

MASS Electronic Testing



AGENDA

- **Electronic File Layout**
- **EPF Upload**
- **File Naming Conventions**
- **Identifying Images to Return**

Electronic MASS File Layout

Field Sequence Number	Field Description	Length Input	Position From/Through	
1	NCSC IMb	31	001	031
2	Filler	1	032	032
3	Customer Answer	31	033	063
4	Filler	1	064	064
5	MASS Identifier	7	065	071
6	Filler	1	072	072
7	5-Digit	5	073	077
8	Filler	1	078	078
9	MASS Answer	42	079	120
10	Filler	30	121	150

EPF Upload



- The test answer file must be returned via EPF. Customers must complete the Electronic Product Fulfillment Web Access Request Form (EPF001) to receive access to the EPF site. The EPF001 form is available on line at https://ribbs.usps.gov/forms/documents/tech_guides/EPF001.pdf.
- The images that must be returned can be
 - uploaded to EPF
 - or mailed to:

MASS CERTIFICATION
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001

If mailing the actual pieces instead of uploading images to EPF, **only send the pieces that are flagged with the asterisks and culled pieces*** to the National Customer Support Center (NCSC).

*Machines that cannot spray a **LACS**Link®, **Suite**Link® or **change of address**, must cull those mail pieces out of the test deck and return them to the NCSC.

File Naming Convention



- For the Electronic File, use the file name listed in the left hand corner of the mail piece. This number will be unique for each test deck.

Top Left Hand Corner of Mail piece

A9800786 K00421EH.DAT

- For the Image File, change the extension from .DAT to .TIF Also include a number 01 – 99, to allow images to be scanned into one file or multiple files.

K00421EH_xx.TIF (xx is a numeric value)

- For the 3553 File, change the extension from .DAT to .PDF

K00421EH.PDF

Identifying Images to Return

There will be three ways to identify mail pieces that should be returned to the MASS Department

- **The piece will have 10 asterisks in the top left hand corner**
- **The return address block will be shaded to help the mail pieces with asterisks stand out**
- **The IMb™ on mail pieces will have a routing code of “9999999999”**

A9800786 K00421EH.DAT



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