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UPS GUIDE TO LABELING END USER AGREEMENT

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UPS MAIL INNOVATIONS®

GUIDE TO LABELING SUPPLEMENT

Effective December 30, 2013

Version 2.0

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Introduction

UPS Mail Innovations is a leader in cost-effective and efficient movement of mail to more than 200 countries and territories. Combining the operational expertise and reliability of a century-old institution with the latest in technological innovation, our expedited mailing services are a natural extension of UPS's innovative solutions to synchronize the world of commerce.

We are able to provide our customers postal services through our utilization of the United States Postal Service® (USPS®) work share program. With our operational efficiencies, we are able to obtain better postal rates for customers, while providing transit times that are comparable to First-Class Mail®.

Note: Data Matrix Barcodes can not be printed using Eltron printers

Domestic/International Label Format

Ship From Address

- Contains the following fields:
 - Contact
 - Company Name
 - Street Address
 - Suite Number (if available)
 - City, State, Postal Code
 - Country (if international movement)
- Left justified approximately .25 inches from top
- Font Size = 8 pt

USPS Permit Imprint Indicia (Domestic and Non-Flats Only)

The indicia box prints at the top right of the label. It contains the following text:

- Mail Class *
- U.S. POSTAGE PAID
- UPS MAIL INNOVATIONS

The indicia box will include the following as the fourth line item once Mail Innovation moves to Electronic Verification Systems:eVS

- Font Size = 6 pt

Until customers are notified of this move the Indicia will only contain the above 3 lines:

See the Permit Imprint Indicia table for the mail class text that prints in the box.

USPS Endorsements (Domestic and Non-Flats Only)

Prints underneath the Ship From Address.

Select one of the following:

- Address Service Requested
- Change Service Requested
- Forwarding Service Requested
- Return Service Requested
- Font Size
 - Minimum 8 pt
 - Minimum of .25" clear zone around the text

Ship To Address

- Contains the following fields:

- Contact
- Company Name
- Street Address
- Suite Number (if available)
- City, State, Postal Code
- Country (if international movement)

- Font Sizes
 - SHIP TO: text = 12 pt bold
 - Address Lines = 10 pt
 - Postal/Country Lines = 12 pt bold

Horizontal Line Prints

- Thickness equals .01"

Note: All address text must be in uppercase

Data Matrix Barcode

The UPS Mail Innovations label requires a Data Matrix barcode to help deliver the packages.

Please review the *Data Matrix Barcode Layout Table* in this document to find out what fields are required in the barcode.

The following text gets printed to the right of the barcode:

- UPS MAIL INNOVATIONS
- Font Size = 16 pt, bold

The following text and field values get printed on the label:

- POSTAL CODE:
- PACKAGE ID #:
- COST CENTER #:
- Font Size = 10 pt

Horizontal Line Prints

- Thickness equals .01"

Vertical Line Prints

A vertical line connects the two horizontal lines to the right of the barcode.

- Thickness equals .01"

UPS Control Number *

Print to the right on the label.

- 6 pt
- See UPS Guide to Labeling for specifications
- UPS Routing Code version is not printed on this label

* The UPS Control Number is required only for UPS and UPS Ready Vendor applications

The USPS "C 02" barcode construct code specifications can be found in the USPS documents referenced in the Appendix.

The text below the barcode must be formatted as below:

- nnnn nnnn nnnn nnnn nnnn nnnn nn
(The 420 and postal code are not displayed)
- Font Size = 10 pt, bold

USPS Section (conditional)

- Print the upper USPS horizontal line
- Print the USPS text above the barcode
- Print the USPS IMpb barcode according to the USPS specifications
- Print the text below the barcode
- Print the lower USPS horizontal line

Horizontal Lines

All horizontal lines in the USPS section must be a minimum of 0.0625 inches. They must be placed above the text above the USPS barcode and below the barcode number.

Clear Zones

The white space between the horizontal lines and USPS text must be a minimum of 0.032 inches.

The white space between the USPS text and USPS barcode must be a minimum of 0.125 inches.

The white space between the USPS barcode and the USPS barcode number must be a minimum of 0.125 inches.

USPS IMpb Barcode

The text above the barcode must be

- USPS TRACKING #
OR
- USPS TRACKING # eVS (when implemented)
- Font Size = 12 pt, bold
- USPS Barcode Height - minimum of 0.65 inches

USPS Customs Declarations Form

Mail Innovations shipments to APO/FPO, US Territories, and International destinations require this form. Go to page 27 for more information.

USPS Electronic Verification System (eVS)

UPS Mail Innovations will be moving to the USPS Electronic Verification System in the future. This transition will require the addition of "eVS" text on the labels. Until the move, the labels will not have the "eVS" text in the indicia box or in the text above the USPS barcode.

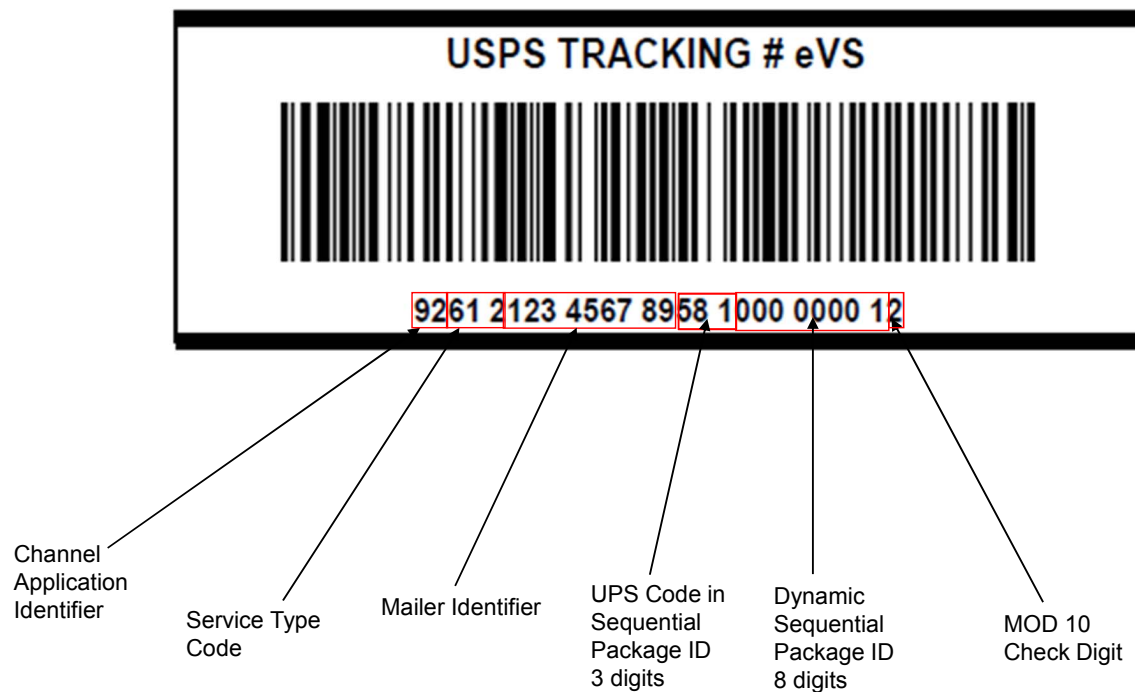
Name	Size	Sample Value	Comments
Shipping Application ID	1	"8"	All shipping applications will use a value of "8"
Mail Innovations Account Number	6	"123456"	
Julian Day of Pickup	3	"030"	The day the shipment is picked up or processed
Unique Sequence Number	7	"0000001"	Numeric only
Check Digit	1	"7"	Use Modified Mod 10 calculation (see Appendix)

Below is a table with the "C02" Commercial Mail Construct for the USPS IMpb tracking barcode.

Field Name	Length	Position(s)	Example	Human Readable Text Under Barcode
Postal Code Application Identifier	3	1 to 3	420	No
Destination Postal Code	5	4 to 8	30005	No
Channel Application Identifier	2	9 to 10	92	Yes
Service Type Code	3	11 to 13	612	Yes
Mailer Identifier	9	14 to 22	123456789	Yes
Sequential Package Identifier (UPS Code)	3	23 to 25	581	Yes
Sequential Package Identifier (USPS #)	8	26 to 33	00000001	Yes
Mod 10 Check Digit	1	34	2	Yes

Diagram of USPS Barcode Data Fields

Below is a table with the "C02" Commercial Mail Construct for the USPS IMpb tracking barcode.



Field Name	A/N	F/V	Size	Sample Value	Required	Comments
Message Version Number	N	V	2	"3"	Yes	Indicates data table layout version (use "3" for this version)
Mail Manifest ID	N	F	18	"812345607150000001"	Yes	See "Mail Manifest ID Table" for structure
Customer ID	N	F	6	"123456"	Yes	UPS Mail Innovations Account Number
Customer Cost Center	A	V	30	"854NB093NHYP"	Yes	Minimum of one character
Destination Address Line 1	A	V	35	"123 MAIN STREET"	Yes	
Destination Address Line 2	A	V	35	"SUITE 310"	Conditional	Field is populated when address includes an extended address line (such as a suite)
Destination City	A	V	30	"ALPHARETTA"	Yes	
Destination State/Province	A	F	2	"GA"	Conditional	Field is populated for U.S. and Canada destinations only.
Destination Postal Code	A	V	9	"30343", "A9V6M1"	Yes	No spaces or dashes are allowed
Destination Country Code	N	F	3	"840"	Yes	Use ISO country code
Package ID	A	V	30	"000123ABC"	Yes	Minimum of one character
USPS Weight	N	V	2,4	"5.5000", "65.0125"	Yes	Weight in pounds (four decimals are required)
Processing Category Code	N	V	2,2	"7,13"	Conditional	See "Processing Category Table". Field is blank if mail piece has an international destination or is categorized as a flat
USPS Tracking Number	N	F	34	"4203000592612123456789123456789019"	Conditional	Field is blank if mail piece has an international destination or is categorized as a flat

Key: A = Alphanumeric, N= Numeric, F = Fixed Size, V = Variable Size

Data Matrix Barcode:

- 1) Each field is delimited with a tab. A tab is required even if a field is left blank (conditional fields). Therefore, the barcode will always include 13 tabs
- 2) Spaces are allowed only in the Address Line 1, Address Line 2 and City fields
- 3) Punctuation is only allowed in the USPS weight and Processing Category Code fields. The USPS Weight only allows '.' or decimal point as punctuation. Processing Category Code field only allows a comma as punctuation. No other punctuations allowed in the Data Matrix Barcode.

Mail Class	Processing Category (Manifest)	Processing Sub-Category (Sub-Manifest)	Processing Category Code	Postal/Rate Weight	Weight Type	Permit Imprint Mail Class Designation
Parcel Select Lightweight	Std. Machinable		3,0	6 to 15.99	Ounces	PS LIGHTWEIGHT
Parcel Select Lightweight	Std. Irregulars		4,0	1 to 15.99	Ounces	PS LIGHTWEIGHT
Package Services	Parcels		5,0	1 to 70	Pounds	PARCEL SELECT
Package Services	BPM Parcels		6,0	1 to 15	Pounds	PRSRT BPM
First Class	Single Piece	Priority	7,2	1 to 70	Pounds	PRIORITY MAIL
First Class	Single Piece	First Class Parcel	7,13	1 to 13	Ounces	FIRST-CLASS MAIL
Package Services	Media Mail		10,1	1 to 70	Pounds	PRSRT MEDIA MAIL

USPS Service	With Delivery Confirmation	USPS Indicia Imprint	USPS Service Type Code
Parcel Select	Yes	PARCEL SELECT	612
Parcel Select Lightweight	Yes	PS LIGHTWEIGHT	748
Bound Printed Matter	Yes	PRSRT BPM	419
Media Mail	Yes	PRSRT MEDIA MAIL	490
First-Class Parcel	Yes	FIRST-CLASS MAIL	001
First-Class Priority	Yes	PRIORITY MAIL	055
Parcel Select	No	PARCEL SELECT	642
Parcel Select Lightweight	No	PS LIGHTWEIGHT	789
Bound Printed Matter	No	PRSRT BPM	458
Media Mail	No	PRSRT MEDIA MAIL	521
First-Class Parcel	No	FIRST-CLASS MAIL	742
First-Class Priority	No	PRIORITY MAIL	025

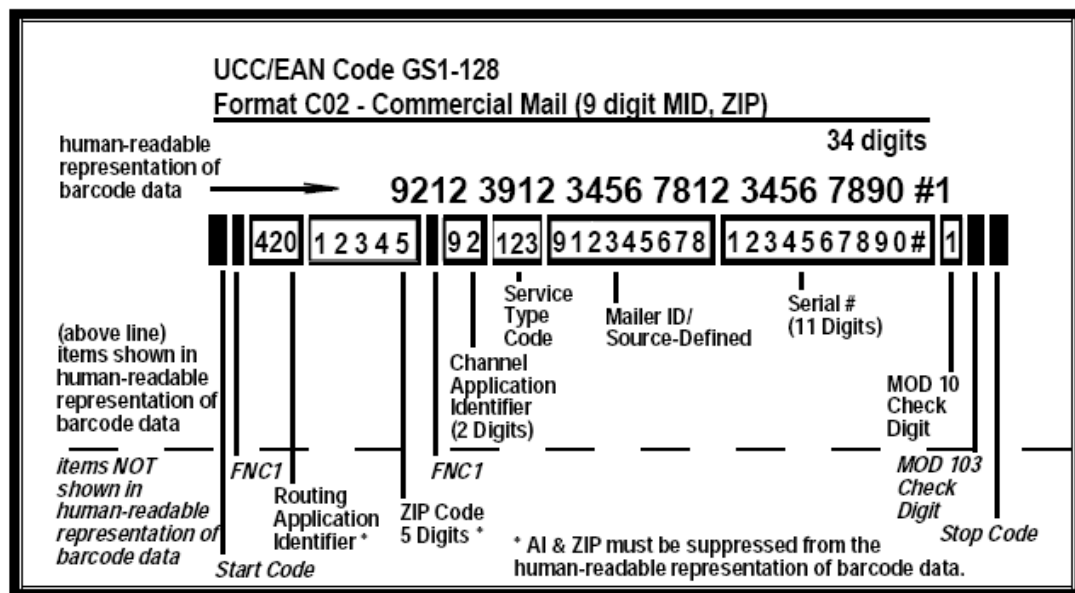
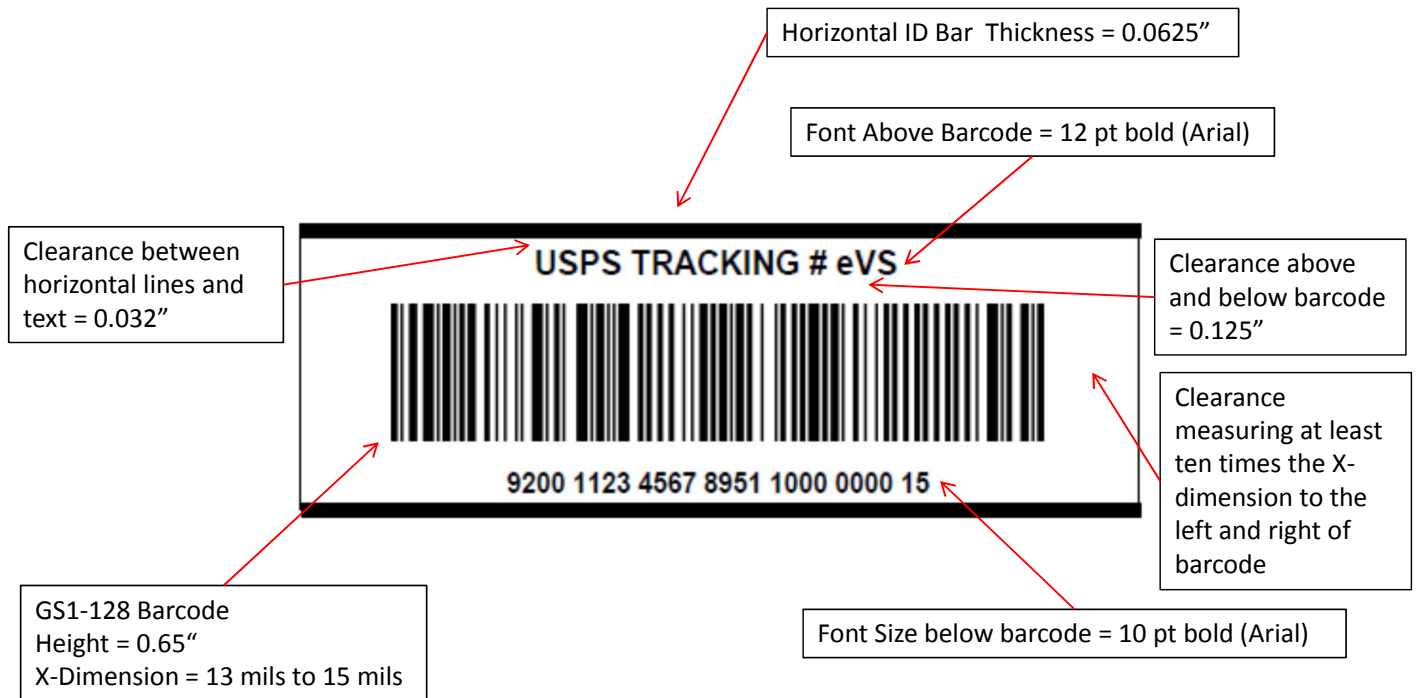
UPS Required Code in Sequential Package ID

Customers and UPS Ready Vendor systems are required to use a 3 digit UPS code for the first three characters in the 11 digit Sequential Package ID field of the USPS barcode.

Type of Shipping Application	UPS Code
UPS Ready Vendor	573
Customer Developed (Custom)	583

Below is a diagram of the USPS IMpb tracking barcode requirements. These are the requirements that the label must meet to be certified.

NOTE: This diagram is not to scale.



USPS "C 02" Barcode Construct Code

Source: USPS Barcode Package Intelligent Mail Specification

NOTE: This label is not to scale

CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594	
SHIP TO: CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS ROSWELL GA 30076-3852	
	UPS MAIL INNOVATIONS POSTAL CODE: 30076 PACKAGE ID #: AAABBBCCCD12345678901234567890 COST CENTER #: EXPENSEABCYZ345678901234567890
WS 15.0.00 ZEBRA ZP 450	

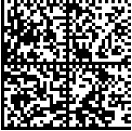
NOTE: This label is not to scale

CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594		PRSRT BPM U.S. POSTAGE PAID UPS MAIL INNOVATIONS
Return Service Requested		
SHIP TO:	CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS ROSWELL GA 30076-3852	
	UPS MAIL INNOVATIONS POSTAL CODE: 30076 PACKAGE ID #: AAABBBCCCD12345678901234567890 COST CENTER #: EXPENSEABCYZ345678901234567890	
WS 15.0.00 ZEBRA ZP 450		
USPS TRACKING #  9245 8123 4567 8951 3000 0000 17		

NOTE: This label is not to scale

CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594		FIRST-CLASS MAIL U.S. POSTAGE PAID UPS MAIL INNOVATIONS
Forwarding Service Requested SHIP TO: CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS ROSWELL GA 30076-3852		
	UPS MAIL INNOVATIONS POSTAL CODE: 30076 PACKAGE ID #: AAABBBCCCD12345678901234567890 COST CENTER #: EXPENSEABCYZ345678901234567890	
WS 15.0.00 ZEBRA ZP 450		
USPS TRACKING #  9200 1123 4567 8951 3000 0000 22		

NOTE: This label is not to scale

CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594 UNITED STATES	
SHIP TO: CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS WINDSOR ON N8N2M1 CANADA	
	UPS MAIL INNOVATIONS POSTAL CODE: N8N2M1 PACKAGE ID #: AAABBBCCCD12345678901234567890 COST CENTER #: EXPENSEABCYZ345678901234567890
WS 15.0.00 ZEBRA ZP 450	

NOTE: This label is not to scale

CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594		PRSRT BPM U.S. POSTAGE PAID UPS MAIL INNOVATIONS eVS
Return Service Requested		
SHIP TO:	CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS ROSWELL GA 30076-3852	
	UPS MAIL INNOVATIONS POSTAL CODE: 30076 PACKAGE ID #: AAABBBCCCD12345678901234567890 COST CENTER #: EXPENSEABCYZ345678901234567890	
WS 15.0.00 ZEBRA ZP 450		
USPS TRACKING # eVS  9245 8123 4567 8951 3000 0000 17		

NOTE: This label is not to scale

CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594		PRSRT BPM U.S. POSTAGE PAID UPS MAIL INNOVATIONS eVS
Return Service Requested		
SHIP TO:	CONTACT NAME	
	COMPANY NAME	
	STREET ADDRESS	
	EXTENDED ADDRESS	
	ROSWELL GA 30076-3852	
	UPS MAIL INNOVATIONS	
	POSTAL CODE: 30076	
	PACKAGE ID #: AAABBBCCCD12345678901234567890	
	COST CENTER #: EXPENSEABCYZ345678901234567890	
WS 15.0.00 ZEBRA ZP 450		
USPS TRACKING # eVS		
		
9245 8123 4567 8951 3000 0000 17		

Introduction

The Mail Innovations Returns service allows a customer to return a package via the USPS network. Customer can drop off the package at the following locations:

- United States Postal Service® (USPS)
Residential mailbox, postal collection box, postal carrier pickup, and Post Office™, authorized postal service outlet, or by scheduling an online pick-up request to the Postal Service via its online carrier pickup service at usps.com.

Packages can be tendered to authorized USPS locations in the 50 United States (including Hawaii and Alaska), and Puerto Rico.

Label Requirements

Labels for the MI Parcel Return service are generated according to the same rules as described in the UPS Guide to Labeling with additional rules or exceptions as noted in this section.

Ship From Address

- Company/Name
- Street Address
- City
- State
- Postal Code
- Font Size = 8 pt
- 30 characters maximum for each line
- Left justified approximately .25 inches from top

USPS Section Requirements

This section follows the USPS Domestic Mail Manual (DMM) Parcel Return Service requirements.

Note: No customization is allowed for MI Parcel Return Label. Only standard labels are accepted by the USPS

Parcel Select Return Service Legend Box

- Line 1 Text = "PARCEL SELECT RTN SVC"
- Font Size = 20 pt, bold
- Line 2 Text = "UPS Mail Innovation" and "PERMIT NO. 77007"
- Font Size = 8 pt

Address for Parcel Return Service labels

- Line 1 Text = "UPS MAIL INNOVATION RETURNS"
- Line 2 Text = "PARCEL RETURN SERVICE"
- Font Size = 12 pt
- Line 3 Text = "56935"
- Font Size = 14 pt, bold

NOTE: This address is subject to change

Mailer Identification Box

- Data Content
- | | | |
|-----------|-----|---------------------------------------|
| Positions | 1 | = M |
| Position | 2-4 | = Up to 4 numeric (minimum 2 numbers) |

- Printed in a square
- Font Height = Minimum of 3/16"
- There must be a clearance of at least 1/16" between text and the edges of the box

Postage Box

- Postage guarantee: The imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES." must appear in the upper right corner.
- Font Size = 6 pt
- Horizontal bars: A minimum of three horizontal bars must appear directly below the imprint in the upper right corner. The bars must be uniform in length, at least 1 inch long, 1/16 inch thick, and evenly spaced.

Horizontal Line Prints

Horizontal lines above and below the barcode must be

- Thickness equals 2/32 inches or .0625 inches

Parcel Return Service Barcode

- The USPS Tracking # barcode must be produced using the GS1-128 barcode symbology
- Barcode Minimum Height = 0.65 inches
- Text above the barcode must read "USPS PARCEL RTN SVC"
- Font Size = 12 pt, bold
- Text below the barcode must be parsed as shown in the label example
- Font Size = 10 pt, bold

The text below the barcode must be formatted as below:

- nnnn nnnn nnnn nnnn nnnn nn
(The 420 and postal code are not displayed)
- Font Size = 10 pt, bold

The USPS "C 02" barcode construct code specifications can be found at the link below:

http://ribbs.usps.gov/barcode_cert/documents/tech_guides/ParcelLabelingGuide.PDF

Clear Zones

The white space between the horizontal lines and USPS text (above and below the USPS Tracking #) must be a minimum of 0.032 inches.

The white space between the USPS text and USPS barcode must be a minimum of 4/32 inches or 0.125 inches.

The white space on the left and right side of the USPS barcode must be 10 times the X-dimension of the barcode. For a 15 mil barcode the white space on either side should be at least 5/32 inches or 0.15 inches.

Notes:

- 1) The permit number is always 77007
- 2) The parcel return service address is always in Upper Case:

UPS MAIL INNOVATIONS RETURNS
PARCEL RETURN SERVICE
56935

- 3) The zipcode is always 56935
- 4) The text above the barcode is always
USPS PARCEL RTN SVC

Data Matrix Barcode

The UPS Mail Innovations Returns label requires a Data Matrix barcode to help deliver the packages.

Please review the *Data Matrix Barcode Layout Table* in this document to find out what fields are required in the barcode. The Data Matrix barcode content for the Mail Innovations service and Mail Innovations Returns service are different.

UPS Control Number *

Print to the right on the label.

- 6 pt
- See UPS Guide to Labeling for specifications
- UPS Routing Code version is not printed on this label

* The UPS Control Number is required only for UPS and UPS Ready Vendor applications

USPS Customs Declarations Form

Mail Innovations Returns shipments from APO/FPO, US Territories require this form. Go to page 28 for more information.

USPS Service Type Code

USPS Service Type Code

A specific 3 digit service type code must be used in the USPS IMpb tracking barcode based on the UPS service.

<i>UPS Service</i>	<i>Service Type Code</i>
UPS Ground Print Return Label, Print and Mail and Electronic Return Label	023

UPS Required Code in Sequential Package ID

Customers and UPS Ready Vendor systems are required to use a 3 digit UPS code for the first three characters in the 11 digit Sequential Package ID field of the USPS barcode.

<i>Type of Shipping Application</i>	<i>UPS Code</i>
UPS Ready Vendor	574
Customer Developed (Custom)	584

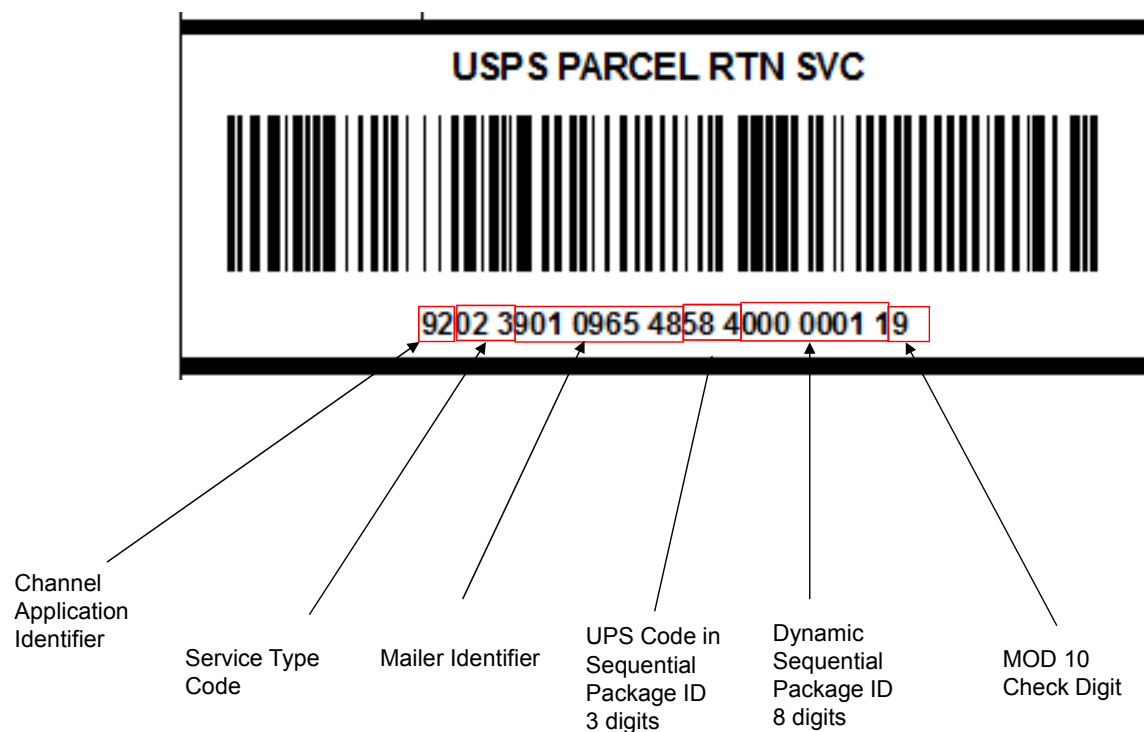
Below is a table with the "C02" Commercial Mail Construct for the USPS IMpb tracking barcode.

Field Name	Length	Position(s)	Example	Human Readable Text Under Barcode
Postal Code Application Identifier	3	1 to 3	420	No
Destination Postal Code	5	4 to 8	56935	No
Channel Application Identifier	2	9 to 10	92	Yes
Service Type Code	3	11 to 13	023	Yes
Mailer Identifier	9	14 to 22	123456789	Yes
Sequential Package Identifier (UPS Code)	3	23 to 25	581	Yes
Sequential Package Identifier (USPS #)	8	26 to 33	00000001	Yes
Mod 10 Check Digit	1	34	2	Yes

- The Postal Code Application Identifier is always '420'
- The Postal Code is always '56935' for Mail Innovations Returns
- Channel Application Identifier is always '92'
- The Service Type Code is always '023' for Mail Innovations Returns service

Diagram of USPS Barcode Data Fields

Below is a table with the "C02" Commercial Mail Construct for the USPS IMpb tracking barcode.



Name	Size	Sample Value	Comments
Shipping Application ID	1	"8"	All shipping applications will use a value of "8"
Mail Innovations Account Number	6	"123456"	
Julian Day of Pickup	3	"030"	The day the shipment is picked up or processed
Unique Sequence Number	7	"0000001"	Numeric only
Check Digit	1	"7"	Use Modified Mod 10 calculation (see Appendix)

Field Name	A/N	F/V	Size	Sample Value	Required	Comments
Message Version Number	N	V	2	"04"	Yes	Indicates data table layout version (use "4" for this version)
Mail Manifest ID	N	F	18	"812345607150000001"	Yes	See "Mail Manifest ID Table" for structure
Customer ID	N	F	6	"123456"	Yes	UPS Mail Innovations Account Number
Mail Class	N	F	2,1	12,1	Yes	This element is fixed for all MI Returns shipments
Cost Center	N	F	4	"1234"	Yes	Cost Center information is obtained as part of Mail Innovations contract
Customer Reference #	A	V	30	"XYZ123456"	Yes	Minimum of one character

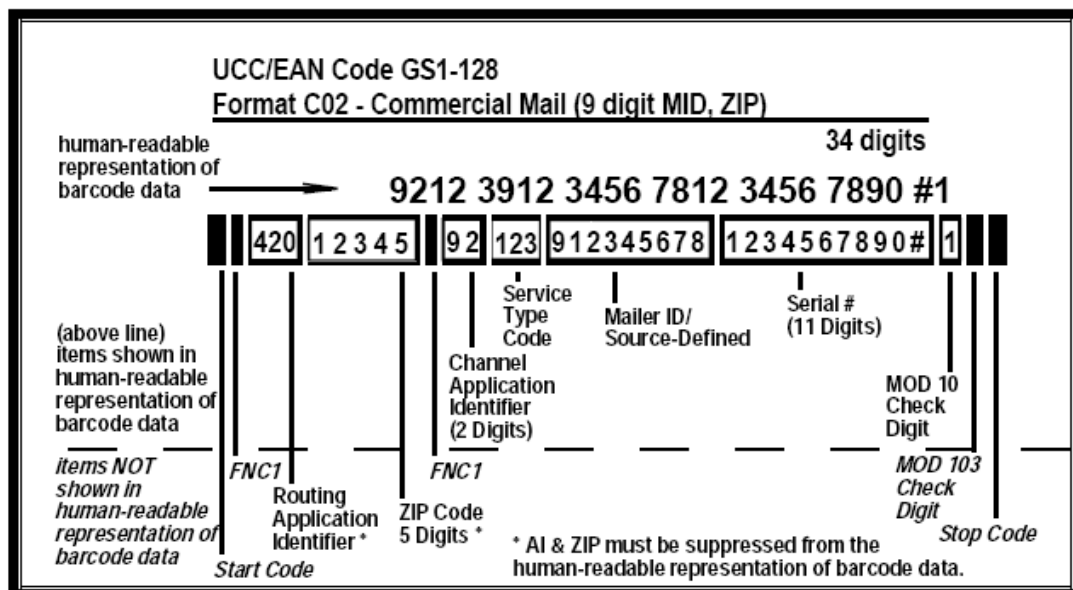
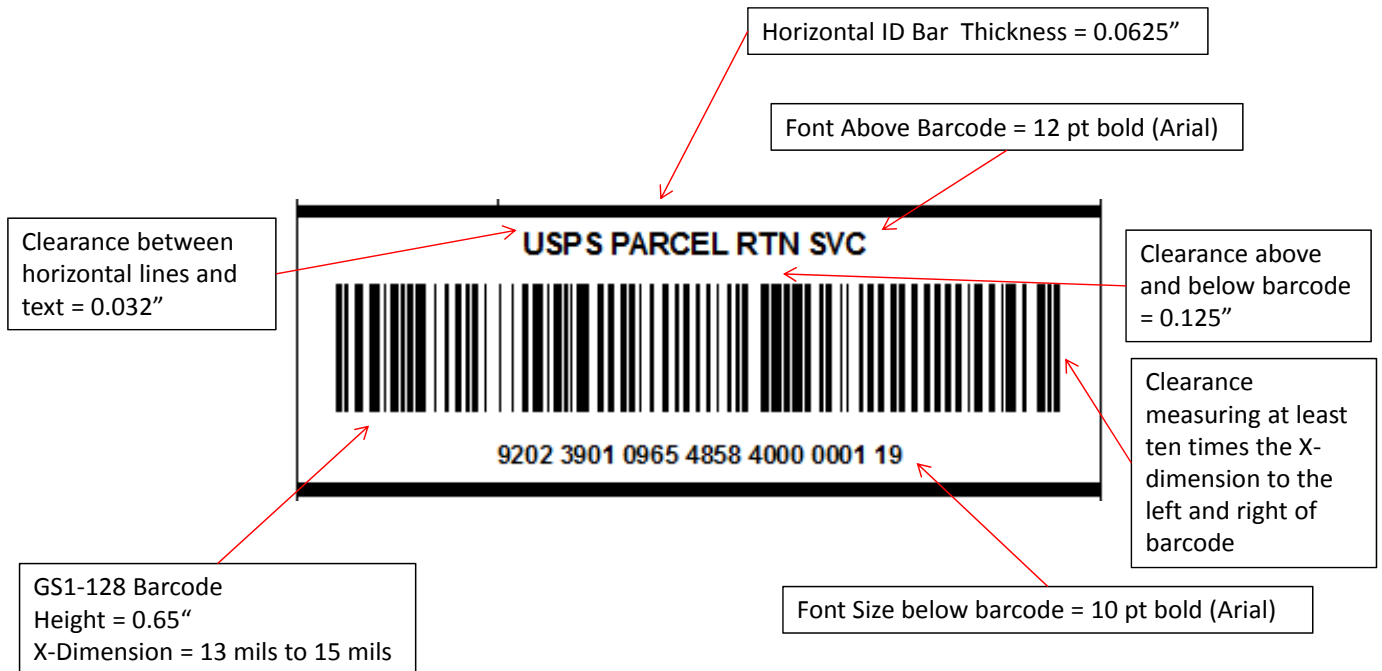
Key: A = Alphanumeric, N= Numeric, F = Fixed Size, V = Variable Size

Data Matrix Barcode:

- 1) Each field is delimited with a tab. A tab is required even if a field is left blank (conditional fields). Therefore, the barcode will always include 5 tabs
- 2) No spaces are allowed in any field
- 3) No punctuation allowed in any field, but Mail Class field. The Mail Class field only allows a comma and no other punctuation.

Diagram of USPS Barcode Requirements

Below are diagrams of the USPS IMpb tracking barcode requirements and elements used for the UPS Mail Innovations Returns label. These are the requirements that the label must meet to be certified.



USPS "C 02" Barcode Construct Code

Source: USPS Barcode Package Intelligent Mail Specification

NOTE: This label is not to scale
This label can be printed on a 4"x4", 4"x6" and 4"x8" label stock.

CONTACT NAME STREET ADDRESS EXTENDED ADDRESS MT CLEMENS MI 48043		NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
USPS PARCEL RTN SVC		
		
9202 3901 0965 4858 4000 0001 40		
<div> <div> PARCEL SELECT RTN SVC UPS MAIL INNOVATIONS </div> <div> PERMIT NO. 77007 </div> </div>		
UPS MAIL INNOVATIONS RETURNS PARCEL RETURN SERVICE 56935		
		<div>M00</div>

NOTE: This label is not to scale

<p>CONTACT NAME 45678901234567890 STREET ADDRESS 678901234567890 EXTENDED ADDRESS 8901234567890 CITY56789012345 ST 48043-1234</p>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES </div> <div style="border-top: 3px double black; height: 10px; margin-top: 5px;"></div>
<p>USPS PARCEL RTN SVC</p>  <p>9202 3901 0965 4858 4000 0001 40</p>		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>PARCEL SELECT RTN SVC</p> <p>UPS MAIL INNOVATIONS PERMIT NO. 77007</p> </div> <p>UPS MAIL INNOVATIONS RETURNS PARCEL RETURN SERVICE 56935</p> <p style="font-size: small;">WS 15.0.00 ZEBRA ZP 450</p> <div style="border: 1px solid black; padding: 10px; display: inline-block; margin-top: 10px;"> <p style="font-size: large; margin: 0;">M0000</p> </div>		

USPS Customs Declarations Form (PS Form 2976 - CN 22)

This label is required when sending items to an APO/FPO or international location via Mail Innovations service or items are being returned from APO/FPO via Mail Innovations Returns service. It may also be required for both the forward and return shipments to U.S. territories depending on the final destination. Refer to the USPS Domestic Mail Manual for more information.

- All text on the label is 8 pt unless otherwise noted
- Text for the barcode contents is 10 pt
- Text for the following items is 10 pt bold
 - United States Postal Service
 - Customers Declaration
 - May be opened officially
 - CN 22
- Text for the following items is 10 pt
 - Exemption/Exclusion Legend
 - NOEEI § 30.37(a)

PS Form 2976 (CN 22) Barcode Specifications

There are two different barcode used on the CN22 label. One is used for APO/FPO and U.S. territory destinations and another for international destinations.

APO/FPO and U.S. Territories Destinations

Note: This applies to both Mail Innovations and Mail Innovations Returns shipments. For MI Returns the Ship From Address is always the following:

UPS Mail Innovations Returns
Parcel Return Service
56935

These types of destinations use the USPS Package Identification Code (PIC). The data content comes from the shipping label except it doesn't include the "420" Routing Application Identifier or the destination postal code.

- Barcode Type: GS1-128
- Characters: 26 numeric
- X dimension = 15 mil (or 0.015")

- Minimum Height: 0.5 inches

International Destinations and Flats and Flats BPM going to APO/FPO and U.S. Territories

Note: This only applies to Mail Innovations shipments (forward movement)

This type of destination uses the below specs:

- Barcode Type: Code 128
- Characters: 13 alphanumeric
- X dimension = 15 mil (or 0.015")
- Subsets C (no shifting permitted)
- Minimum Height: 0.5 inches

USPS Form Sample

http://ribbs.usps.gov/intcustomsforms/documents/tech_guides/SAMPLE_PS_FORM_2976.pdf

USPS Barcode Requirements - International

http://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/BarcodePackageIMSpec.PDF

This barcode starts with 'LM'. The barcode contains 13 characters.

Position 1 - L

Position 2 - M

Position 3-10 - Range assigned by the USPS (please see forms above)

Position 11 - Check Digit (MOD 11)

Position 12-13 - US

Combination Mail Innovations Address Label and CN22 Form

This label is only valid for a Mail Innovations service (forward movement and not valid for a Mail Innovations Returns service. This label contains the Data Matrix barcode and the three barcode values at the top.

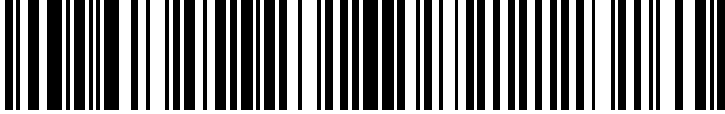
The detailed description of contents has been reduced from three to one.

Please see the label examples in this document to visually see what the labels look like.

USPS Customs Declaration Form - CN22

PS Form 2976 (CN 22) - APO/FPO & U.S. Territory Destinations


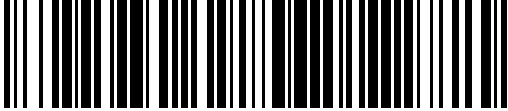
NOTE: This label is not to scale

 9261 2123 4567 8958 1000 0000 67			
FROM CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS CHICAGO IL 60607 UNITED STATES		SHIP TO CONTACT NAME STREET ADDRESS APO AP 96278-2050	
United States Postal Service Customs Declaration		CN 22 May be opened officially	
<input type="checkbox"/> Gift <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Documents <input checked="" type="checkbox"/> Other: <u>Merchandise</u>			
Qty	Detailed description of contents	Weight Lbs Oz	Value (US\$)
1	Book	3 15	\$12.99
For commercial use only. If known, HS tariff number and country of origin of goods.		Total Weight	Total Value (US\$)
		3 Lbs 15 Oz	\$12.99
Exemption/Exclusion Legend		NOEEI § 30.37(a)	
I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.			
Sender's Signature and Date <hr/>			

USPS Customs Declaration Form - CN22

Combination Mail Innovations Address Label and PS Form 2976 (CN 22) - International Destinations

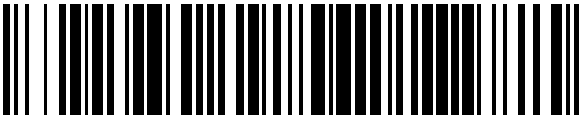
NOTE: This label is not to scale. Combo labels can only be printed on 4"x6" label stock

	UPS MAIL INNOVATIONS POSTAL CODE: 60386 PACKAGE ID #: AAABBBCCCD12345678901234567890 COST CENTER #: EXPENSEABCYZ345678901234567890												
 LM 473 124 829 US													
FROM CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS CHICAGO IL 60607 UNITED STATES	SHIP TO CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS 60386 FRANKFURT GERMANY												
<table style="width: 100%;"> <tr> <td style="width: 60%;">United States Postal Service</td> <td style="text-align: right;">CN 22</td> </tr> <tr> <td>Customs Declaration</td> <td style="text-align: right;">May be opened officially</td> </tr> </table>		United States Postal Service	CN 22	Customs Declaration	May be opened officially								
United States Postal Service	CN 22												
Customs Declaration	May be opened officially												
<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Gift</td> <td><input type="checkbox"/> Commercial Sample</td> </tr> <tr> <td><input type="checkbox"/> Documents</td> <td><input checked="" type="checkbox"/> Other: <u>Merchandise</u></td> </tr> </table>		<input type="checkbox"/> Gift	<input type="checkbox"/> Commercial Sample	<input type="checkbox"/> Documents	<input checked="" type="checkbox"/> Other: <u>Merchandise</u>								
<input type="checkbox"/> Gift	<input type="checkbox"/> Commercial Sample												
<input type="checkbox"/> Documents	<input checked="" type="checkbox"/> Other: <u>Merchandise</u>												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Qty</th> <th rowspan="2">Detailed description of contents</th> <th colspan="2">Weight</th> <th rowspan="2">Value (US\$)</th> </tr> <tr> <th>Lbs</th> <th>Oz</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Book</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$12.99</td> </tr> </tbody> </table>		Qty	Detailed description of contents	Weight		Value (US\$)	Lbs	Oz	1	Book	3	2	\$12.99
Qty	Detailed description of contents			Weight			Value (US\$)						
		Lbs	Oz										
1	Book	3	2	\$12.99									
<table style="width: 100%;"> <tr> <td style="width: 60%;">For commercial use only. If known, HS tariff number and country of origin of goods.</td> <td style="width: 20%; text-align: center;">Total Weight</td> <td style="width: 20%; text-align: right;">Total Value (US\$)</td> </tr> <tr> <td></td> <td style="text-align: center;">3 Lbs 2 Oz</td> <td style="text-align: right;">\$12.99</td> </tr> </table>		For commercial use only. If known, HS tariff number and country of origin of goods.	Total Weight	Total Value (US\$)		3 Lbs 2 Oz	\$12.99						
For commercial use only. If known, HS tariff number and country of origin of goods.	Total Weight	Total Value (US\$)											
	3 Lbs 2 Oz	\$12.99											
<table style="width: 100%;"> <tr> <td style="width: 50%;">Exemption/Exclusion Legend</td> <td style="width: 50%; text-align: right;">NOEEI § 30.37(a)</td> </tr> </table>		Exemption/Exclusion Legend	NOEEI § 30.37(a)										
Exemption/Exclusion Legend	NOEEI § 30.37(a)												
I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.													
Sender's Signature and Date <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>													

USPS Customs Declaration Form - CN22

PS Form 2976 (CN 22) - International Destinations


NOTE: This label is not to scale

				
LM 473 124 829 US				
FROM CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS CHICAGO IL 60607 UNITED STATES		SHIP TO CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS CHICAGO IL 60607 UNITED STATES		
United States Postal Service				CN 22
Customs Declaration				May be opened officially
<input type="checkbox"/> Gift <input type="checkbox"/> Commercial Sample				
<input type="checkbox"/> Documents <input checked="" type="checkbox"/> Other: <u>Merchandise</u>				
Weight				
Qty	Detailed description of contents	Lbs	Oz	Value (US\$)
1	Book	4	12	\$14.99
For commercial use only. If known, HS tariff number and country of origin of goods.				
			Total Weight	Total Value (US\$)
			4 Lbs 12 Oz	\$14.99
Exemption/Exclusion Legend				NOEEI § 30.37(a)
I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.				
Sender's Signature and Date				

USPS Customs Declaration Form - CN22

Mail Innovation Returns: PS Form 2976 (CN 22) - International Destinations

NOTE: This label is not to scale

				
9202 3123 4567 8958 4000 0000 62				
FROM CONTACT NAME COMPANY NAME STREET ADDRESS APO AP 96278-2050		SHIP TO UPS MAIL INNOVATIONS RETURNS PARCEL RETURN SERVICE 56935		
United States Postal Service				CN 22
Customs Declaration				May be opened officially
<input type="checkbox"/> Gift <input type="checkbox"/> Commercial Sample				
<input type="checkbox"/> Documents <input checked="" type="checkbox"/> Other: <u>Merchandise</u>				
Weight				
Qty	Detailed description of contents	Lbs	Oz	Value (US\$)
1	Basketball	2	15	\$30.99
For commercial use only. If known, HS tariff number and country of origin of goods.				
		Total Weight		Total Value (US\$)
		2 Lbs 15 Oz		\$30.99
Exemption/Exclusion Legend				NOEEI § 30.37(a)
I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.				
Sender's Signature and Date				

Data Matrix Specifications

Symbology Requirements

- Narrow width (X dimension) = 15 mil +/- 3 mils
(must be between 12 and 18 mils)
- Character Set = All 256 ACSII
- Error Correction = ECC200
- Symbol Type = Square
- Quiet Zone = A minimum of one element width on all the four sides of the symbol

Other specifications follow the UPS Guide to Labeling document.

USPS Barcode Specifications Documents

The below documents can be accessed at the USPS web site for additional information when developing the IMpb barcode.

- Intelligent Mail Package Barcode Specification
- Publication 91 Confirmation Services Technical Guide
- Publication 91 Addendum for Intelligent Mail package barcode (IMpb) and 3-digit Service Type Code
- Publication 199: Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers

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Barcode size based on Printer DPI

Below is a table that outlines the minimum and maximum acceptable X-dimension, quiet zone and maximum barcode length based on the printer dpi.

The width of the barcode in inches is calculated by:

$$0.001(11C+35)X$$

The Quiet Zone on each side of the barcode is calculated by:

$$Q = 10(X)$$

The width of the total label is $(0.001(11C+35)X) + 2(Q)$

C = the number of characters, for USPS C = 19 (34 numeric number is counted as 17, 2 encoded elements)

X = the narrow width dimension in mils

Q = Quiet Zone

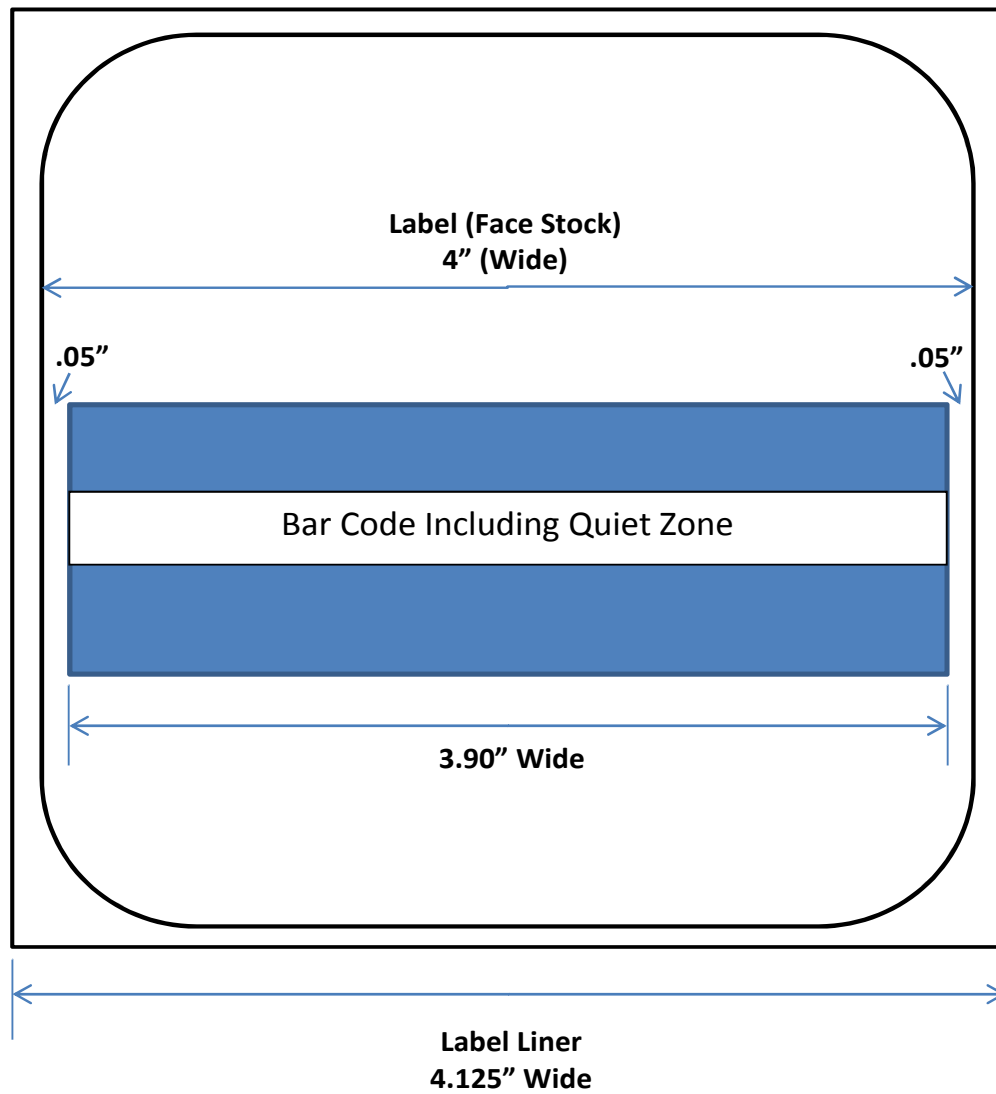
DPI	Min X-Dimension	Max Acceptable X-Dimension (mils)	Width of Barcode	Quiet Zone (each side of Barcode)	Total Label Width (in)
203	4.93	14.8	3.6	0.148	3.9
305	3.28	13.2	3.2	0.132	3.5
609	1.64	13.2 - 14.8	3.2-3.6	0.164	3.5 - 3.9

Example of a 15 mil Barcode



GS1-128 Barcode
Height = 0.65"
X-Dimension = 15 mils (0.015")

Clearance is 0.22 inches.
(Requirement is 10 times the X-dimension or $10 * 0.015 = 0.15$ inches)



Check Digit Calculation for Mail Manifest ID (Modified MOD 10)

1. From left, add all odd positions
2. From left, add all even positions and multiply by two
3. Add results of steps 1 and 2
4. Subtract result from next highest multiple of 10
5. The remainder is your check digit

Check Digit Example

- Mail Manifest ID without check digit:

1. From left, add all odd positions:
 2. From left, add all even positions and multiply by two:
 3. Add results of steps 1 and 2:
 4. Subtract result from next highest multiple of 10:
 5. Remainder*:
 6. Check digit:
- Result:

6	123456	123	9876543	
				$6 + 2 + 4 + 6 + 2 + 9 + 7 + 5 + 3 = 44$
				$(1 + 3 + 5 + 1 + 3 + 8 + 6 + 4) = 31 * 2 = 62$
				$44 + 62 = 106$
				$110 - 106$
				4
				4
6	123456	123	9876543	4

* If the remainder is 10, the check digit is 0.

Label Approval Process

Once designed, UPS will need to test the address labels for both Mail Innovations and Mail Innovations Returns services, to ensure quality. UPS will test each of the printers you use for shipping at your locations by collecting unique address labels from each printer.

You will need to submit:

- 12 labels for each service (MI and MI Returns) per printer
- Unique "Ship From" addresses
- Unique UPS tracking numbers
- Unique USPS barcode numbers

The following printer information must be provided:

- Printer manufacturer
- Model
- Serial number

Although UPS does not endorse or pre-approve vendors, dealers, printers or software providers, UPS does recommend careful consideration in the selection and maintenance of printers, paper and software, as these elements all affect your bar code quality and readability.

Submit your label samples to your **UPS Account**

Executive who will forward them to UPS Label Verification for approval. You will receive your test results from your UPS Account Executive.

As part of our ongoing quality program, UPS will re-test labels produced by your system annually or as needed. Contact your UPS Account Executive before making any changes in your labeling system (e.g. paper, printer, software, services, etc.) so UPS can ensure that your barcode quality is maintained.