

PCC Workshop-In-a-Box Collect on Delivery (COD) including the New EFT Option



Collect on Delivery-

Any mailer may use Collect on Delivery (COD) service to mail an article for which the mailer has not been paid, and have its price and the cost of postage collected from the recipient. Today, mailers receive collect on delivery remittances by mail in the form of a Money Order or a check.



Payment

The recipient can pay the COD charges using cash, pin-based debit card, personal check, or money order.

- Only one form of payment may be used for a single mail piece.
- If the recipient pays the amount due by check or money order payable to the mailer, the USPS forwards their check or money order to the mailer.
- If the recipient pays the amount due in cash, the USPS coverts the check to a USPS Money Order to the mailer.



Classes of Mail

COD service is available with:

- ✓ First-Class Mail Package Services
- ✓ Package Services
 - (Media Mail, Library Mail, Bound Printed Matter)
- ✓ Parcel Select
- ✓ Priority Mail
- ✓ Priority Mail Express
- ✓ Standard Post

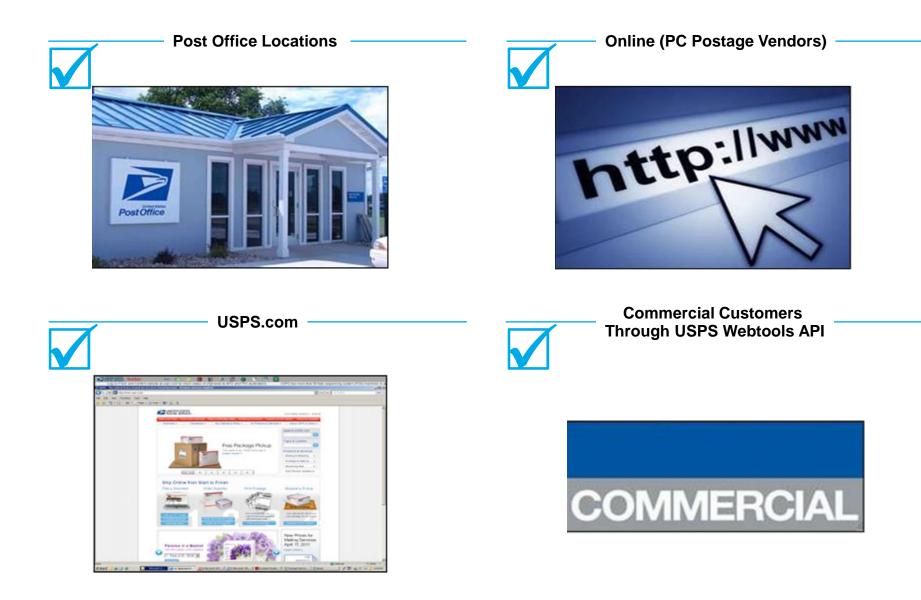






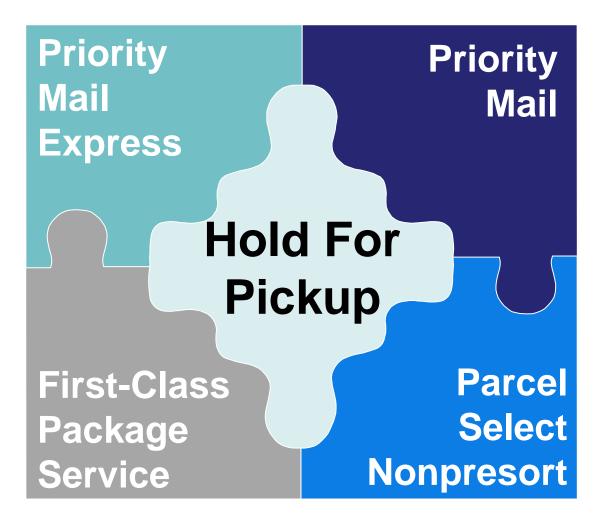


Access Channels





Hold For Pickup (HFPU) can be designated for COD when submitting Shipping Services Files 1.7 or higher using these products.



HFPU Customer Notifications

Hold For Pickup Notifications:

- Automated notifications sent to customers
- Type of notifications:
 - 1. Arrival at Post Office
 - 2. Reminder: day 3* or 5**
 - 3. Return to Sender: day 5* or 15**



Mail Class	E-mail	Text
Priority Mail Express	Yes	Yes
Priority Mail	Yes	Yes
First-Class Package Service	Yes	Yes
Parcel Select Nonpresort	Yes	Yes

* Priority Mail Express ** A

** All other available mail classes

NOTE: If a mailer has not requested Hold For Pickup (HFPU) services, the maximum hold period for COD articles is 10 days.



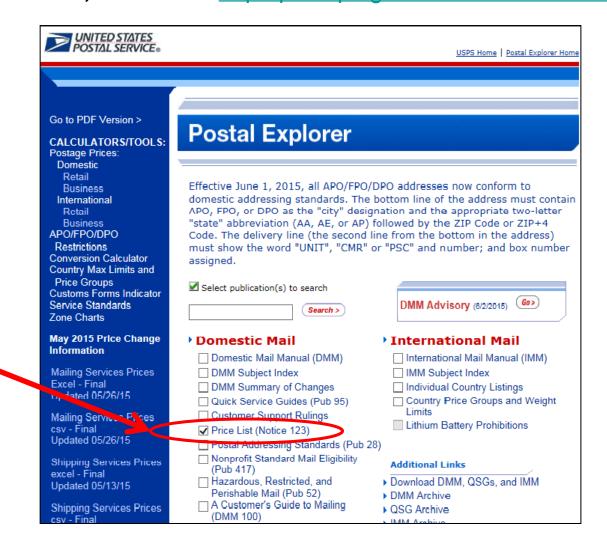
Extra Services Available by Mail Class

Mail Class	Return Receipt (Hardcopy)	Return Receipt (Electronic)	Signature Confirmation	Special Handling- Fragile
Priority Mail Express	Yes	Not Available	"Signature Service" included	Yes
Priority Mail	Yes	Yes	Yes	Yes
First-Class Mail	Yes	Yes	Yes	Yes
First-Class Package Service	Yes	Yes	Yes	Yes
Package Services	Yes	Yes	Yes	Yes
Parcel Select Nonpresort	Yes	Yes	Yes	Yes
Standard Post	Yes	Yes	Yes	Yes



COD Fees May 31, 2015

Collect On Delivery (COD) current fees are available in Postal Explorer; DMM Notice 123, Price List <u>http://pe.usps.gov/text/dmm300/Notice123.htm</u>.





Effective May 31, 2015, Collect on Delivery (COD) Electronic Funds Transfer (EFT) will allow cash or pin debit card remittances to be transferred electronically to the COD mailer's financial institution.





Remittances paid with money orders or checks payable to the mailer will continue to be sent directly to the mailer via First-Class Mail with a USPS Label 500 - COD Tracer.





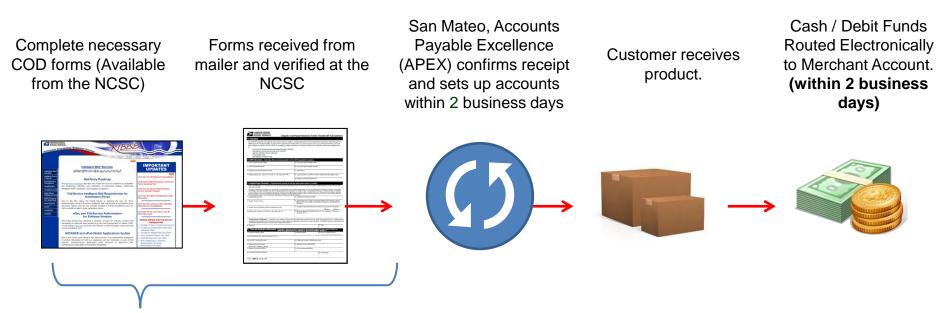
Benefits

- Expedited payments receipt within 2 business days
- Secure direct to mailer's designated account at their financial institution
- Saves Money elimination of money order fees
- Reduction in volume of COD claims for remittance not received





Collect On Delivery Electronic Funds Transfer (EFT) Enrollment Process replaces check or money order.





National Customer Support Center (NCSC) is available for assistance for assistance at **877-264-9693**.



Enrollment Checklist

Requirement	Information and Resources	\checkmark
Register as a Business Customer Gateway (BCG) User	Register as a BCG user by going to: https://gateway.usps.com/eAdmin/view/signin and click the "Register for free" button.	
Establish Customer Registration IDs (CRIDs) for each location and link each CRID to a CAPS account	Customer Registration ID (CRID) go to: https://ribbs.usps.gov/intelligentmail_mail_id_app/documents/ tech_guides/MIDCRIDAcquisitionQuickStep.pdf	
Obtain access to the Mailer ID (MID) and Manage Mailing Activity business services in BCG	Mailer ID (MID) go to: https://ribbs.usps.gov/intelligentmail_mail_id_app/intelligentm ail_mail_id_app_print.htm	
PS Form 3881-X* USPS Supplier and Payee Electronic Funds Transfer (EFT) Enrollment	PS Form 3881-X* is available from the National Customer Support Center (NCSC), for enrollment information and form call 877-264-9693.	
IRS W-9 Request for Taxpayer Identification Number and Certification.	IRS W-9 - Available from the IRS – US Treasury http://www.irs.gov/pub/irs-pdf/fw9.pdf	

*PS Form 3881-X is addressed to the Accounts Payable Supplier Maintenance Group in San Mateo, CA – must be returned to the NCSC by mail or by FAX.

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

The NCSC FAX number is 901-681-4646



Enrollment Forms



Form available from the National Customer Support Center 877-264-9693

POSTAL SERVICE	Supplier and Payee Electronic Funds Transfer (EFT) Enrollm
USPS Accounts Payable System. To set up EF	this form to initiate or change Electronic Funds Transfer (EFT) payments made through th FT payments for the first time, you must bring the form to your financial institution for verifi ocessing. Follow instructions in Sections B through D of the form. Mail the completed form
ACCOUNTS PAYABLE SUPPLIER MAII SAN MATEO ACCOUNTING SERVICE UNITED STATES POSTAL SERVICE 2700 CAMPUS DR SAN MATEO CA 94497-9432	
B. USPS Information: (Contracting officer purch	hasing specialist, or other USPS representative completes.)
1. USPS Contact Person's Name	5. Accounts Payable Supplier Name
2. USPS Organization Name	6. Accounts Payable Supplier Number
3. Telephone Number (Include area code)	7. Site Name(s)
 Mailing Address (No., street, ste., PO box no., city, 	state, ZIP + 40) 8. Contract Numbers to Which Payments Referenced Here Apply (If any)
	9. Additional Information/Instructions
1005, 1206, and 2008.	ansmit payment data electronically to your financial institution. Collection is authorized by 39USC 401, 404, 410, 100
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PS Form 3881- X: Supplier and Payee Electronic Funds Transfer (EFT) Enrollment PS Form 3881-X requests identifying information about the mailer along with a certification of authorization from the mailer and Financial Institution.



IRS Form W-9

IRS Form W-9 available from the IRS at http://www.irs.gov/pub/ir <u>s-pdf/fw9.pdf</u>

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IRS Form W-9 is a requirement of the Internal Revenue Service. It requires certification of an individuals or corporations Taxpayer Identification number to report on the amount reportable on an information return.

IRS Form W-9: Request for Taxpayer Identification Number and Certification



Mailers will be required to submit a Shipping Services File (SSF) (1.7 or higher) including the following:

- The mailer's and addressee's name, address, city, state, ZIP Code information.
- The insured amount, and amount to be collected upon delivery.
- The recipient E-mail address or SMS text number for customer notifications.
- Mailer ID (links to the customers EFT remittance).
- COD article number.
- Postage based on the Class of Mail
- COD fees Base and Insurance (if desired)

Note: There is a 1 TIN to 1 MID relationship. Mailers with multiple MIDs will have to choose one specific MID to associate with their TIN for COD EFT.





USPS Shipping Labels



Example Shipping Label

Hold For Pickup Shipping Label

E	PRIORITY MAIL EXPRESS U.S. POSTAGE PAID COMPANY NAME eVS
USPS PR	IORITY MAIL EXPRESS ®
INTERNET SALES DI FAST AND EFFICIEN 10474 COMMERCE E SILVER SPRING MD SIGNATURE REQUIP	T SUPPLY CO. BLVD DUPLEX B 20910-9999
	HOLD FOR PICKUP
C/O ABC 8403 LEE	DR: RONALD RECEIVER POST OFFICE E HIGHWAY ELD VA 22082-9999
	OD SIGNATURE TRACKING # eVS



COD Label

COD Label (PS Form 3816)

payab	le to the m	by CHECK OR (MO) made ailer.	Collect the amount shown below, if customer pays by CASH (Includes MO fee or fees).		
Amou	nt S	\$50.00	Amount \$ \$51.25		
ES ICF.	Date of I	Expres	ee Priority Mail Express [®] Se COD Charges Sender via jority Mail is Service	rvice Options for Receiving Hold For Pickup Phone Pickup Phone Pickup Phone Ph	COD
UNITED STATES	Delivere	EFT	Date Delivered	Check Number	
A		pment Cent to Maile	r MO Number(a)		

Available on USPS.COM – The Postal Store (external customers) or eBuy2 (USPS – Internal)



Intelligent Mail[®] Package Barcode

Intelligent Mail Package Barcode

This page contains information about the Intelligent Mail package barcode (IMpb) the Postal Service is proposing for package products and Confirmation Services. The IMpb will provide piece-level data to enable the Postal Service to increase efficiency, add value to its package product line, and enhance its package tracking capabilities.

Intelligent Mail Package Barcode Specification

This document provides specification for generating and printing the USPS Intelligent Mail package barcode (IMpb). Additionally, this specification governs the production of "Extra Services" barcodes.

Important Links

IMpb FAQs February 2015 New!

IMpb Fact Sheet and Certified Solutions Providers

Intelligent Mail Package Barcode Specification

Publication 199: Intelligent Mail Package Barcode (Impb) Implementation Guide Updates!

Publication 199: Bulk Proof of Delivery (BPOD) Supplement

PTR Error/Warning Messages

Updated List: Service Type Codes for IMpb

Parcel Labeling Guide

Electronic Verification System (eVS®)

Quick Guide to eVS

Quick Guide to IMpb Vendor Certification

Data Transfer Service Materials

Parcel Data Exchange (PDX) Customer Guide



Label Printing Information

UNITED STATES POSTAL SERVICE ®		Р	rinter Certi	fication Submission
Customer Information				(Please print or type)
1. Company/Customer Name		2. Date	3. Compar	ny Web site
				,
4. Street Address (No., street, ste. no.,	aity state 7/D ± 40)	5. Point(s) of Contact		
4. Street Address (No., street, ste. no.,	city, state, ZIF + 40)	5. Point(s) or Contact		
		6. E-mail Address of	Company Point(s) of	Contact
7. Phone Number and Extension	8. Fax Number	9. Mailer ID		
One Printer Certification For	m must be completed for eacl	h site that will be	printing labels	
1. Are you applying for electronic file	ertification and printer certification?		No	
2. Are you applying for printer certifica	ation only?	Yes 🖌	No	
Instructions for providing pr	inter information			
Enclose, with this form, the labels from	each printer that will be used to print la	bels with bar code num	bers (minimum 10 p	er printer). List those printers below
	rs, and serial numbers. On each group	of labels from one printe	er, write on the first la	bel or attach a note indicating the
Printer number from the list below. Printer Number	Printer Brand Name	Printer Mod	ol Number	Printer Serial Number
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Send completed form, with the	e labels enclosed and identif	ied by printer nun	nber, to:	·
ATTENTION: CONFIRMATION SER			· ·	
NATIONAL CUSTOMER SUPPORT O				
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225 N HUMPHREYS BLVD STE 501				
MEMPHIS TN 38188-1001				
Signature of Contact Person		(Date	
Privacy Notice: See our Privacy Poli	cy on USPS.com®			
PS Form 5052, March 2013				

PS Form 5062, Printer Certification Submission

Use this form to apply for electronic file certification and printer certification.



Name	Location
Domestic Mail Manual (DMM) 503 Extra and Additional Services 	http://pe.usps.com/text/dmm300/503.htm#1238627
Domestic Mail Manual (DMM) 507 Mailer Services 	http://pe.usps.gov/text/dmm300/507.htm
Notice 123, Price List	http://pe.usps.gov/text/dmm300/Notice123.htm
Parcel Labelling Guide	https://ribbs.usps.gov/barcode_cert/documents/tech_guides/Parc elLabelingGuide.pdf
RIBBS	https://ribbs.usps.gov/
 RIBBS User's Guide to Collect On Delivery Electronic Funds Transfer 	https://ribbs.usps.gov/index.cfm?page=shipproductsservices
RIBBSIntelligent Mail package barcode (IMpb) information page	https://ribbs.usps.gov/index.cfm?page=intellmailpackage



To Enroll in COD EFT please contact:

National Customer Support Center (NCSC) Confirmation Services Customer Support Desk 877-264-9693



Need more information?

Contact us at Shippingservices@usps.gov