	
SECONDARY NUMBER	
CITY	MEMPHIS
STATE	TN
FIVE DIGIT ZIP CODE	38134

Table 20: Highway Contract Route with Box address format example

ADDRESS TYPE	V
PARSED ADDRESS	
URBANIZATION NAME	
PRIMARY NUMBER	10
PRE-DIRECTIONAL	
STREET NAME	HC
STREET SUFFIX	
POST-DIRECTIONAL	
UNIT DESIGNATOR	
SECONDARY NUMBER	20
CITY	MEMPHIS
STATE	TN
FIVE DIGIT ZIP CODE	38134

Temporarily Away New Address Example

The fields related to the parsed address may or may not contain data depending on the value contained in the ***Deliverability Code***. The following reflects how addresses will be represented in the new address fields when the *Deliverability Code* contains a "W", which indicates "TEMPORARILY AWAY".

Table 21: Temporarily Away address format example

ADDRESS TYPE NEW	
PARSED NEW ADDRESS	
URBANIZATION NAME NEW	
PRIMARY NUMBER NEW	
PRE-DIRECTIONAL NEW	
STREET NAME NEW	TEMPORARILY AWAY
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	
STATE NEW	
FIVE DIGIT ZIP CODE NEW	
HYPHEN	
PLUS 4 CODE NEW	
DPBC NEW	

Military Old and New Address Format Example

The *Address Type Old* or *New* may contain a Military style address. The *Address Type* is "S" to convey the address is in the street address format. The City will be APO (Army/Air Force Post Office), FPO (Fleet Post Office), or DPO (Diplomatic Post Office). The State will be AA, AE, or AP. The file format below represents the old or new address file layout for a Military style Street address.

Table 22: Temporarily Away address format example

ADDRESS TYPE OLD/NEW	S
PARSED ADDRESS	
URBANIZATION NAME	
PRIMARY NUMBER	
PRE-DIRECTIONAL	
STREET NAME	CMR 7102
STREET SUFFIX	
POST-DIRECTIONAL	
UNIT DESIGNATOR	#
SECONDARY NUMBER	322
CITY	APO
STATE	AP
FIVE DIGIT ZIP CODE	00372

Parsed Foreign New Address Format Example

If the new address type is "F" (foreign), special processing must be used to retrieve the address information. Beginning in the new urbanization field and going to the end of the PLUS 4 CODE NEW, the information must be redefined into the following format

Table 23: Foreign New address format example

Start	End	Length	Description	Data Type	Comments
221	221	1	Address Type New	ALPHA “F”	New Address Type = Foreign
PARSED NEW ADDRESS					
230	266	37	Foreign Address Line 1	ALPHA/NUM	Dual-use fields
267	269	3	Filler	SPACES	
270	306	37	Foreign Address Line 2	ALPHA/NUM	
307	307	1	Filler	SPACES	
308	344	37	Foreign Address Line 3	ALPHA/NUM	
345	359	15	Filler	SPACES	

NOTE: Positions 222 through 229, normally reserved for the NEW PMB in a domestic COA detail record, will be filled with 8 spaces.

Redirection Intelligent Mail® barcode (R-IMb)

The United State Postal Service® is updating software on all Mail Processing letter automation equipment beginning on Monday August 3rd. This change will enable the Redirection Intelligent Mail® barcode (R-IMb) on forwarding and return labels applied by the Postal Automation Redirection System (PARS). The R-IMb preserves the mailer-applied Service Type ID (STID), Mailer ID and Serial Number in the tracking portion of the IMb applied to their mail. The table below provides a diagram of the R-IMb that will be on the PARS label.

Mailer-applied IMb

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Barcode ID		Service Type ID			Mailer ID & Serial Number (6 or 9 Digit MID & 9 or 6 Digit Serial Number)															Routing ZIP Code (0, 5, 9. Or 11 Digits)										

Tracking portion of the IMb will match

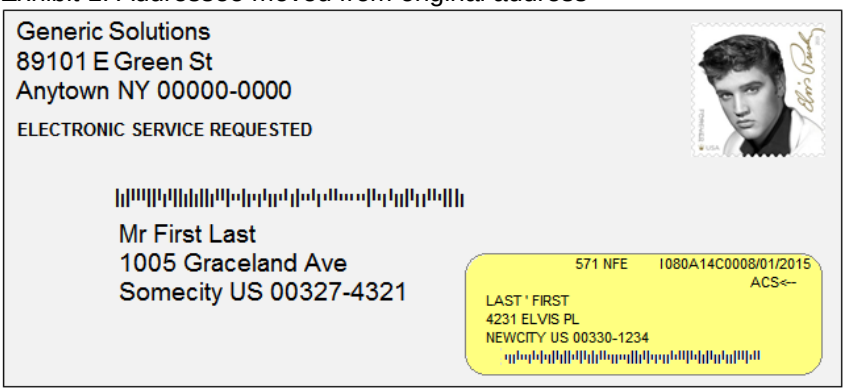
Redirection IMb

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
93		Service Type ID			Mailer ID & Serial Number (6 or 9 Digit MID & 9 or 6 Digit Serial Number)															Routing ZIP Code (5, 9. Or 11 Digits) of New Address if forwarded or Return Address if returned to sender										

This retention of the STID and tracking information enhances the visibility of mail that has been forwarded or returned. PARS automation without this software update receives a Postal IMb (P-IMb) on the forwarding or return label. Consequently, visibility of these mailpieces through IMb Tracing is lost, especially if the PARS label covers the mailer-applied barcode in the lower right corner of the envelope. The implementation of this change will provide customers with IMb Tracing data that was unavailable until now.

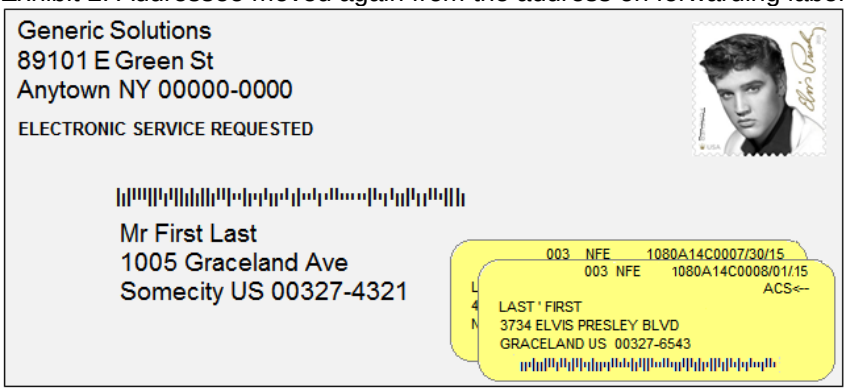
As deployment and activation of the software continues, it is likely that you will begin to see the R-IMb data in your ACS notices. When the original mailer-applied IMb contains a STID that requests ACS, and a 2nd PARS processing occurs, the R-IMb data will be provided in your ACS notice. This may occur when mail has been forwarded, but is undeliverable at the new address and is again processed in PARS. Here is a diagram to help explain that scenario:

Exhibit 1: Addressee moved from original address



The first forward generates and provides an ACS COA notice to the mailer. The mailer updates to the new address. The original mailer-applied IMb data is included in this ACS notice.

Exhibit 2: Addressee moved again from the address on forwarding label



The customer has moved again from the previous new address, so the mail is forwarded again. A subsequent ACS notice is provided to the mailer. The R-IMb from the address on the first label is provided in this ACS notice. The R-IMb will have a barcode ID of 93 and the routing ZIP from the previous label.

Here is an example of the IMb data that will be included in your ACS notices:

	BC ID (2 Digits)	STID (3 Digits)	Mailer ID (6 or 9 Digits)	Serial # (9 or 6 Digits)	Routing Code (0,5,9,or 11 Digit ZIP)	Description
1st ACS Notice Original IMb from Mailer IMb	**00**	**080**	**987654321**	**123456**	**00327432105**	Redirection IMb applied to the PARS label will have the ZIP Code of the new address: **9308098765432112345600330123431**
2nd ACS Notice R-IMb from previous new address label	**93**	**080**	**987654321**	**123456**	***00330123431***	Redirection IMb applied to PARS label will have ZIP of the new address from the 2nd move: **9308098765432112345600327654334**

Notice that the IMb provided in the 2nd ACS notice reflects the R-IMb from the label of the new address applied the first time. This insures that any additional PARS processing will maintain the important information from the mailer-applied IMb, including ancillary services requested in the STID. It is also possible to receive an ACS Nixie notice with R-IMb information, if the mail is not deliverable and cannot be forwarded from the new address.

If your primary method of matching ACS notices to your mailing list is with the IMb data, you may need to use the 18-Digit tracking information (STID, Mailer ID, and Serial Number) to find a match. The 93 barcode ID and the routing ZIP Code will not match.

The automated or electronic address correction fees will apply when appropriate.

Please note that if you apply a Basic IMb requesting OneCode ACS, and your IMb includes all zero's in the serial number, or if the serial number has been duplicated multiple times on different mail, the R-IMb ACS notices will not be fulfilled. If you wish to receive these notices, you must modify the serial numbers in your IMb so they are different for every piece.

EXCEPTION: Traditional ACS notices will be fulfilled with the original IMb or R-IMb that is included in the Traditional ACS notice, regardless of the content of the serial number.

If your primary method of matching Secure Destruction data and ACS notices to your mailing list is with the IMb data, you will need to use the 18-Digit tracking information (STID, Mailer ID, and Serial Number) to find the match. The 93 barcode ID and the routing ZIP Code will not match.

Note: A Secure Destruction notice would not be generated on a forwarded piece of mail unless it is subsequently determined to be UAA at the new address**.**

ACS Shipping Notice

The Shipping Notice files reflect the contents of the ACS Fulfillment file and will include the count and amount of those records that are included in the fulfillment file.

Exhibit 3: ACS Shipping Notice Example

ACS247P1 UNITED STATES POSTAL SERVICE EPF TRANSMISSION
SHIPMENT NO: 6000001236541 ADDRESS CHANGE SERVICE PAGE: 1
SHIPPING NOTICE CUST: 101010
DATE: 02/22/2015

BILL TO:
ACCOUNTS PAYABLE CONTACT
YOUR MAILINGS INC
123 ANYWHERE ST
MEMPHIS TN 38101-1111

SHIP TO:
MAILING LIST MANAGER
YOUR MAILINGS INC
123 ANYWHERE ST
MEMPHIS TN 38101-1111

MAILER ID / PARTICIPANT ID	MAILPIECE TITLE / LIST NAME	PRODUCT CODE	DESCRIPTION	QTY	UNIT COST	TOTAL COST
BXXXXYZ	MONTHLY NEWS	302124	TRD PER COA FLT ERT	10	$0.31	$3.10
BXXXXYZ	MONTHLY NEWS	302224	TRD PER NIX FLT ERT	10	$0.31	$3.10
			TOTAL	20		$6.20
987654321	WEEKLY NEWS	312124	OCD PER COA FLT ERT	20	$0.31	$6.20
987654321	WEEKLY NEWS	312224	OCD PER NIX FLT ERT	20	$0.31	$6.20
			TOTAL	40		$12.40
BZSXYZZ	BIG CATALOG SPF	304124	TRD PSV COA FLT ERT	5	$0.31	$1.55
BZSXYZZ	BIG CATALOG SPF	304134	TRD PSV COA PKG ERT	91	$0.31	$344.41
BZSXYZZ	BIG CATALOG SPF	304166	TRD PSV COA SPF PSTG/FEE	64	$0.00	$357.59
BZSXYZZ	BIG CATALOG SPF	304224	TRD PSV NIX FLT ERT	353	$0.31	$109.43
BZSXYZZ	BIG CATALOG SPF	304234	TRD PSV NIX PKG ERT	39	$0.31	$12.09
BZSXYZZ	BIG CATALOG SPF	304267	TRD PSV NIX SPR PSTG/FEE	15	$0.00	$36.76
			TOTAL	567		$861.83
123456	INVOICE	313111	OCD FCM COA LTR 1ST NTC	10	$0.04	$0.40
123456	INVOICE	313112	OCD FCM COA LTR 2ND NTC	10	$0.04	$0.40
123456	INVOICE	313113	OCD FCM COA LTR 3RD+ NTC	10	$0.11	$1.11
123456	INVOICE	313211	OCD FCM NIX LTR 1ST NTC	10	$0.04	$0.40
123456	INVOICE	313213	OCD FCM NIX LTR 3RD+ NTC	10	$0.11	$1.11
			TOTAL	50		$3.41
912345678	FLYER	312124	OCD STD COA LTR 1ST NTC	20	$0.07	$5.80
912345678	FLYER	312224	OCD STD NIX LTR 3RD+ NTC	20	$0.25	$5.80
			TOTAL	40		11.60
			GRAND TOTAL	717		$895.44

>>>>>>>THIS IS NOT AN INVOICE <<<<<<<

PLEASE DO NOT REMIT PAYMENT UNTIL INVOICE IS RECEIVED

MPLE NOT A SAMPLE

ACS Shipping Notice Data File

The following table provides the file format regarding the SingleSource Shipping Notice data file. It is a ***fixed field length, comma delimited, fixed record length*** data file that can be imported into a spreadsheet if desired. A data description of the fields and content is included. A more complete description follows.

Table 24: ACS Shipping Notice Data File Header Record Format

ACS SINGLESOURCE SHIPPING NOTICE DATA FILE HEADER RECORD FORMAT				
POSITION FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE	1	ALPHA
2	2	COMMA	1	ALPHA
3	8	CUSTOMER IDENTIFICATION	6	NUM
9	9	COMMA	1	ALPHA
10	19	SHIPMENT DATE	10	ALPHA/NUM
20	20	COMMA	1	ALPHA
21	30	SHIPMENT NUMBER	10	NUM
31	31	COMMA	1	ALPHA
32	40	DETAIL RECORD COUNT	9	NUM
41	41	COMMA	1	ALPHA
42	50	GRAND TOTAL PRODUCT QUANTITY	9	NUM
51	51	COMMA	1	ALPHA
52	65	GRAND TOTAL PRODUCT AMOUNT	14	ALPHA/NUM
66	154	FILLER	89	SPACES
155	156	CARRIAGE RETURN LINE FEED	2	CRLF

Record Type: Contains the literal value of "H" to denote a header record.

Comma: Contains the literal value of "," for a comma

Customer Identification: Contains the USPS® account number unique to each ACS customer.

Shipment Date: Contains the file creation date in MM/DD/CCYY format.

Shipment Number: Contains a unique number for each fulfillment file. This number corresponds to the shipment number on the shipping notice and invoice.

Detail Record Count: Contains the total number of detail records in the file.

Grand Total Product Quantity: Contains the total quantity of all product transactions.

Grand Total Amount: Contains the total amount for all product transactions. Format "############.##" 14 character alpha/numeric.

Filler: Contains spaces

Carriage Return Line Feed: Contains the ASCII equivalent for a CRLF.

Table 25: ACS Shipping Notice Data File Detail Record Format

ACS SINGLESOURCE SHIPPING NOTICE DATA FILE DETAIL RECORD FORMAT				
POSITION FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE	1	ALPHA
2	2	COMMA	1	ALPHA
3	8	CUSTOMER IDENTIFICATION	6	NUM
9	9	COMMA	1	ALPHA
10	19	SHIPMENT DATE	10	ALPHA/NUM
20	20	COMMA	1	ALPHA
21	30	SHIPMENT NUMBER	10	NUM
31	31	COMMA	1	ALPHA
32	40	PARTICIPANT or MAILER ID	9	ALPHA/NUM
41	41	COMMA	1	ALPHA
42	65	PARTICIPANT or MAILER ID TITLE	24	ALPHA/NUM
66	66	COMMA	1	ALPHA
67	72	PRODUCT CODE	6	NUM
73	73	COMMA	1	ALPHA
74	118	PRODUCT DESCRIPTION	45	ALPHA
119	119	COMMA	1	ALPHA
120	128	PRODUCT QUANTITY	9	NUM
129	129	COMMA	1	ALPHA
130	139	PRODUCT UNIT COST	10	ALPHA/NUM
140	140	COMMA	1	ALPHA
141	154	PRODUCT TOTAL COST	14	ALPHA/NUM
155	156	CARRIAGE RETURN LINE FEED	2	CRLF

Record Type: Contains the literal value of "D" to denote a detail record.

Comma: Contains the literal value of "," for a comma

Customer Identification: Contains the USPS® account number unique to each ACS customer.

Shipment Date: Contains the file creation date in MM/DD/CCYY format.

Shipment Number: Contains a unique number for each fulfillment file. This number corresponds to the shipment number on the shipping notice and invoice.

Participant or Mailer ID: Contains the seven alpha-character Traditional ACS Participant ID (PID) or the six or nine digit Mailer ID (MID).

Participant or Mailer ID Title: Contains the associated title or name associated with the PID or MID.

Product Code: A numeric number assigned to a specific record type and associated fee.

Product Description: An abbreviated description of the product code.

Table 26: Product Description Abbreviations

Abbreviation	Description
OCD	OneCode ACS
TRD	Traditional ACS
IMpb	IMpb ACS
FSA *	Full Service ACS
FSF *	Full Service ACS Not Full Service Compliant
FSN *	Full Service ACS Unassociated to eDoc (* see Chargeback Data)
FCM	First-Class Mail (includes Priority Mail)
PER	Periodical
STD	Standard Mail (includes Nonprofit Org/Parcel Select Lightweight)
PSV	Package Services (includes Parcel Select/Bound Printed Matter)
COA	Change-of-Address Notice
NIX	Nixie Notice
LTR	Letter
FLT	Flat
PKG	Package
1ST NTC	Automated First ACS Notice charged
2ND NTC	Automated Second ACS Notice charged
3RD+ NTC	Automated Third or Subsequent ACS Notice charged
ERT	Electronic Rate charged
N/C	No Charge
SP FWD PSTG/FEE	Shipper Paid Forwarding postage and fees charged
SP RTN PSTG/FEE	Shipper Paid Return postage and fees charged

* Full Service ACS notices are only included in the ACS fulfillment when the ACS account is identified as a SingleSource ACS fulfillment account. Full Service ACS COA and Nixie notices that do not qualify for full service discounts and benefits, such as those with a Full Service STID but only a 5 or 9 digit ZIP Code™ in the routing field, are also included in a SingleSource ACS fulfillment account.

Product Quantity: The number of transactions received for a specific detail line product code.

Product Unit Cost: The cost for a single transaction for a specific detail line product code. The decimal is implied.

Product Total Cost: The total amount for a specific detail line product code. The decimal is implied.

Carriage Return Line Feed: Contains the ASCII equivalent for a CRLF.

Full Service Chargeback ACS Data File

This file is only available when participating in SingleSource ACS. A Chargeback ACS data file will provide information on ACS Notices that were provided in previously fulfilled ACS Notification files free of charge, but feedback was received from Full Service/*PostalOne!*® that the mailpiece did not qualify for Full Service benefits. The chargeback files include the following information:

- A header record that indicates record counts and charges for the details included in the report
- The IMb data from the mail piece that produced the original ACS notice
- The original Shipping Notice number from the fulfillment file that included the ACS notice
- The original fulfillment date of the COA or Nixie notice
- The Full Service chargeback reason code.
- The ACS product code and fee that is charged for the record

NOTE: The information in this data file will NOT be included in the Shipping Notice files.

The following table provides the file format regarding the Full Service Chargeback data file. It is a ***fixed field length, comma delimited, fixed record length*** data file that can be imported into a spreadsheet if desired. A data description of the fields and content is included.

Table 27: Full Service Chargeback Data File Header Record Format

ACS SINGLESOURCE FULL SERVICE CHARGEBACK DATA FILE HEADER RECORD FORMAT				
POSITION FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE	1	ALPHA
2	2	COMMA	1	ALPHA
3	8	CUSTOMER IDENTIFICATION	6	NUMERIC
9	9	COMMA	1	ALPHA
10	19	CREATE DATE	10	A/N
20	20	COMMA	1	ALPHA
21	29	RECORD COUNT	9	NUMERIC
30	30	COMMA	1	ALPHA
31	42	TOTAL AMOUNT	12	A/N
43	150	FILLER	108	SPACES
151	152	CARRIAGE RETURN LINE FEED	2	CRLF

Record Type: Contains the literal value of "H" to denote a header record.

Comma: Contains the literal value of "," for a comma

Customer Identification: Contains the USPS® account number unique to each ACS customer.

Create Date: Contains the file creation date in MM/DD/CCYY format.

Record Count: Contains the total number of records for a specific account.

Total Amount: The total amount for a Customer ID. Format "##########.##" 12 char alpha/numeric.

Carriage Return Line Feed: Contains the ASCII equivalent for a CRLF.

Table 28: Full Service Chargeback Data File Detail Record Format

ACS SINGLESOURCE FULL SERVICE CHARGEBACK DATA FILE DETAIL RECORD FORMAT				
POSITION FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE	1	ALPHA
2	2	COMMA	1	ALPHA
3	8	CUSTOMER IDENTIFICATION	6	NUMERIC
9	9	COMMA	1	ALPHA
10	40	INTELLIGENT MAIL BARCODE	31	NUMERIC
41	41	COMMA	1	ALPHA
42	51	ORIGINAL SHIPMENT DATE	10	A/N
52	52	COMMA	1	ALPHA
53	62	ORIGINAL SHIPMENT NUMBER	10	NUMERIC
63	63	COMMA	1	ALPHA
64	73	FS CHARGEBACK DATE	10	A/N
74	74	COMMA	1	ALPHA
75	75	FS CHARGEBACK REASON	1	ALPHA
76	76	COMMA	1	ALPHA
77	82	AMOUNT	6	A/N
83	83	COMMA	1	ALPHA
84	89	PRODUCT CODE	6	NUMERIC
90	90	COMMA	1	ALPHA
91	135	PRODUCT DESCRIPTION	45	A/N
136	150	FILLER	15	SPACES
151	152	CARRIAGE RETURN LINE FEED	2	CRLF

Record Type: Contains the literal value of "D" to denote a detail record.

Comma: Contains the literal value of "," for a comma

Customer Identification: Contains the USPS® account number unique to each ACS customer.

Intelligent Mail® Barcode: Contains the numeric value of the Intelligent Mail Barcode.

POSITION FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
10	40	INTELLIGENT MAIL BARCODE	31	NUMERIC
10	11	BARCODE IDENTIFIER	2	NUMERIC
12	14	SERVICE TYPE IDENTIFIER	3	NUMERIC
15 21	20 29	MAILER ID 6 SERIAL NUMBER 9	6 9	NUMERIC
15 24	23 29	MAILER ID 9 SERIAL NUMBER 6	9 6	NUMERIC
30	40	DELIVERY POINT ZIP	11	NUMERIC

Note: Please read the Redirection Intelligent Mail® barcode (R-IMb) section regarding the utilization of the Intelligent Mail barcode.

Original Shipment Date: Contains the date when the original transaction was provided in MM/DD/CCYY format.

Original Shipment Number: Contains a unique number for each fulfillment file. This number corresponds to the shipment number that contained the initial transaction.

FS Chargeback Date: Contains the date when the chargeback information was received in MM/DD/CCYY format.

FS Chargeback Reason: Contains one of the following:

Chargeback Reason Code	Description
N	Full Service ACS Unassociated to eDoc (FSN)
E	ACS “Expired” notice (beyond “free” period (charges not currently applied) (FSE)
F	Not Full Service Compliant (charges applied when fulfilled) (FSF)
M	Mail Quality Issue (Code not currently applied or charged) (FSM)

Amount: Contains the fee charged for this specific transaction. Format “###.##” 6 char alpha/numeric.

Product Code: A numeric number assigned to a specific record type and associated fee.

Product Description: A literal description of the product code.

Filler: Contains spaces

Carriage Return Line Feed: Contains the ASCII equivalent for a CRLF.

NOTE: The Full Service Chargeback data file and the Shipping Notice data file may be used to reconcile the monthly SingleSource ACS Invoice.

Additional ACS File Options

In an effort to assist customers with the transition to this updated file format, additional file types will be available upon request. The additional files will be provided in the zipped and password protected fulfillment file along with the new fixed file format described previously. The additional files will contain a duplicate of the ACS notices for that fulfillment in the optional format as described below and will have a different naming convention so that they may be more recognizable to the user. The file naming conventions are described later in this document.

The optional ACS files available upon request are as follows:

1. Legacy File Format – this will be the fixed file format that you were receiving prior to January 25, 2015. This will depend on how your account is set up. For example:
    a. If you are a Traditional ACS customer, and your account was set up with only a Traditional ACS Participant ID (#BXXXXXX) then the legacy format will be the current Traditional ACS 429 character fixed file format. The legacy file will not contain any of the additional information that will be provided in the new ACS Version 702 character fixed file format. A description of the Legacy Traditional ACS format can be found here.
    b. If your account contains a Mailer ID (or a Mailer ID with a Traditional ACS Participant ID) then your legacy format will be the OneCode ACS 561 character fixed file format. The legacy file will not contain any of the additional information that will be provided in the new ACS Version 702 character fixed file format. A description of the OneCode ACS 561 character fixed format can be found here.
    c. If you have a SingleSource ACS account, then your legacy format will be the OneCode ACS 561 character fixed file format. The legacy file will not contain any of the additional information that will be provided in the new ACS Version 702 character fixed file format. A description of the OneCode ACS 561 character fixed format can be found here.
    d. If you are an IMpb ACS customer, your legacy format will be the OneCode ACS format with IMpb data appended to the end of the file. A description of the OneCode ACS format can be found here.

    NOTE: if you make changes to your account in the future, the "Legacy" file format may change!

2. Comma Separated Value (CSV) Format – this is a new option for all customers. We will provide the new ACS Version 702 character fixed File format and a .csv version of that file. It will contain the same data fields that are provided in the new ACS Version 702 character fixed file. This file ***will not*** include column headings.

    NOTE: You will need to rename and add the extension of ".CSV" to the filename in order for the application to recognize the file and open it appropriately.

3. Excel Binary File (XML/XLS) Format – this is a new option for all customers. We will provide the ACS Version 702 character fixed file format and a version of that file which will open in Microsoft® Excel or in another spreadsheet application. It will contain the same data fields that are provided in the new ACS Version 702 character fixed file and ***will*** include column headings.

    NOTE: You will need to rename and add the extension of ".XML" to the filename in order for the application to recognize the file and open it appropriately.

Customers that would like to receive an additional ACS Notification file in any of these optional formats should send a written request to the ACS Department at acs@usps.gov, or FAX to 901-821-6204, or mail to:

ACS DEPARTMENT
UNITED STATES POSTAL SERVICE
NATIONAL CUSTOMER SUPPORT CENTER
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1009

ACS XML/XLS File

When this file contains the XML/XLS extension a spreadsheet application can open and display the information. The header record information is on one tab while the detail information is on the other. Both tabs contain data field descriptions or column headers.

NOTE: You will need to rename and add the extension of ".XML" to the filename in order for the application to recognize the file and open it appropriately.

Header Record

The Header record information reflects the same data and descriptions as found in the ACS fixed length ASCII Fulfillment File Header Record layout and the ACS CSV File Header Record layout.

Detail Record

The Detail record information reflects the same data and descriptions as found in the CSV ACS Notice Record layout and includes the Business Name, Foreign 1, Foreign 2 and Foreign 3 fields.

ACS CSV Header Record Layout

The CSV file is not intended to be utilized by spreadsheet applications but as a data input file like the fixed length version of the file. While the CSV file can be opened within a spreadsheet application, it does not contain column headers and some fields, such as the IMb, will not display properly. The XML/XLS version is intended to be used by spreadsheet applications.

The CSV header layout reflects the Fixed File header record field names.

ACS CSV File Header Record

Maximum Length	Description	Data Type
1	Record Type (Header)	ALPHA "H"
1	Comma	","
2	File Version	ALPHA/NUM
1	Comma	","
6	Customer ID	NUM
1	Comma	","
8	Create Date (CCYYMMDD)	NUM
1	Comma	","
10	Shipment Number	NUM
1	Comma	","
9	Total ACS Record Count	NUM
1	Comma	","
9	Total COA Count	NUM
1	Comma	","
9	Total Nixie Count	NUM
1	Comma	","
9	TRD Record Count	NUM
1	Comma	","
11	TRD ACS Fee Amount	NUM
1	Comma	","
9	TRD COA Count	NUM
1	Comma	","
11	TRD COA ACS Fee Amount	NUM
1	Comma	","
9	TRD Nixie Count	NUM

1	Comma	“,”
11	TRD Nixie ACS Fee Amount	NUM
9	OCD Record Count	NUM
1	Comma	“,”
11	OCD ACS Fee Amount	NUM
9	OCD COA Count	NUM
1	Comma	“,”
11	OCD COA ACS Fee Amount	NUM
1	Comma	“,”
9	OCD Nixie Count	NUM
1	Comma	“,”
11	OCD Nixie ACS Fee Amount	NUM
1	Comma	“,”
9	FS Record Count	NUM
1	Comma	“,”
11	FS ACS Fee Amount	NUM
1	Comma	“,”
9	FS COA Count	NUM
1	Comma	“,”
11	FS COA ACS Fee Amount	NUM
1	Comma	“,”
9	FS Nixie Count	NUM
1	Comma	“,”
11	FS Nixie ACS Fee Amount	NUM
1	Comma	“,”
9	IMpb Record Count	NUM
1	Comma	“,”
11	IMpb ACS Fee Amount	NUM
1	Comma	“,”
9	IMpb COA Count	NUM
1	Comma	“,”
11	IMpb COA ACS Fee Amount	NUM
1	Comma	“,”
9	IMpb Nixie Count	NUM
1	Comma	“,”
11	IMpb Nixie ACS Fee Amount	NUM
1	Comma	“,”
405	Filler (No Data/No Spaces)	
1	Comma	“,”
1	End Marker	ALPHA “X”
2	Carriage Return/Line Feed (CRLF)	

ACS™ CSV Detail Record Layout

The CSV file is not intended to be utilized by spreadsheet applications. While the CSV file can be opened within a spreadsheet application, it does not contain column headers and some fields, such as the IMb will not display properly. The XML/XLS version is intended to be used by spreadsheet applications.

The CSV Detail Record layout reflects the Fixed File COA record field names. The CSV contains the following fields that do not appear in the FIXED format layout: Business Name, Foreign 1, Foreign 2 and Foreign 3

While the fields are not defined in the Fixed File format the data is contained in the Fixed File format and accessed within the record according to field flag values.

CSV ACS Notice Record

Maximum Length	Description	Data Type
1	Record Type (Detail)	ALPHA “D”
1	Comma	“,”
2	File Version	ALPHA/NUM
1	Comma	“,”
8	Sequence Number	NUM
1	Comma	“,”
9	Mailer ID / Participant ID	ALPHA/NUM
1	Comma	“,”
16	Keyline/Sequence/Serial Number	ALPHA/NUM
1	Comma	“,”
8	Move Effective Date (CCYYMMDD)	NUM
1	Comma	“,”
1	Move Type	ALPHA
1	Comma	“,”
1	Deliverability Code	ALPHA
1	Comma	“,”
3	USPS Site ID	NUM
1	Comma	“,”
20	Surname/Last Name	ALPHA/NUM
1	Comma	“,”
15	First Name/Middle Name-Initials	ALPHA/NUM
1	Comma	“,”
6	Prefix	ALPHA/NUM
1	Comma	“,”
6	Suffix	ALPHA/NUM
1	Comma	“,”
47	BUSINESS NAME	ALPHA/NUM
1	Comma	“,”
1	Old Address Type	ALPHA
1	Comma	“,”
28	Old URB	ALPHA/NUM
1	Comma	“,”
10	Old Primary Number	ALPHA/NUM
1	Comma	“,”
2	Old Pre-Directional	ALPHA
1	Comma	“,”
28	Old Street Name	ALPHA/NUM
1	Comma	“,”
4	Old Suffix	ALPHA

1	Comma	“,”
2	Old Post-Directional	ALPHA
1	Comma	“,”
4	Old Unit Designator	ALPHA/NUM
1	Comma	“,”
10	Old Secondary Number	ALPHA/NUM
1	Comma	“,”
28	Old City	ALPHA
1	Comma	“,”
2	Old State Abbreviation	ALPHA
1	Comma	“,”
5	Old ZIP Code	NUM
1	Comma	“,”
1	New Address Type	ALPHA
1	Comma	“,”
8	New PMB	ALPHA/NUM
1	Comma	“,”
28	New URB	ALPHA/NUM
1	Comma	“,”
10	New Primary Number	ALPHA/NUM
1	Comma	“,”
2	New Pre-Directional	ALPHA
1	Comma	“,”
28	New Street Name	ALPHA/NUM
1	Comma	“,”
4	New Suffix	ALPHA
1	Comma	“,”
2	New Post-Directional	ALPHA
1	Comma	“,”
4	New Unit Designator	ALPHA/NUM
1	Comma	“,”
10	New Secondary Number	ALPHA/NUM
1	Comma	“,”
28	New City	ALPHA
1	Comma	“,”
2	New State Abbreviation	ALPHA
1	Comma	“,”
5	New ZIP Code	NUM
1	Comma	“,”
1	Hyphen (Dash)	“ – “
1	Comma	“,”
4	New Plus +4 Code	NUM
1	Comma	“,”
37	Foreign 1	ALPHA/NUM
1	Comma	“,”
37	Foreign 2	ALPHA/NUM
1	Comma	“,”
37	Foreign 3	ALPHA/NUM
1	Comma	“,”
2	New Delivery Point	NUM
1	Comma	“,”

13	New Abbreviated City Name	ALPHA
1	Comma	“,”
66	New Address Label	ALPHA/NUM
1	Comma	“,”
1	Fee Notification (E/1/2/3)	ALPHA/NUM
1	Comma	“,”
1	Notification Type (A-F)	ALPHA
1	Comma	“,”
31	Intelligent Mail barcode (IMb)	NUM
1	Comma	“,”
35	Intelligent Mail package barcode (IMpb)	ALPHA/NUM
1	Comma	“,”
16	ID Tag / UPU	ALPHA/NUM
1	Comma	“,”
1	Hardcopy to Electronic Flag	ALPHA
1	Comma	“,”
1	Type of ACS (T/O/F/I)	ALPHA
1	Comma	“,”
8	Fulfillment Date	NUM
1	Comma	“,”
1	Processing Type (C/P/R/F)	ALPHA
1	Comma	“,”
1	Capture Type (I/C/F/Blank)	ALPHA
1	Comma	“,”
8	Made Available Date	NUM
1	Comma	“,”
1	Shape of Mail (L/F/P)	ALPHA
1	Comma	“,”
1	Mail Action Code (F/R/D/X/U)	ALPHA
1	Comma	“,”
1	COA/Nixie Flag (C/N)	ALPHA
1	Comma	“,”
6	Product Code 1	NUM
1	Comma	“,”
6	Product Code Fee 1	SPACES/NUM
1	Comma	“,”
6	Product Code 2	SPACES/NUM
1	Comma	“,”
6	Product Code Fee 2	SPACES/NUM
1	Comma	“,”
6	Product Code 3	SPACES/NUM
1	Comma	“,”
6	Product Code Fee 3	SPACES/NUM
1	Comma	“,”
6	Product Code 4	SPACES/NUM
1	Comma	“,”
6	Product Code Fee 4	SPACES/NUM
1	Comma	“,”
6	Product Code 5	SPACES/NUM
1	Comma	“,”
6	Product Code Fee 5	SPACES/NUM

1	Comma	“,”
6	Product Code 6	SPACES/NUM
1	Comma	“,”
6	Product Code Fee 6	SPACES/NUM
1	Comma	“,”
1	Delivery Point Validation (DPV)	ALPHA
1	Comma	“,”
81	Filler (No Data/No Spaces)	
1	Comma	“,”
1	End Marker	ALPHA “X”
1	Comma	“,”
2	Carriage Return/Line Feed (CRLF)	

Fees

ACS mailers are charged the automated or electronic address correction fee for ACS notices fulfilled. The amount charged is based on the method used to provide the ACS notice.

The automated address correction fee is charged when undeliverable letter mail that requests ACS that can be processed on our Postal Automated Redirection System (PARS).

The electronic address correction fee is charged when the mailpiece cannot be processed on PARS.

Flats, non-machinable letters, and automated letters that may lose their integrity or be damaged on letter automation are charged the electronic fee.

Traditional ACS notices are charged the electronic fee.

ACS notices that contain a Basic/Non-auto STID in the barcode are charged the automated or electronic fee.

Full Service ACS notices that contain an 11-Digit Delivery Point Validated ZIP Code™ in the routing fields are provided at no charge.

Full Service ACS notices that contain less than an 11-Digit Delivery Point Validated ZIP Code in the routing fields are charged the automated or electronic fee.

Parcel Select mailers are charged an additional service fee for parcels that are forwarded or returned. Please refer to *DMM* Notice 123, Domestic Business Mailing Fees; Additional Service Fee.

When Shipper Paid Forwarding / Return service is provided, the shipper will be charged the appropriate forwarding or return postage for the mail class and weight of the parcel.

Please refer to the *DMM* Notice 123 Domestic Other Service, Address Correction Service for all related fees at: http://pe.usps.com/text/*DMM*300/Notice123.htm

Billing

The ACS billing cycle is from the 25th of the month to the 24th of the next month.

Payment must be submitted with a copy of the invoice remittance slip within 30 days of the invoice date. Unpaid balances more than 30 days old will be charged an annual interest rate of 10 percent. Delinquent accounts may cause the interruption of ACS fulfillment and may result in manual address correction notices or returned mail.

NOTE: To reconcile your monthly invoice, you must include the counts on each of the Shipping Notice files received during the billing period.

Older ACS accounts are invoiced through the San Mateo Accounting Service Center and have "MEM" as a prefix to their account number. Invoices provided by San Mateo Accounting Service Center are not posted to EPF in an electronic file format. ACS accounts invoiced by San Mateo Accounting Service Center will receive a **mailed invoice and statement monthly** if the balance is more than $25. ACS customers whose balance remains less than $25 will be sent an annual invoice on September 24 of each year. Any outstanding balance is due and payable. Account balances less than $25.00 will not reflect a finance charge until the delinquent balance is equal to or greater than $25.00. The mailed invoice only provides summary information from the shipping notice and does not reflect the detailed information provided by the shipping notice.

Customers receiving mailed invoices but would prefer to have electronic billing may request a switch to that service by emailing acs@usps.gov with their current account number(s) and request "NCSC Billing" for future invoices.

New ACS accounts are invoiced through the NCSC Accounting and have "SS" as a prefix to their account number. Invoices provided by NCSC Accounting are in an electronic file format and are posted to the customers EPF account. Within 6 days after the end of the ACS billing cycle, an additional zipped file will be posted to the EPF account that contains a CSV data file and a PDF version of your invoice. It is the responsibility of the account owner or service provider to retrieve the monthly invoices from the EPF account. The invoice will include the very detailed information provided on the Shipping Notice files for the fulfillments provided during the ACS billing cycle. Information regarding file formats, NCSC Billing and invoice files can be found in the ACS File Format Technical Guide which can be found at: https://ribbs.usps.gov/acs.

ACS NCSC accounting customers have the option of paying the ACS account balance less than $25.00 or wait until the balance reaches $25.00. Any outstanding balance and/or balance reflected on the Fiscal year end invoice produced on September 24 of each year become due and payable. Each PDF version of your invoice contains a statement that lists outstanding balances for the last 12 months.

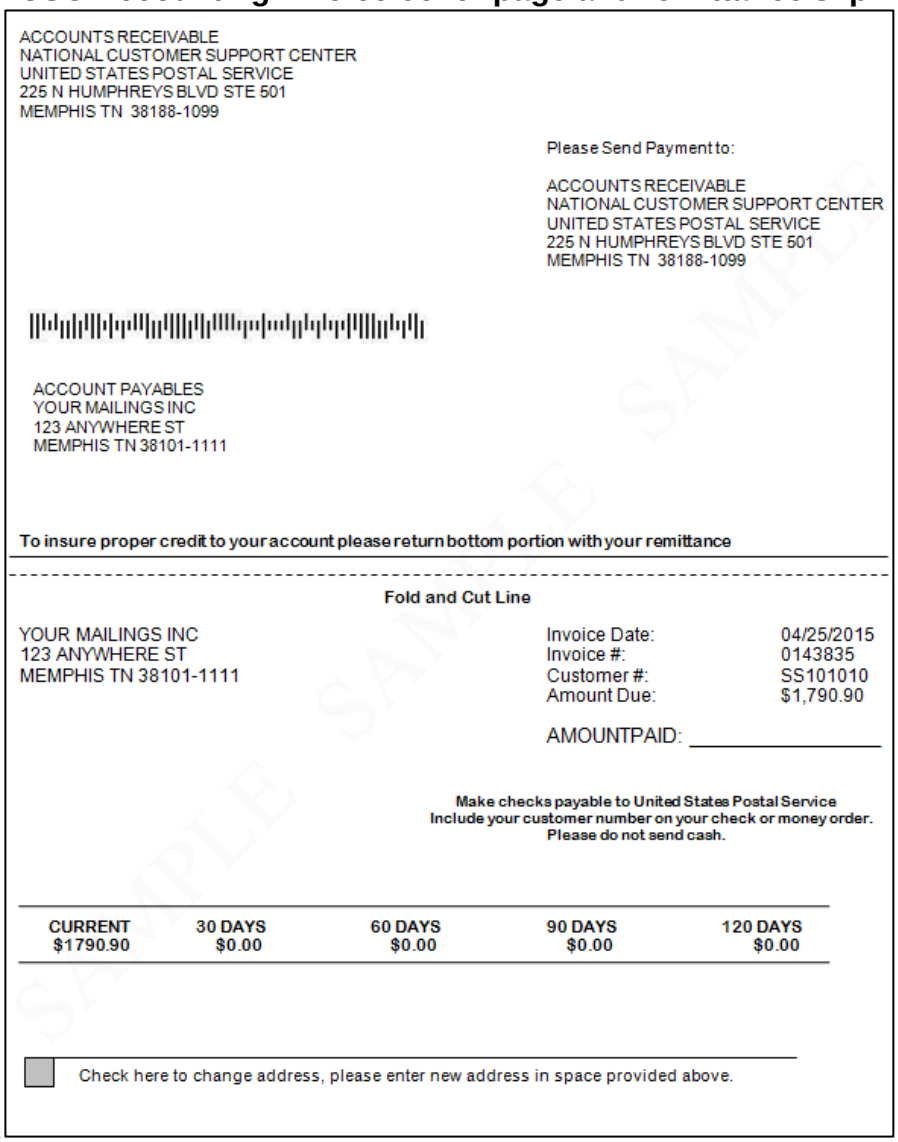
For CAPS, Credit Card and ACH Credit payment options available to NCSC Accounting customers please contact the NCSC Accounts Receivable Department at 901-681-4658 for information.

NOTE: A CAPS account may not be set up solely for the payment of ACS invoices.

See Exhibit 4 and 5 for an example of the ACS NCSC Accounting invoice.

Exhibit 4: ACS Invoice PDF Sample

NCSC Accounting Invoice cover page and remittance slip



ACCOUNTS RECEIVABLE
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1099

Please Send Payment to:

ACCOUNTS RECEIVABLE
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1099

ACCOUNT PAYABLES
YOUR MAILINGS INC
123 ANYWHERE ST
MEMPHIS TN 38101-1111

To insure proper credit to your account please return bottom portion with your remittance

Fold and Cut Line

YOUR MAILINGS INC
123 ANYWHERE ST
MEMPHIS TN 38101-1111

Invoice Date:	04/25/2015
Invoice #:	0143835
Customer #:	SS101010
Amount Due:	$1,790.90

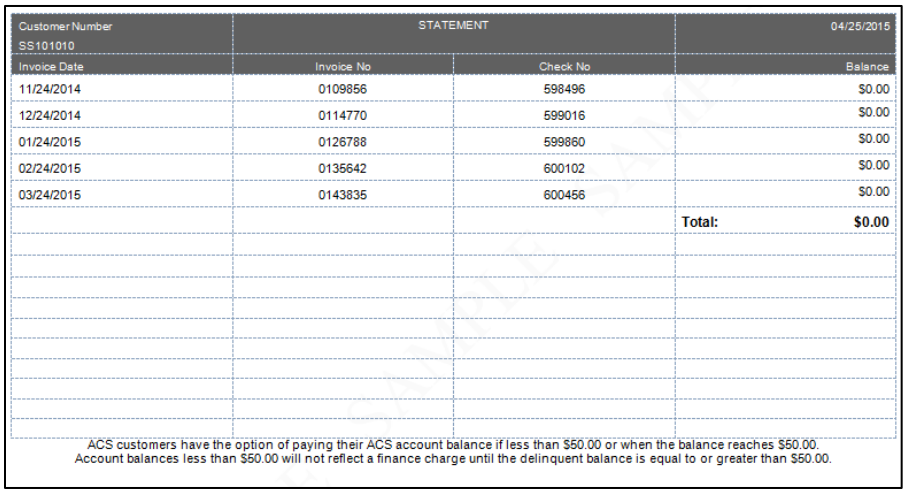
AMOUNTPAID: _____

Make checks payable to United States Postal Service
Include your customer number on your check or money order.
Please do not send cash.

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS
$1790.90	$0.00	$0.00	$0.00	$0.00

Check here to change address, please enter new address in space provided above.

NCSC Accounting Invoice Statement page

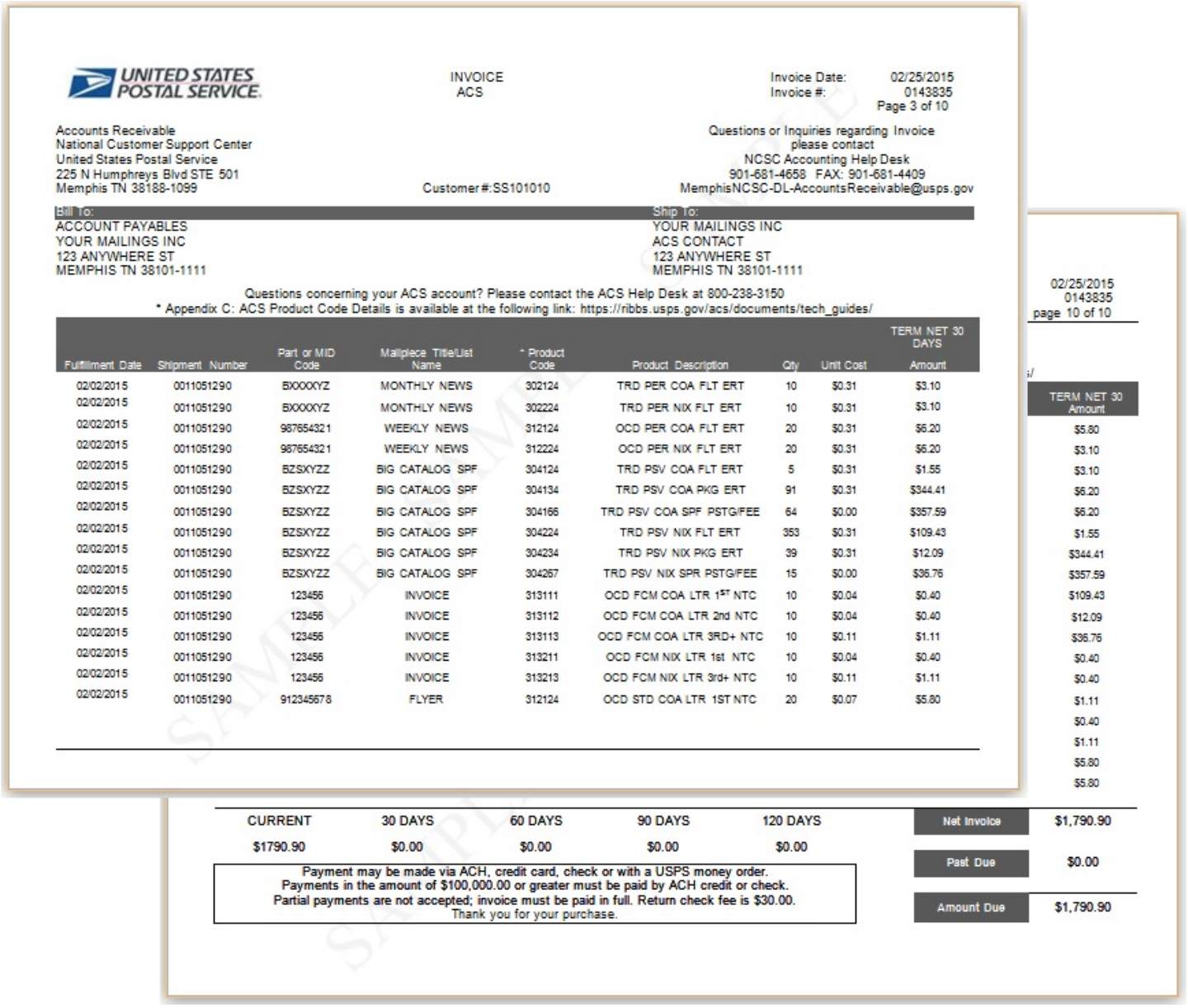


Customer Number SS101010	STATEMENT		04/25/2015
Invoice Date	Invoice No	Check No	Balance
11/24/2014	0109856	598496	$0.00
12/24/2014	0114770	599016	$0.00
01/24/2015	0126788	599860	$0.00
02/24/2015	0135642	600102	$0.00
03/24/2015	0143835	600456	$0.00
		Total:	**$0.00**

ACS customers have the option of paying their ACS account balance if less than $50.00 or when the balance reaches $50.00.
Account balances less than $50.00 will not reflect a finance charge until the delinquent balance is equal to or greater than $50.00.

Exhibit 5: ACS Invoice PDF Sample

NCSC Accounting Invoice detail pages



UNITED STATES POSTAL SERVICE

INVOICE
ACS

Invoice Date: 02/25/2015
Invoice #: 0143835
Page 3 of 10

Accounts Receivable
National Customer Support Center
United States Postal Service
225 N Humphreys Blvd STE 501
Memphis TN 38188-1099

Customer#:SS101010

Questions or Inquiries regarding Invoice please contact
NCSC Accounting Help Desk
901-681-4658 FAX: 901-681-4409
MemphisNCSC-DL-AccountsReceivable@usps.gov

Bill To:
ACCOUNT PAYABLES
YOUR MAILINGS INC
123 ANYWHERE ST
MEMPHIS TN 38101-1111

Ship To:
YOUR MAILINGS INC
ACS CONTACT
123 ANYWHERE ST
MEMPHIS TN 38101-1111

Questions concerning your ACS account? Please contact the ACS Help Desk at 800-238-3150
* Appendix C: ACS Product Code Details is available at the following link: https://ribbs.usps.gov/acs/documents/tech_guides/

Fulfillment Date	Shipment Number	Part or MID Code	Mailpiece Title/List Name	* Product Code	Product Description	Qty	Unit Cost	TERM NET 30 DAYS Amount
02/02/2015	0011051290	BXXXXYZ	MONTHLY NEWS	302124	TRD PER COA FLT ERT	10	$0.31	$3.10
02/02/2015	0011051290	BXXXXYZ	MONTHLY NEWS	302224	TRD PER NIX FLT ERT	10	$0.31	$3.10
02/02/2015	0011051290	987654321	WEEKLY NEWS	312124	OCD PER COA FLT ERT	20	$0.31	$6.20
02/02/2015	0011051290	987654321	WEEKLY NEWS	312224	OCD PER NIX FLT ERT	20	$0.31	$6.20
02/02/2015	0011051290	BZSXYZZ	BIG CATALOG SPF	304124	TRD PSV COA FLT ERT	5	$0.31	$1.55
02/02/2015	0011051290	BZSXYZZ	BIG CATALOG SPF	304134	TRD PSV COA PKG ERT	91	$0.31	$344.41
02/02/2015	0011051290	BZSXYZZ	BIG CATALOG SPF	304166	TRD PSV COA SPF PSTG/FEE	64	$0.00	$357.59
02/02/2015	0011051290	BZSXYZZ	BIG CATALOG SPF	304224	TRD PSV NIX FLT ERT	353	$0.31	$109.43
02/02/2015	0011051290	BZSXYZZ	BIG CATALOG SPF	304234	TRD PSV NIX PKG ERT	39	$0.31	$12.09
02/02/2015	0011051290	BZSXYZZ	BIG CATALOG SPF	304267	TRD PSV NIX SPR PSTG/FEE	15	$0.00	$36.76
02/02/2015	0011051290	123456	INVOICE	313111	OCD FCM COA LTR 1ST NTC	10	$0.04	$0.40
02/02/2015	0011051290	123456	INVOICE	313112	OCD FCM COA LTR 2nd NTC	10	$0.04	$0.40
02/02/2015	0011051290	123456	INVOICE	313113	OCD FCM COA LTR 3RD+ NTC	10	$0.11	$1.11
02/02/2015	0011051290	123456	INVOICE	313211	OCD FCM NIX LTR 1st NTC	10	$0.04	$0.40
02/02/2015	0011051290	123456	INVOICE	313213	OCD FCM NIX LTR 3rd+ NTC	10	$0.11	$1.11
02/02/2015	0011051290	912345678	FLYER	312124	OCD STD COA LTR 1ST NTC	20	$0.07	$5.80

02/25/2015
0143835
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TERM NET 30 Amount
$5.80
$3.10
$3.10
$6.20
$6.20
$1.55
$344.41
$357.59
$109.43
$12.09
$36.76
$0.40
$0.40
$1.11
$0.40
$1.11
$5.80
$5.80

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS
$1790.90	$0.00	$0.00	$0.00	$0.00

Payment may be made via ACH, credit card, check or with a USPS money order.
Payments in the amount of $100,000.00 or greater must be paid by ACH credit or check.
Partial payments are not accepted; invoice must be paid in full. Return check fee is $30.00.
Thank you for your purchase.

Net Invoice	$1,790.90
Past Due	$0.00
Amount Due	$1,790.90

A complete list of ACS product codes can be found in Appendix C: ACS Product Code Information and Details which can be found at: https://ribbs.usps.gov/acs/documents/tech_guides/

IMPORTANT NOTE FOR SERVICE PROVIDERS: The monthly ACS invoice is posted to the EPF account that is associated with the ACS account owner. Since the Shipping Notice Files (and the Full Service Chargeback files) are posted with the ACS Fulfillment file, you may need to provide a copy of them to the ACS account owner so they can reconcile their monthly invoice

The following table provides the file format regarding the ACS Invoice data file. It is a ***fixed field length, comma delimited, fixed record length*** data file that can be imported into a spreadsheet if desired. A data description of the fields and content is included.

Table 29: ACS Invoice Data File Header Record Format

ACS INVOICE DATA FILE HEADER RECORD FORMAT				
POSITION FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE	1	ALPHA
2	2	COMMA	1	ALPHA
3	8	CUSTOMER IDENTIFICATION	6	NUMERIC
9	9	COMMA	1	ALPHA
10	19	INVOICE DATE	10	A/N
20	20	COMMA	1	ALPHA
21	30	INVOICE NUMBER	10	NUMERIC
31	31	COMMA	1	ALPHA
32	40	DETAIL RECORD COUNT	9	NUMERIC
41	41	COMMA	1	ALPHA
42	50	GRAND TOTAL PRODUCT QUANTITY	9	NUMERIC
51	51	COMMA	1	ALPHA
52	65	GRAND TOTAL PRODUCT AMOUNT	14	A/N
66	153	FILLER	88	SPACES
154	155	CARRIAGE RETURN LINE FEED	2	CRLF

Record Type: Contains the literal value of "H" to denote a header record.

Comma: Contains the literal value of "," for a comma

Customer Identification: Contains the USPS® account number unique to each ACS customer.

Invoice Date: Contains the file creation date in MM/DD/CCYY format.

Invoice Number: Contains a unique number for each fulfillment file. This number corresponds to the shipment number on the shipping notice and invoice.

Detail Record Count: Contains the total number of detail records in the file.

Grand Total Product Quantity: Contains the total quantity of all product transactions.

Grand Total Product Amount: Contains the total amount for all product transactions. Format "##########.##" 14 char alpha/numeric.

Filler: Contains spaces

Carriage Return Line Feed: Contains the ASCII equivalent for a CRLF.

NOTE: The Full Service Chargeback data file and the Shipping Notice data file may be used to reconcile the monthly SingleSource ACS Invoice.

Table 30: ACS Invoice Data File Detail Record Format

ACS INVOICE DATA FILE DETAIL RECORD FORMAT				
POSITION FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE	1	ALPHA
2	2	COMMA	1	ALPHA
3	8	CUSTOMER IDENTIFICATION	6	NUMERIC
9	9	COMMA	1	ALPHA
10	19	SHIPMENT DATE	10	A/N
20	20	COMMA	1	ALPHA
21	30	SHIPMENT NUMBER	10	NUMERIC
31	31	COMMA	1	ALPHA
32	40	PARTICIPANT or MAILER ID	9	A/N
41	41	COMMA	1	ALPHA
42	65	PARTICIPANT or MAILER ID TITLE	24	ALPHA
66	66	COMMA	1	A;PHA
67	72	PRODUCT CODE	6	NUMERIC
73	73	COMMA	1	ALPHA
74	118	PRODUCT DESCRIPTION	45	ALPHA
119	119	COMMA	1	ALPHA
120	128	PRODUCT QUANTITY	9	NUMERIC
129	129	COMMA	1	ALPHA
130	138	PRODUCT UNIT COST	9	A/N
139	139	COMMA	1	ALPHA
140	153	PRODUCT TOTAL COST	14	A/N
154	155	CARRIAGE RETURN LINE FEED	2	CRLF

Record Type: Contains the literal value of "D" to denote a detail record.

Comma: Contains the literal value of "," for a comma

Customer Identification: Contains the USPS® account number unique to each ACS customer.

Shipment Date: Contains the file creation date in MM/DD/CCYY format.

Shipment Number: Contains a unique number for each fulfillment file. This number corresponds to the shipment number on the shipping notice and invoice.

Participant or Mailer ID: Contains the seven alpha characters of the Traditional ACS Participant ID (PID) or the six or nine digit Mailer ID (MID).

Participant or Mailer ID Title: Contains the associated title or name associated with the PID or MID.

Product Code: A numeric number assigned to a specific record type and associated fee.

Product Description: A literal description of the product code.

Product Quantity: The number of transactions received for a specific detail line product code.

Product Unit Cost: The cost for a single transaction for a specific detail line product code.

Product Total Cost: The total amount for a specific detail line product code.

Carriage Return Line Feed: Contains the ASCII equivalent for a CRLF.

ACS File Naming Conventions

A single zipped notice file with the naming convention below will contain the ACS 702 character Fixed Format Notification file, the Shipping Notice file, the Shipping Notice Data file, and the optional ACS Notification file(s) if selected. The zipped file will be named as follows:

Customers who receive only individual fulfillment accounts:

The file name format will be: P??????_??????_YYMDD.ZIP

Example : P100300_100300_15225.ZIP	
?????? = six digit PRIMARY ACS account ID	Account ID: 100300
YY = the two digit year	YY : 15 (2015)
M = month(1 thru 9 = Jan – Sept; A thru C = Oct thru Dec)	M : 2 (February)
DD = day	DD : 25 (Day)

Customers that have multiple primary accounts going to a single fulfillment account:

The file name format will be: PXXXXXX_??????_YYMDD.ZIP

Example : P200700_100300_15225.ZIP	
XXXXXX = Secondary/Alternate Fulfillment account	Account ID: 200700
?????? = Primary six digit SingleSource ACS account ID	Secondary : 100300
YY = the two digit year	YY : 15 (2015)
M = month(1 thru 9 = Jan – Sept; A thru C = Oct thru Dec)	M : 2 (February)
DD = day	DD : 25 (Day)

The file names contained within the zipped file have the following naming convention:

ACS Notification File: P??????YY.MDD	Example : P10030015.225
Shipping Notice Report File: P???????SN.MDD	Example : P100300SN.225
Shipping Notice Data File: P???????SD.MDD	Example: P100300SD.225

IMPORTANT NOTE: This is the same file naming conventions that are used for the current ACS fulfillment file. If you have an automated process that utilizes these files, your process must be prepared to use the new file format, layout, and data.

The optional files available will have the following naming conventions:

Legacy Traditional ACS File Format	ACS Notification File: P???????PT.MDD	Example : P100300PT.225
Legacy OneCode ACS File Format	ACS Notification File: P???????PO.MDD	Example : P100300PO.225
Legacy SingleSource ACS File Format	ACS Notification File: P???????PS.MDD	Example : P100300PS.225
Comma Separated Value File Format	ACS Notification File: P???????PC.MDD	Example : P100300PC.225
Excel Binary File (XLS)	ACS Notification File: P???????PX.MDD	Example : P100300PX.225

A SingleSource ACS account will also have the following file included in the zipped file:

Full Service Chargeback Data File: P???????CB.MDD	Example : P100300CB.225

A SingleSource ACS account and any account that requested to receive the updated ACS billing method will also have the following file posted to your EPF account. The Invoice file is posted to the EPF account within 6 days after the ACS billing cycle has ended. The Invoice is provided in both a PDF and CSV version of the invoice within a single zipped file with the following naming convention:

I??????_??????_YYMDD.ZIP

Example : I100300_100300_15A28.ZIP	
?????? = six digit PRIMARY ACS account ID	Account ID: 100300
YY = the two digit year	YY : 15 (2015)
M = month(1 thru 9 = Jan – Sept; A thru C = Oct thru Dec)	M : A (October)
DD = day	DD : 28 (Day)

The Invoice file names contained within the zipped file have the following naming convention:

Adobe PDF Invoice: I??????_YYMDD.PDF	Example : I100300_15A28.PDF
Excel CSV Invoice: I??????_YYMDD.CSV	Example : I100300_15A28.CSV

NOTE: When the Invoice files are posted to EPF, an email is sent to the contacts that have access to the EPF account, and to the billing contacts identified in the PRIMARY ACS account.

The Invoice File will only be available to the EPF accounts associated with the Primary ACS Accounts.

If a customer or service provider has multiple primary ACS accounts being fulfilled to a single ACS fulfillment account which contains a single or multiple ACS EPF logins (i.e. vendor@comany.com) and wish to receive/view each ACS primary account's Invoice file via those EPF logins then each ACS PRIMARY ACCOUNT must have the same EPF logins (i.e. vendor@company.com).

The following table reflects the filenames prior to and after Jan 25, 2015.

Traditional Fulfillment Customers	**Current Period**	**Production Period**
	(through 01/24/2015)	**(Starting 1/25/2015)**
ZIP File	P123456_123456_YYMDD.ZIP	P123456_123456_YYMDD.ZIP
(Current/Legacy) Traditional Format Fulfillment File	P123456YY.MDD	P123456PT.MDD (OPTIONAL)
Traditional Shipping Notice Report File	P123456SN.MDD	n/a
(New) Version 02 Traditional Shipping Notice Report File	n/a	P123456SN.MDD (NEW VERSION)
(New) Version 02 Traditional Shipping Notice CSV Data File	n/a	P123456SD.MDD (NEW VERSION)
(New) Version 02 Fixed Format Fulfillment File	n/a	P123456YY.MDD (NEW VERSION)
(New) Version 02 CSV Format Fulfillment File	n/a	P123456PC.MDD (OPTIONAL)
(New) Version 02 XML for Excel Format Fulfillment File	n/a	P123456PX.MDD (OPTIONAL)

OneCode Fulfillment Customers	**Current Period**	**Production Period**
	(through 01/24/2015)	**(Starting 1/25/2015)**
ZIP File	P123456_123456_YYMDD.ZIP	P123456_123456_YYMDD.ZIP
(Current/Legacy) OneCode Format Fulfillment File	P123456YY.MDD	P123456PO.MDD (OPTIONAL)
OneCode Shipping Notice Report File	P123456SN.MDD	n/a
(New)Version 02 OneCode Shipping Notice Report File	n/a	P123456SN.MDD (NEW VERSION)
(New)Version 02 OneCode Shipping Notice CSV Data File	n/a	P123456SD.MDD (NEW VERSION)
(New) Version 02 Fixed Format Fulfillment File	n/a	P123456YY.MDD (NEW VERSION)
(New) Version 02 CSV Format Fulfillment File	n/a	P123456PC.MDD (OPTIONAL)
(New) Version 02 XML for Excel Format Fulfillment File	n/a	P123456PX.MDD (OPTIONAL)

SingleSource Fulfillment Customers	**Current Period**	**Production Period**
	(through 01/24/2015)	**(Starting 1/25/2015)**
ZIP File	P123456_123456_YYMDD.ZIP	P123456_123456_YYMDD.ZIP
(Current/Legacy) Single Source Format Fulfillment File	P123456YY.MDD	P123456PS.MDD (OPTIONAL)
Single Source Shipping Notice Report File	P123456SN.MDD	P123456SN.MDD
Single Source Shipping Notice CSV Data File	P123456SD.MDD	P123456SD.MDD
Single Source Chargeback File	P123456CB.MDD	P123456CB.MDD
(New) Version 02 Fixed Format Fulfillment File	n/a	P123456YY.MDD (NEW VERSION)
(New) Version 02 CSV Format Fulfillment File	n/a	P123456PC.MDD (OPTIONAL)
(New) Version 02 XML for Excel Format Fulfillment File	n/a	P123456PX.MDD (OPTIONAL)

Traditional ACS Legacy File Format (429 character)

Prior to January 25, 2015, if you are a Traditional ACS customer and your account was set up with only a Traditional ACS Participant ID (#BXXXXXX) then the Traditional ACS Legacy File Format will be your Legacy ACS fixed file 429 character format. The legacy file will not contain any of the additional information that will be provided in the new ACS 702 character fixed file format.

Traditional ACS Legacy File Format - ACS Notification File Header Record

ACS Fulfillment File HEADER RECORD FORMAT				
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE (VALUE = H to denote Header record)	1	ALPHA
2	7	CUSTOMER IDENTIFICATION	6	NUMERIC
8	15	CREATE DATE	8	NUMERIC
16	24	TOTAL ACS RECORD COUNT	9	NUMERIC
25	33	TOTAL COA COUNT	9	NUMERIC
34	42	TOTAL NIXIE COUNT	9	NUMERIC
43	50	SHIPMENT NUMBER	8	NUMERIC
51	51	CLASS	1	NUMERIC
52	52	MEDIA TYPE	1	ALPHA
53	427	FILLER	374	SPACES
428	429	CARRIAGE RETURN LINE FEED	2	CRLF

Record Type: Contains the literal value of "H" to denote a header record.

Customer Identification: Contains the USPS® account number unique to each ACS customer.

Create Date: Contains the file creation date in CCYYMMDD format.

Total ACS Record Count: Contains the total number of ACS COA and Nixie transactions.

Total COA Count: Contains the total number of ACS COA transactions.

Total Nixie Count: Contains the total number of ACS Nixie transactions.

Shipment Number: Contains a unique number for each fulfillment file. This number corresponds to the shipment number on the shipping notice and invoice.

Class: Contains the mail class of the Participant ID. Possible values are:

Value	Description
1	First-Class Mail®
2	Periodicals
3	Standard Mail®
4	Package Services/Parcel Select

Media Type: The field indicates the type of fulfillment media. The field is one alpha character. For Traditional ACS the field will contain the literal value of “E” for Electronic Product Fulfillment (EPF).

Filler: Contains spaces.

Traditional ACS Legacy File Format - ACS Notice COA Record

ACS Notice File COA RECORD FORMAT				
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE	1	NUMERIC
2	9	SEQUENCE NUMBER	8	NUMERIC
10	16	TRADITIONAL PARTICIPANT ID	7	ALPHA
17	32	MAILPIECE IDENTIFIER - KEYLINE	16	A/N
33	38	MOVE EFFECTIVE DATE	6	NUMERIC
39	39	MOVE TYPE	1	ALPHA
40	40	DELIVERABILITY CODE	1	ALPHA
41	43	POSTAL SERVICE SITE ID	3	NUMERIC
PARSED COA NAME FIELDS				
44	63	SURNAME/LAST NAME	20	A/N
64	78	FIRST NAME-MIDDLE NAME-INITIALS	15	A/N
79	84	PREFIX	6	A/N
85	90	SUFFIX	6	A/N
91	91	ADDRESS TYPE OLD	1	A/N
PARSED OLD ADDRESS				
92	119	URBANIZATION NAME OLD	28	A/N
120	129	PRIMARY NUMBER OLD	10	A/N
130	131	PRE-DIRECTIONAL OLD	2	A/N
132	159	STREET NAME OLD	28	A/N
160	163	STREET SUFFIX OLD	4	A/N
164	165	POST-DIRECTIONAL OLD	2	A/N
166	169	UNIT DESIGNATOR OLD	4	A/N
170	179	SECONDARY NUMBER OLD	10	A/N
180	207	CITY OLD	28	ALPHA
208	209	STATE OLD	2	ALPHA
210	214	FIVE DIGIT ZIP CODE OLD	5	NUMERIC
215	215	ADDRESS TYPE NEW	1	ALPHA
PARSED NEW ADDRESS				
216	243	UBANIZATION NAME NEW	28	A/N
244	253	PRIMARY NUMBER NEW	10	A/N
254	255	PRE-DIRECTIONAL NEW	2	A/N
256	283	STREET NAME NEW	28	A/N
284	287	STREET SUFFIX NEW	4	A/N
288	289	POST-DIRECTIONAL NEW	2	A/N
290	293	UNIT DESIGNATOR NEW	4	A/N
294	303	SECONDARY NUMBER NEW	10	A/N
304	331	CITY NEW	28	ALPHA
332	333	STATE NEW	2	ALPHA
334	338	FIVE DIGIT ZIP CODE NEW	5	NUMERIC
339	339	HYPHEN	1	HYPHEN
340	343	PLUS 4 CODE NEW	4	NUMERIC
344	346	DPBC NEW	3	NUMERIC
347	412	LABEL FORMAT NEW ADDRESS	66	A/N
413	413	FEE NOTIFICATION	1	A/N
414	414	FILLER	1	SPACES
415	418	POSTAGE DUE	4	NUMERIC
419	426	PMB	8	A/N
427	427	NOTIFICATION TYPE	1	ALPHA
428	429	CARRIAGE RETURN LINE FEED	2	CRLF

Note: If you have Traditional ACS Participant IDs and OneCode ACS® MIDs under the same ACS account (MEM number) all records will be fulfilled in the extended OneCode ACS format.

Traditional ACS Legacy File Format - ACS Notice Nixie Record

ACS Notification File NIXIE RECORD FORMAT				
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE	1	NUMERIC
2	9	SEQUENCE NUMBER	8	NUMERIC
10	16	TRADITIONAL PARTICIPANT ID	7	ALPHA
17	32	MAILPIECE IDENTIFIER - KEYLINE	16	A/N
33	39	FILLER	7	SPACES
40	40	DELIVERABILITY CODE	1	ALPHA
41	43	POSTAL SERVICE SITE ID	3	NUMERIC
44	209	FILLER	166	SPACES
210	214	FIVE DIGIT ZIP CODE OLD (all zeroes)	5	NUMERIC
215	412	FILLER	198	SPACES
413	413	FEE NOTIFICATION	1	A/N
414	414	FILLER	1	SPACES
415	418	POSTAGE DUE	4	NUMERIC
419	426	FILLER	8	SPACES
427	427	NOTIFICATION TYPE	1	ALPHA
428	429	CARRIAGE RETURN LINE FEED	2	CRLF

NOTE: For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.

Traditional ACS Fulfillment Record Fields **(alphabetized by field names)**

The following information and tables provide a detailed description of information provided in the COA, USPS-Filed Actions, and Nixie notices. Possible field values are provided and a break-down of the way certain addresses will be reported are also included. Examples of these address types are provided when beneficial.

Address Type: There are two fields that carry this name. One for the old address and one for the new address reflected by the field names Address Type Old and Address Type New. The field identifies the type of address that will be present in either the old or new address. Possible values are:

Traditional ACS Legacy File Format - Address Type Values

Value	Description	Street Name contents
F	New address is Foreign	See foreign address examples
G	Moved from or to a General Delivery	Literal “General Delivery”
H	Moved from or to a Highway Contract Route	Literal “HC”
P	Moved from or to a P.O. BOX	Literal “P.O. BOX”
R	Moved from or to a Rural Route	Literal “RR”
S	Moved from or to a Street Address	Data entry of street names
V	Moved from or to a Highway Contract Route with a Box	Literal “HC”
X	Moved from or to a Rural Route with Box	Literal “RR”

Depending on the *Address Type,* the *Street Name* will always contain the LITERAL information as indicated between the quotations above.
When the *Address Type* contains the value of “P”, the *Primary Number* will contain the associated box. When representing the address for mailing it must be formatted in the following manner: P.O. BOX 1.
When the *Address Type* contains the value of “R”, “X”, “H”, or “V”, the *Primary Number* will contain the associated route. When representing the address for mailing it must be formatted in the following manner depending on the appropriate literal: RR 1 or HC 1
When the *Address Type* contains the value of “X” or “V”, the *Secondary Number* will contain the associated BOX designation. When representing the address for mailing it must be formatted in the following manner: HC 1 BOX 10 or RR 1 BOX 10
Please refer to the **Parsed Old and New Address** description to see examples of the address types.

Carriage Return Line Feed: Contains the control values for a Carriage Return Line Feed.

City: *City Old* and *City New* contains the city of the old or new address depending on which field is being referenced.

Class: Contains the mail class of the Participant ID. Possible values are:

Traditional ACS Legacy File Format - Mail Class Values

Value	Description
1	First-Class Mail®
2	Periodicals
3	Standard Mail®
4	Package Services/Parcel Select

Deliverability Code: Indicates the deliverability status of the mailpiece that generated this notification. Possible values include:

Traditional ACS Legacy File Format - Deliverability Code Values – COA Notices

Value	Description
Space or blank	New address information is present
G	P.O. Box™ has been closed – created from a USPS-Filed COA – no new address present
K	Customer has moved and left no forwarding address - created from a USPS-Filed COA – no new address present
W	Temporary COA – no new address present – Temporarily Away is provided in the Parsed New Address field

Traditional ACS Legacy File Format - Deliverability Code Values – Nixie Notices *

Value	Description
Nixie Code	IMPORTANT NOTE: Nixie notices do not contain customer name, old address, or new address information. For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.
A	Attempted, not known
E	In dispute
I	Insufficient address
L	Illegible
M	No mail receptacle
N	No such number
P	Deceased **
Q	Not deliverable as addressed/unable to forward/forwarding order expired
R	Refused
S	No such street
U	Unclaimed
V	Vacant

* For more detailed information regarding these codes please reference the *DMM*:
http://pe.usps.gov/text/*DMM*300/507.htm
** This endorsement must be made personally by delivery employee and therefore manual address correction notices should be expected under most circumstances.

DPBC: Contains the Delivery Point value associated with a new address.

Fee Notification: Identifies the type of fee associated with each ACS transaction.

Traditional ACS Legacy File Format - Fee Notification Values

Literal	Description
E	Electronic Fee
1	Automated First Notice Fee
2	Automated Second Notice Fee
3	Automated Third or More Notice Fee

Filler: Contains spaces for the length of the field.

First Name – Middle Name – Initials: The contents of this field could possibly contain the first name, middle name or initials. The names in this field may not match the names on the mailpiece.

Five-Digit ZIP Code: Five-Digit ZIP OLD or Five-Digit ZIP NEW contains the five-digit ZIP Code™ for the old or new address depending on which field is being referenced.

NOTE: For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.

Hyphen: Contains the hyphen "-"

Label Format New Address: A single 66 character field that contains the new address components concatenated into a label format with extra spaces removed.

Mailpiece Identifier: Contains the Traditional ACS keyline from the mailpiece.

Move Effective Date: Indicates the month and year that the COA became effective – format CCYYMM.

Move Type: Contains the type of move. Possible values are:

Traditional ACS Legacy File Format - Move Type Values

Value	Description
F	Family move (includes everyone with the same last name)
I	Individual move (includes only the individual)
B	Business move

Notification Type: Identifies the mail class that generated the notification. Possible values are:

Traditional ACS Legacy File Format - Notification Type Values

Value	**Mail Class**
A	(Reserved for future use)
B	First-Class Mail®
C	Periodicals, Initial Notification
D	Standard Mail®
E	Package Services/Parcel Select
F	Periodicals, Follow-Up Notice

Parsed COA Name: Contains the name of the customer that will include the Surname/Last Name, First Name, Middle Name or Initials, and Prefix or Suffix, as provided by the customer on their change-of-address request. If the move type is "B" (Business), then the entire Name field is treated as a single 47-character Business Name field.

Note: This name may not match the customer's name as it appears on the mailing list.

Parsed Old and New Address: Contains the old address or new address. The fields related to the parsed address may or may not contain data depending on the value contained in the *Old or New Address Type*. Domestic old and new addresses are parsed in the same manner. (see Parsed Address Old and New).

The fields related to the parsed address may or may not contain data depending on the value contained in the ***Deliverability Code***. The following reflects how addresses will be represented in the new address fields when the *Deliverability Code* contains a "W", which indicates "TEMPORARILY AWAY".

Traditional ACS Legacy File Format - Temporarily Away address format example

ADDRESS TYPE NEW	
PARSED NEW ADDRESS	
URBANIZATION NAME NEW	
PRIMARY NUMBER NEW	
PRE-DIRECTIONAL NEW	
STREET NAME NEW	TEMPORARILY AWAY
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	
STATE NEW	
FIVE DIGIT ZIP CODE NEW	
HYPHEN	
PLUS 4 CODE NEW	
DPBC NEW	

Military Old and New address format example

The *Address Type Old* or *New* may contain a Military style address. The *Address Type* is "S" to convey that the address is in the street address format. The City will be APO (Army/Air Force Post Office), FPO (Fleet Post Office), or DPO (Diplomatic Post Office). The State will be AA, AE, or AP. The file format below represents the old or new address file layout for a Military style Street address.

ADDRESS TYPE OLD/NEW	S
PARSED ADDRESS	
URBANIZATION NAME	
PRIMARY NUMBER	
PRE-DIRECTIONAL	
STREET NAME	CMR 7102
STREET SUFFIX	
POST-DIRECTIONAL	
UNIT DESIGNATOR	#
SECONDARY NUMBER	322
CITY	APO
STATE	AP
FIVE DIGIT ZIP CODE	00372

Foreign New address format example

The Address Type Old will not contain an “F” for Foreign. The Address Type New can contain “F” to convey that the new address contains a foreign address. If the new address type is "F" (foreign), special processing must be used to retrieve the address information. Beginning in the new urbanization field and going to the end of the PLUS 4 CODE NEW, the information must be redefined into the following format:

Traditional ACS Legacy File Format - Foreign New address format example

RECORD FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
215	215	ADDRESS TYPE NEW	1	ALPHA
216	252	FOREIGN ADDRESS LINE 1	37	A/N
253	255	FILLER	3	SPACES
256	292	FOREIGN ADDRESS LINE 2	37	A/N
293	293	FILLER	1	SPACES
294	330	FOREIGN ADDRESS LINE 3	37	A/N
331	335	FILLER	5	SPACES
336	338	FILLER	3	A/N
339	339	FILLER	1	A/N
340	343	FILLER	4	A/N

Postage Due: The field identifies the forwarding postage charge for the individual mailpiece and applies only to the Standard Mail® or Package Services/Parcel Select Shipper Paid Forwarding option.

Post-Directional: May contain directional information N/S/E/W/NW/NE/SW/SE.

PMB (Private Mail Box): May contain delivery information for a Commercial Mail Receiving Agent (CMRA).

Pre-Directional: May contain directional information N/S/E/W/NW/NE/SW/SE.

Prefix: May contain information pertaining to the customer name. This may contain a title such as “DR”.

Primary Number: Contains the relevant value for each of the address types.

Postal Service Site ID: Contains the Postal Service™ Site ID that generated the notification.

Record Type: Possible values are:

Value	Description
H	Header Record
2	COA/Nixie Record

Secondary Number: Contains the value associated with a Unit Designator.

Sequence Number: Contains a value within each Mailer ID group. It is reset to 00000001 at the beginning of each group.

State: Contains the state abbreviation

Street Name: Contains the name of a street.

Street Suffix: May contain suffix information associated with the street name.

Suffix: May contain suffix information associated with the COA Name Field.

Surname Last Name: Contains the last name. The name in this field may not match the name on the mailpiece.

Traditional Participant ID: Contains the assigned seven alpha characters of the USPS® assigned Traditional Participant ID

Unit Designator: Contains the abbreviated secondary descriptor of APT, STE, LOT, etc.

Urbanization Name: Contains an area, sector, or development within a Puerto Rico area. When the *Address Type New* contains an “S” and the *State* contains “PR”, it is possible this field will contain data.

OneCode ACS® Legacy File Format (561 character)

Prior to January 25, 2015 if your account contains a Mailer ID (or a Mailer ID with a Traditional ACS Participant ID) then your legacy format will be the OneCode ACS fixed file 561 character format. The legacy file will not contain any of the additional information that will be provided in the new ACS 702 character fixed file format.

OneCode ACS Legacy File Format - ACS Fulfillment File Header Record

ACS Fulfillment file HEADER RECORD FORMAT				
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE (VALUE = H to denote Header record)	1	ALPHA
2	7	CUSTOMER IDENTIFICATION	6	NUMERIC
8	15	CREATE DATE	8	NUMERIC
16	24	TOTAL ACS RECORD COUNT	9	NUMERIC
25	33	TOTAL COA COUNT	9	NUMERIC
34	42	TOTAL NIXIE COUNT	9	NUMERIC
43	50	SHIPMENT NUMBER	8	NUMERIC
51	51	CLASS	1	NUMERIC
52	52	MEDIA TYPE	1	ALPHA
53	559	FILLER	507	SPACES
560	561	CARRIAGE RETURN LINE FEED	2	CRLF

Record Type: Contains the literal value of "H" to denote a header record.
Customer Identification: Contains the USPS® account number unique to each ACS customer.

Create Date: Contains the file creation date in CCYYMMDD format.

Total ACS Record Count: Contains the total number of ACS COA and Nixie transactions.

Total COA Count: Contains the total number of ACS COA transactions.

Total Nixie Count: Contains the total number of ACS Nixie transactions.

Shipment Number: Contains a unique number for each fulfillment file. This number corresponds to the shipment number on the shipping notice and invoice.

Class: Contains the mail class of the participant code. Possible values are:

Value	Description
1	First-Class Mail®
2	Periodicals
3	Standard Mail®
4	Package Services*

* Currently not available in OneCode ACS

Media Type The field indicates the type of fulfillment media. The field is one alpha character. For OneCode ACS the field will contain the literal value of “E” for Electronic Product Fulfillment (EPF).

Filler: Contains spaces.

OneCode ACS Legacy File Format - ACS Notice COA Record

ACS Notice File COA RECORD FORMAT				
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE	1	NUMERIC
2	9	SEQUENCE NUMBER	8	NUMERIC
10	15	SIX DIGIT MAILER ID	6	NUMERIC
16	16	FILLER	1	SPACE
17	25	MAILPIECE IDENTIFIER	9	A/N
26	32	FILLER	7	SPACES
33	38	MOVE EFFECTIVE DATE	6	NUMERIC
39	39	MOVE TYPE	1	ALPHA
40	40	DELIVERABILITY CODE	1	ALPHA
41	43	POSTAL SERVICE SITE ID	3	NUMERIC
		PARSED COA NAME FIELDS		
44	63	SURNAME/LAST NAME	20	A/N
64	78	FIRST NAME-MIDDLE NAME-INITIALS	15	A/N
79	84	PREFIX	6	A/N
85	90	SUFFIX	6	A/N
91	91	ADDRESS TYPE OLD	1	A/N
		PARSED OLD ADDRESS		
92	119	URBANIZATION NAME OLD	28	A/N
120	129	PRIMARY NUMBER OLD	10	A/N
130	131	PRE-DIRECTIONAL OLD	2	A/N
132	159	STREET NAME OLD	28	A/N
160	163	STREET SUFFIX OLD	4	A/N
164	165	POST-DIRECTIONAL OLD	2	A/N
166	169	UNIT DESIGNATOR OLD	4	A/N
170	179	SECONDARY NUMBER OLD	10	A/N
180	207	CITY OLD	28	ALPHA
208	209	STATE OLD	2	ALPHA
210	214	FIVE DIGIT ZIP CODE OLD	5	NUMERIC
215	215	ADDRESS TYPE NEW	1	ALPHA
		PARSED NEW ADDRESS		
216	243	UBANIZATION NAME NEW	28	A/N
244	253	PRIMARY NUMBER NEW	10	A/N
254	255	PRE-DIRECTIONAL NEW	2	A/N
256	283	STREET NAME NEW	28	A/N
284	287	STREET SUFFIX NEW	4	A/N
288	289	POST-DIRECTIONAL NEW	2	A/N
290	293	UNIT DESIGNATOR NEW	4	A/N
294	303	SECONDARY NUMBER NEW	10	A/N
304	331	CITY NEW	28	ALPHA
332	333	STATE NEW	2	ALPHA
334	338	FIVE DIGIT ZIP CODE NEW	5	NUMERIC
339	339	HYPHEN	1	HYPHEN
340	343	PLUS 4 CODE NEW	4	NUMERIC
344	346	DPBC NEW	3	NUMERIC
347	412	LABEL FORMAT NEW ADDRESS	66	A/N
413	413	FEE NOTIFICATION	1	A/N
414	414	FILLER	1	SPACES
415	418	POSTAGE DUE	4	NUMERIC
419	426	PMB	8	A/N
427	427	NOTIFICATION TYPE	1	ALPHA
428	458	INTELLIGENT MAIL BARCODE	31	NUMERIC
459	459	FILLER	1	FILLER
460	468	NINE DIGIT MAILER ID	9	NUMERIC
469	503	IM PACKAGE BARCODE	35	NUMERIC*
504	559	FILLER	56	SPACES
560	561	CARRIAGE RETURN LINE FEED	2	CRLF

NOTE: **If you have Traditional ACS participant codes and OneCode ACS MIDs under the same ACS account (MEM number) all records will be fulfilled in the new OneCode ACS format.**

OneCode ACS Legacy File Format - ACS Notice File Nixie Record

ACS Notice File NIXIE RECORD FORMAT				
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
1	1	RECORD TYPE	1	NUMERIC
2	9	SEQUENCE NUMBER	8	NUMERIC
10	15	SIX DIGIT MAILER ID	6	NUMERIC
16	16	FILLER	1	SPACE
17	25	MAILPIECE IDENTIFIER	9	A/N
26	39	FILLER	14	SPACES
40	40	DELIVERABILITY CODE	1	ALPHA
41	43	POSTAL SERVICE SITE ID	3	NUMERIC
44	209	FILLER	166	SPACES
210	214	FIVE DIGIT ZIP CODE OLD (all zeroes)	5	NUMERIC
215	412	FILLER	198	SPACES
413	413	FEE NOTIFICATION	1	A/N
414	414	FILLER	1	SPACES
415	418	POSTAGE DUE	4	NUMERIC
419	426	FILLER	8	SPACES
427	427	NOTIFICATION TYPE	1	ALPHA
428	458	INTELLIGENT MAIL BARCODE	31	NUMERIC
459	459	FILLER	1	FILLER
460	468	NINE DIGIT MAILER ID	9	NUMERIC
469	503	IM PACKAGE BARCODE	35	NUMERIC*
504	559	FILLER	56	SPACES
560	561	CARRIAGE RETURN LINE FEED	2	CRLF

* Some IM Package Barcodes contain a semi-colon. It is used to separate the routing information (ZIP Code) from the tracking information of the barcode. The separator field is not part of the format when referencing the BarcodePackageIMSpec.pdf.

NOTE: **For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.**

OneCode ACS™ Fulfillment Record Fields (alphabetized by field names)

Address Type: There are two fields that carry this name. One for the old address and one for the new address reflected by the field names Address Type Old and Address Type New. The field identifies the type of address that will be present in either the old or new address. Possible values are:

OneCode ACS Legacy File Format - Address Type Values

Value	Description	Street Name contents
F	New address is Foreign	See foreign address examples
G	Moved from or to a General Delivery	Literal “General Delivery”
H	Moved from or to a Highway Contract Route	Literal “HC”
P	Moved from or to a P.O. BOX	Literal “P.O. BOX”
R	Moved from or to a Rural Route	Literal “RR”
S	Moved from or to a Street Address	Data entry of street names
V	Moved from or to a Highway Contract Route with a Box	Literal “HC”
X	Moved from or to a Rural Route with Box	Literal “RR”

Depending on the *Address Type,* the *Street Name* will always contain the LITERAL information as indicated between the quotations above.

When the *Address Type* contains the value of "P", the *Primary Number* will contain the associated box. When representing the address for mailing it must be formatted in the following manner: PO BOX 1.

When the *Address Type* contains the value of "R", "X", "H", or "V", the *Primary Number* will contain the associated route. When representing the address for mailing it must be formatted in the following manner depending on the appropriate literal: RR 1 or HC 1

When the *Address Type* contains the value of "X" or "V", the *Secondary Number* will contain the associated BOX designation. When representing the address for mailing it must be formatted in the following manner: HC 1 BOX 10 or RR 1 BOX 10

Please refer to the **Parsed Old and New Address** description to see examples of the address types.

Carriage Return Line Feed: Contains the control values for a Carriage Return Line Feed.

City: *City Old* and *City New* contains the city of the old or new address depending on which field is being referenced.

Class: Contains the mail class of the participant code. Possible values are:

OneCode ACS Legacy File Format - Mail Class Values

Value	Description
1	First-Class Mail®
2	Periodicals
3	Standard Mail®
4	Package Services*

* Only available for Bound Printed Matter with OneCode ACS.

Deliverability Code: Indicates the deliverability status of the mailpiece that generated this notice. Possible values include:

OneCode ACS Legacy File Format - Deliverability Code Values – COA Notices

Value	**Description**
Space or blank	New address information is present
G	Post Office Box™ has been closed – created from a USPS-Filed COA – no new address present
K	Customer has moved and left no forwarding address - created from a USPS-Filed COA – no new address present
W	Temporary COA – no new address present – Temporarily Away is provided in the Parsed New Address field

OneCode ACS Legacy File Format - Deliverability Code Values – Nixie Notices

Value	**Description**
Nixie Codes	IMPORTANT NOTE: Nixie notices do not contain customer name, old address, or new address information. ***NOTE:*** **For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.**
A	Attempted, not known
E	In dispute
I	Insufficient address
L	Illegible
M	No mail receptacle
N	No such number
P	Deceased
Q	Not deliverable as addressed/unable to forward/forwarding order expired
R	Refused
S	No such street
U	Unclaimed
V	Vacant

For more detailed information regarding these codes please reference the *DMM*: http://pe.usps.gov/text/*DMM*300/507.htm

DPBC: Contains the Delivery Point value associated with a new address.

FEE Notification: Identifies the type of fee associated with each ACS transaction.

OneCode ACS Legacy File Format - Fee Notification Values

Literal	Description
E	Electronic Fee
1	Automated First Notice Fee
2	Automated Second Notice Fee
3	Automated Third or More Notice Fee

FILLER: Contains spaces for the length of the field.

First Name – Middle Name – Initials: The contents of this field could possibly contain the first name, middle name or initials. The names in this field may not match the names on the mailpiece.

Five-Digit ZIP Code: Five-Digit ZIP OLD or Five-Digit ZIP NEW contains the five-digit ZIP code for the old or new address depending on which field is being referenced.

NOTE: For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.

Hyphen: Contains the hyphen "-"

Intelligent Mail® Barcode: Contains the numeric value of the Intelligent Mail Barcode **when available**.

OneCode ACS Legacy File Format - Intelligent Mail Barcode

RECORD FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
428	458	INTELLIGENT MAIL BARCODE	31	NUMERIC
428	429	Barcode Identifier	2	NUMERIC
430	432	Service Type Identifier	3	NUMERIC
433 439	438 447	MAILER ID 6 SERIAL NUMBER 9	6 9	NUMERIC NUMERIC
433 442	441 447	MAILER ID 9 SERIAL NUMBER 6	6 9	NUMERIC NUMERIC
448	458	Delivery Point ZIP	11	NUMERIC

Note: Please read the Redirection Intelligent Mail® barcode (R-IMb) section regarding the utilization of the Intelligent Mail barcode.

IM Package Barcode: (Intelligent Mail Package Barcode or IMpb) Contains the numeric value of the Intelligent Mail Package Barcode. Available only when participating in IMpb ACS. The IM Package Barcode consists of 35 digits that contain variable length data fields depending on the specific construct used by the parcel mailers. Please review the following links for information on IMpb descriptions and construct formats:
https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/BarcodePackageIMSpec.pdf
https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf

NOTE: Some of the formats may contain a separator field that is identified by a semi-colon. It is used to separate the routing information (ZIP Code) from the tracking information of the barcode. The separator field is not part of the format when referencing the BarcodePackageIMSpec.pdf.

Label Format New Address: A single 66 character field that contains the new address components concatenated into a label format with extra spaces removed.

Mailpiece Identifier: Contains the unique mailpiece identifier present in the Intelligent Mail barcode. This field will also contain the traditional ACS code if you have Traditional ACS and OneCode ACS under one account.

Media Type: Indicates the delivery fulfillment method

Move Effective Date: Indicates the month and year that the COA became effective – format CCYYMM.

Move Type: Contains the type of move. Possible values are:

OneCode ACS Legacy File Format - Move Type Values

Value	Description
F	Family move (includes everyone with the same last name)
I	Individual move (includes only the individual)
B	Business move

Nine-Digit Mailer ID: This field is being identified to allow for growth. Currently the USPS is assigning a Six-Digit Mailer ID and will eventually expand to a Nine-Digit ID. When this field is activated it will contain the Six or Nine-Digit Mailer ID.

Notification Type: Identifies the mail class that generated the notice. Possible values are:

OneCode ACS Legacy File Format - Notification Type Values

Value	**Mail Class**
A	(Reserved for future use)
B	First-Class Mail
C	Periodicals, Initial Notice
D	Standard Mail
E	Package Services*
F	Periodicals, Follow-Up Notice

* Not available in OneCode ACS.

Parsed COA Name: Contains the name of the customer that will include the Surname/Last Name, First Name, Middle Name or Initials, and Prefix or Suffix, as provided by the customer on their change-of-address request. If the move type is "B" (Business), then the entire Name field is treated as a single 47-character Business Name field.

NOTE: This name may not match the customer's name as it appears on the mailing list.

Parsed Old and New Address: Contains the old address or new address. The fields related to the parsed address may or may not contain data depending on the value contained in the *Old or New Address Type*. Domestic old and new addresses are parsed in the same manner. (see Parsed Address Old and New).

The fields related to the parsed address may or may not contain data depending on the value contained in the ***Deliverability Code***. The following reflect
s how addresses will be represented in the new address fields when the *Deliverability Code* contains a “W”, which indicates “TEMPORARILY AWAY”.

OneCode ACS Legacy File Format - Temporarily Away address format example

ADDRESS TYPE NEW	
PARSED NEW ADDRESS	
URBANIZATION NAME NEW	
PRIMARY NUMBER NEW	
PRE-DIRECTIONAL NEW	
STREET NAME NEW	TEMPORARILY AWAY
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	
STATE NEW	
FIVE DIGIT ZIP CODE NEW	
HYPHEN	
PLUS 4 CODE NEW	
DPBC NEW	

Military Old and New address format example

The *Address Type Old* or *New* may contain a Military style address. The *Address Type* is "S" to convey that the address is in the street address format. The City will be APO (Army/Air Force Post Office), FPO (Fleet Post Office), or DPO (Diplomatic Post Office). The State will be AA, AE, or AP. The file format below represents the old or new address file layout for a Military style Street address.

ADDRESS TYPE OLD/NEW	S
PARSED ADDRESS	
URBANIZATION NAME	
PRIMARY NUMBER	
PRE-DIRECTIONAL	
STREET NAME	CMR 7102
STREET SUFFIX	
POST-DIRECTIONAL	
UNIT DESIGNATOR	#
SECONDARY NUMBER	322
CITY	APO
STATE	AP
FIVE DIGIT ZIP CODE	00372

Foreign New address format example

The *Address Type Old* will not contain an "F" for Foreign. The *Address Type New* can contain "F" to convey that the new address contains a foreign address. The file format below represents the domestic address file layout and field names.

RECORD FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
215	215	ADDRESS TYPE NEW	1	ALPHA
		PARSED NEW ADDRESS		
216	243	URBANIZATION NAME NEW	28	A/N
244	253	PRIMARY NUMBER NEW	10	A/N
254	255	PRE-DIRECTIONAL NEW	2	A/N
256	283	STREET NAME NEW	28	A/N
284	287	STREET SUFFIX NEW	4	A/N
288	289	POST-DIRECTIONAL NEW	2	A/N
290	293	UNIT DESIGNATOR NEW	4	A/N
294	303	SECONDARY NUMBER NEW	10	A/N
304	331	CITY NEW	28	ALPHA
332	333	STATE NEW	2	ALPHA
334	338	FIVE DIGIT ZIP CODE NEW	5	NUMERIC
339	339	HYPHEN	1	HYPHEN
340	343	PLUS 4 CODE NEW	4	NUMERIC

If the new address type is "F" (foreign), special processing must be used to retrieve the address information. Beginning in the new urbanization field and going to the end of the PLUS 4 CODE NEW, the information must be redefined into the following format

OneCode ACS Legacy File Format - Foreign New address format example

RECORD FROM	POSITION TO	FIELD NAME	LENGTH	DATA TYPE
215	215	ADDRESS TYPE NEW	1	ALPHA
216	252	FOREIGN ADDRESS LINE 1	37	A/N
253	255	FILLER	3	SPACES
256	292	FOREIGN ADDRESS LINE 2	37	A/N
293	293	FILLER	1	SPACES
294	330	FOREIGN ADDRESS LINE 3	37	A/N
331	335	FILLER	5	SPACES
336	338	FILLER	3	A/N
339	339	FILLER	1	A/N
340	343	FILLER	4	A/N

Postage Due: The field identifies the forwarding postage charge for the individual mailpiece and applies only to the Standard Mail Shipper-Paid Forwarding option. This feature is currently not available in OneCode ACS.

Post-Directional: May contain directional information N/S/E/W/NW/NE/SW/SE.

PMB (Private Mail Box): May contain delivery information for a Commercial Mail Receiving Agent (CMRA).

Pre-Directional: May contain directional information N/S/E/W/NW/NE/SW/SE.

Prefix: May contain information pertaining to the customer name. This may contain a title such as “DR”.

Primary Number: Contains the relevant value for each of the address types.

Postal Service Site ID: Contains the Postal Service Site ID that generated the notice.

Record Type: Possible values are:

Value	Description
H	Header Record
2	COA/Nixie Record

Secondary Number: Contains the value associated with a Unit Designator.

Sequence Number: Contains a value within each Mailer ID group. It is reset to 00000001 at the beginning of each group.

Six-Digit Mailer ID: Contains the assigned Six-Digit Mailer ID.

State: Contains the state abbreviation

Street Name: Contains the name of a street.

Street Suffix: May contain suffix information associated with the street name.

Suffix: May contain suffix information associated with the COA Name Field.

Surname Last Name: Contains the last name. The name in this field may not match the name on the mailpiece.

Unit Designator: Contains the abbreviated secondary descriptor of APT, STE, LOT etc.

Urbanization Name: Contains an area, sector, or development within Puerto Rico. When the *Address Type New* contains “S” for a street-type address and the *State* contains “PR”, it is possible this field will contain data.

Appendix C – ACS Product Code Information and Details

This document provides a list of the ACS Product Codes that can be found on your ACS Shipping Notice and data file, and on the ACS Invoice and data file.
https://ribbs.usps.gov/acs/documents/tech_guides/AppendixC_ACSProductCodeInfoandDetails.pdf

Appendix D - Glossary of Terms and Acronyms

This document has been created to provide definitions of terms and acronyms that are often used when defining OneCode and Full Service ACS. It can be accessed using the following link:
https://ribbs.usps.gov/acs/documents/tech_guides/AppendixD_GlossaryACSTermsAcronyms.pdf

FAQ

Question: How will this affect the Full Service ACS Reports that I get from the Business Customer Gateway?

Answer: The Full Service ACS and COA Reports provided via the Business Customer Gateway are NOT affected by this change. This new file format will only be provided to customers that receive their ACS notices through our secure Electronic Product Fulfillment (EPF) web site.

Question: The initial announcement in May 2014 mentions an "ACS Conversion Tool" that is supposed to convert the new file into the old format for us. Can we get a copy of this 'tool'?

Answer: The "conversion" is not a tool that you will have to download and use from your desktop. It is an option that will be available to ACS customers that wish to receive their ACS notices in their "legacy" fixed length ASCII fulfillment file format and/or in new optional formats that may be more 'user friendly' for your business needs. All customers will receive the new ACS File Format 702 character fixed length ASCII fulfillment file.

Question: What is a "legacy" format?

Answer: The optional Legacy File Format will be the file format that you were receiving prior to January 25, 2015. This will depend on how your account is set up. For example:

- If you are a Traditional ACS customer, and your account was set up for only Traditional ACS Participant ID(s) (#BXXXXXX) then the legacy format will be the current Traditional ACS file format.
- If your account is a OneCode ACS account with a Mailer ID(s) (or a combined Mailer ID and Traditional ACS Participant ID) then your legacy format will be the OneCode ACS format.
- If you have a SingleSource ACS account, then your legacy format will be the OneCode ACS format with the additional files that are provided for that type of account.
- If you are an IMpb ACS customer, then your legacy format will be the OneCode ACS format with Intelligent Mail package barcode data included.

NOTE: The legacy file will not contain any of the additional data that will be provided in the new ACS 702 character fixed file format. Also, if you make changes to your account in the future, the "Legacy" file format may change!

Question: What changes to my account will cause a change to the "Legacy" format?

Answer: Generally, the only accounts that might have a legacy format change will be those that have an ACS account with one or more Participant IDs (#B) associated to that account. Initially you will receive the Traditional ACS legacy format, but if you later add a Mailer ID (MID) to that same account, the legacy format will change to the OneCode ACS legacy format.

ACS accounts that have both Participant ID(s) and MIDs will get the OneCode ACS legacy format, but if you remove the MIDs, then the Traditional ACS legacy format will be provided.

ACS accounts with only MIDs will continue to receive the OneCode ACS legacy format.

Question: What are the other "optional" formats?

Answer: There will be two additional optional file formats available:

1. Comma Separated Value (CSV) Format – this is a new option for all customers. We will provide the same information contained in the new ACS 702 character fixed format in a .csv version. You can import this file into a spreadsheet or database application.

2. XML File (XLS, Excel Friendly) Format – this is a new option for all customers. We will provide the same information contained in the new ACS 702 character fixed format in an .xls (Excel Friendly) version that you can open in Microsoft® Excel or in another spreadsheet application. NOTE: You will need to rename and add the extension of ".XML" to the filename in order for the application to recognize the file and open it appropriately.

Question: Can I select more than one optional format in my fulfillment?

Answer: Yes, you can select either (or both) optional format versions that you need.

Question: How soon do you need to know which optional file formats I want?

Answer: Notify the ACS Department as soon as you have made your decision. You will receive your optional file selections within 72 hours of the receipt of your notice based on your fulfillment schedule.

Question: How long will the old "legacy" format be available as an option?

Answer: The "Legacy" format will be available until the next major change in the file format occurs. An example of a Major change **would be extending or shortening the file**. So, in the future, if and when a new ACS Version file format is released, then the ACS 702 character fixed file format will become the "Legacy" format. There are no plans at this time to move to a longer/shorter file format. If such plans are made, ACS customers will be notified far in advance of the change.
NOTE: Minor changes will not have an effect on the Legacy format. An example of a Minor change would be adding new data to filler or removing data and replacing it with filler.

Question: Will there be column headings on any of the new file formats?

Answer: The CSV file will not contain column headings while the XML File (XLS, Excel Friendly) Format will have column header information that describes what is in those columns.

Question: What about the Shipping Notice? Will there be changes to it?

Answer: Yes, The Shipping Notice provided with the ACS 702 character fixed file will also change for some customers. It is the one currently provided to SingleSource ACS fulfillment customers. The zipped file that you download from EPF will include two version of the new Shipping Notice; a text version, and an additional data file of the same information that can be imported into a spreadsheet. The data file will allow you to keep a record of your ACS data over the billing period and will help reconcile your ACS invoice at the end of the month. A sample of the new Shipping Notice is available in the ACS File Format Technical Guide. The previous version of the shipping notice will not be available starting January 25, 2015.

NOTE: The new Shipping Notice format will be a close match to the optional and improved monthly ACS invoice.

Question: Is there a test/sample file of the Fixed, CSV and XML (XLS) formats available?

Answer: Yes, You can download the new ACS 702 character fixed length fulfillment sample file from this link: https://ribbs.usps.gov/acs/newACSformat/P999999_999999_15116.zip

Question: Will the file names change after January 25, 2015 **for the zipped file and unzipped files?**

Answer: The name of the zipped file downloaded from EPF will remain the same

The new ACS File Format 702 character fixed length ASCII fulfillment file that contains your ACS notices will have the same naming convention as the ones you receive today.

The Legacy, CSV, and XLS files will use a different naming convention.

The text version of the shipping notice **will use the same naming convention** as today, but the data version will be a new file and will have a different file name. If you are a SingleSource customer, the shipping notice and data version file names will be the same as the ones you receive today.

If you use an automated process that recognizes the current fulfillment file name, and you must continue to use the legacy format or one of the new ACS File Formats, you will need to modify your process to recognize the appropriate new file name.

The following table reflects the filenames prior to and after Jan 25, 2015.

Question: What about this ACS billing? The letter from May 2014 mentioned something about "an improved monthly ACS billing process". What is that all about?

Answer: Beginning with the April 24, 2015 invoice, (billing from March 25 to April 24) you may request to receive a detailed monthly invoice in both a PDF format and a CSV format. The new invoice will include the counts and amounts for each Mailer ID(s) and Participant Code(s) associated to the account. The new invoice will be delivered electronically through your EPF account and will come with a matching data file that can be imported into spreadsheets, allowing you to internally track and report address correction notices provided via ACS.

If you are interested in the new invoicing option, contact the ACS Department and we will make the switch for your April invoice. A sample of the invoice and the layout of the Invoice Data file can be found in the ACS File Format Technical Guide.

Question: What if I don't want to use the new file format? I'll just use the "legacy" format like I do now. Will that be a problem?

Answer: The optional Legacy file format will be provided in a format that you had received prior to any changes. However, we are encouraging our customers to look at the new information that is provided in the new file. We think that you will find the additional information useful.

Question: Is there a "side by side" table that shows a comparison between my current format and the new format?

Answer: No, there is not a side by side table to show both formats because there are currently 3 different formats that are provided; Traditional ACS, OneCode ACS, and IMpb ACS. You can compare the new file layout against the format you currently receive in this document. All of the current technical guides can be found at this link: https://ribbs.usps.gov/acs/documents/tech_guides/

Question: What will happen if I'm not ready by the due date?

Answer: You should notify the ACS Department that you would like to select the optional "Legacy" file format beginning on January 25th, 2015. The zipped file that you download from EPF will contain two versions of the same ACS Notices; the new ACS 702 character fixed length ASCII fulfillment file and your legacy fixed length ASCII fulfillment file. The file name for the new format will be the same as the file name you see now. The file name for the legacy version will have a different name.

Question: Why can't we just stick with the file we get now? Why are you making this change in the format?

Answer: The ACS notice file format has remained unchanged since 1998. Since then, ACS and the US Postal Service have adopted new technology and methods for handling undeliverable-as-addressed mail. In 2006, OneCode ACS introduced the Intelligent Mail® barcode and its technology is used as the foundation for today's Full Service ACS. The Postal Automated Redirection System (PARS) has been available since 2007 and is used to process undeliverable as addressed letter mail. PARS will be enhanced to process flats mail in the not-to-distant future. These advances in technology and data indicate that it is time to update the ACS file format.

The ACS Department met with a team of ACS customers from January through March 2014 to review the new data that is available and to hear their suggestions, concerns and ideas. We have incorporated their feedback into a new ACS data and file layout. We sincerely appreciate their input and have used it to plan for the changes you are about to see.

We are also working hard to make this transition as easy as possible for our customers, and we believe that offering the "Legacy" format and the new optional CSV, XML (XLS) format will provide more transition time for our customers.

Question: Where can I get more information?

Answer: We have created a web page on RIBBS that is dedicated to keeping you informed about this change: https://ribbs.usps.gov/acs/newACSformat/. Be sure to subscribe to the RSS feed for this page so you will be notified as new information becomes available.