Intelligent Mail Containers Guide

**Intelligent Mail will be the focus for mailers in 2009.
Here are some resources to help you prepare:**

USPS PCC workshops-in-a-box power point presentations
http://www.usps.com/nationalpcc/pccworkshopbox.htm
Highly recommended:
- Powering up Your Business with Intelligent Mail
- Intelligent Mail® and the United States Postal Service
- *PostalOne!*® System
- The 1-2-3 of Electronic Documentation

	FULL Intelligent Mail	BASIC Intelligent Mail
IMb on mailpieces	X	X
IMb Tray Labels	X	
IMb Sack Tags	X	
IMb Pallet Placards	X	
Electronic Mailing Documentation	X	

Starting in January 2009, automation prices will no longer be available for the use of the POSTNET barcode.
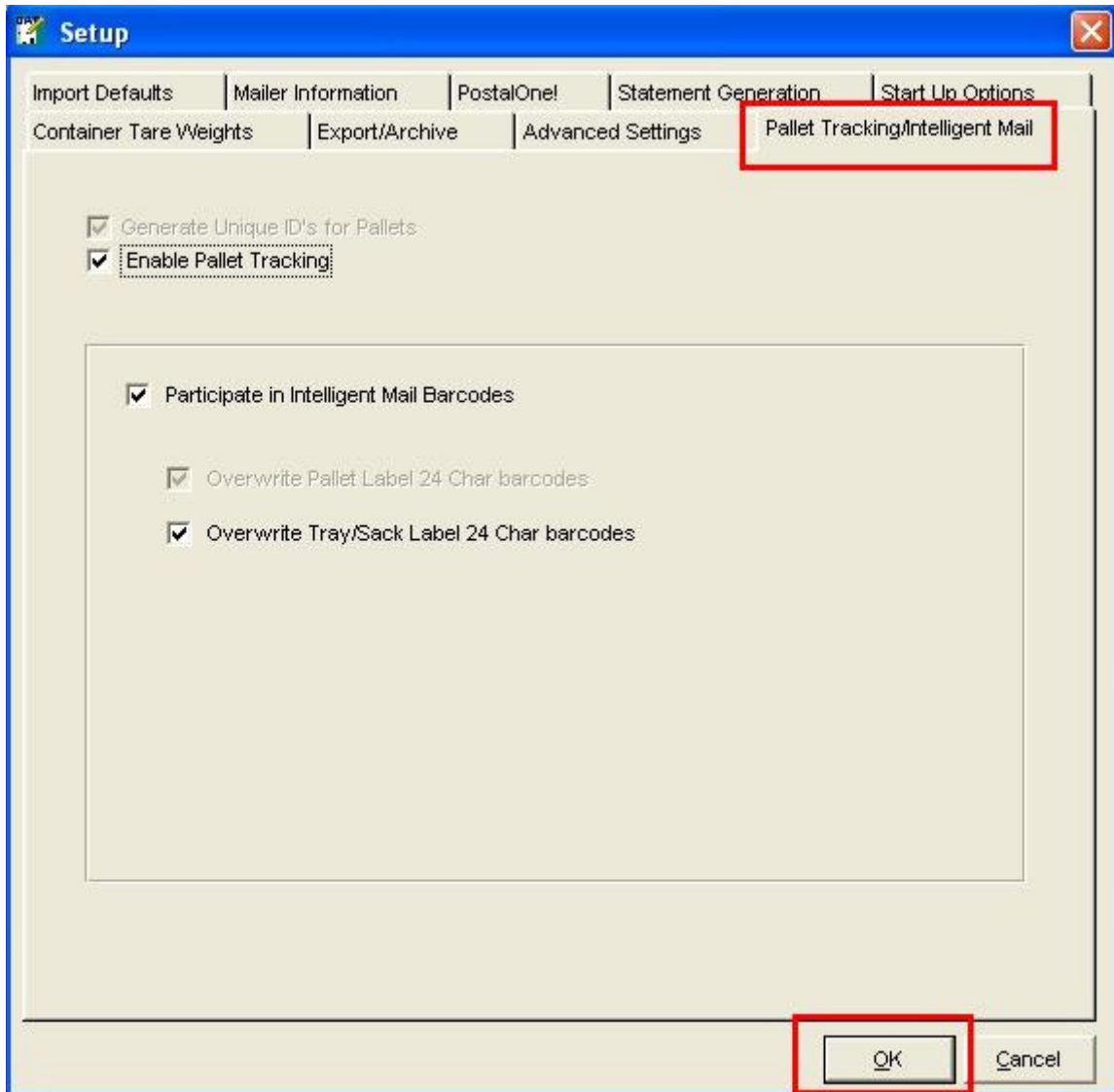

USPS RIBBS Site   http://ribbs.usps.gov/
Specifications

From the left hand navigation column, look for:

Intelligent Mail Barcode
Intelligent Mail Container Barcode
Intelligent Mail Tray Label

DAT-MAIL™ Intelligent Mail Tray Label/Sack Tag/Pallet Placard Setups

DAT-MAIL™ Program Set Up
Pallet Tracking/Intelligent Mail Tab

Select ENABLE PALLET TRACKING - When selected, this feature will automatically activate Generate Unique ID's for Pallets. All uniquely numbered Pallets will be added to our pallet tracking database.

For those mailers participating in Full Service Intelligent Mail - Containers

Participate in Intelligent Mail barcodes – This will activate the DAT-MAIL™ tag printing feature to print tray/sack and pallet placard IM barcodes. If you are using Pallet Tracking, Overwrite Pallet Labels will automatically be selected

Overwrite Pallet Label 24 Char barcodes

Overwrite Tray/Sack Label 24 Char barcodes

The overwrite options, when enabled, tell DAT-MAIL™ to generate the IM Label 24 Char barcodes and to save these results in the Container Summary file records which means the new data will get exported if an export is made that includes that file & field.

Overwrite means we're going to force our calculations over all CSM records populated or not and the original data is gone unless a file restore is done. If you know your Label24 data is good to begin with, you should not select the overwrite option.

When not enabled, DAT-MAIL™ will use the existing information in the CSM file's Label 24 Char fields. If any fields are blank, data will be generated but not saved to the CSM unless the overwrite options are enabled.

Regarding 45-day uniqueness, we are populating the UCID's and tray unique serial numbers with numbers sufficiently large to match the specs requirement. We do not do anything currently to check length of time of 45-day window. If the user were to create more barcodes than were to fit inside the size allocated for the unique serial number, our number system would simply rollover to 1 and start counting over again.

BMC DALLAS TX 75199
STD LTRS BMC BC/MACH

Origin Mailer: CAMBRIDGE, MA 02139

USPS SCAN REQUIRED

99 M 900456789 ---567617

Entry: BMC DALLAS, TX 75199

Job: 00000005   Pcs: 7267
Pallet No: 000038
Est. Gross Wgt: 386.1 Lbs
In Home Date: 10/18/2008
Pallet   1 of 1

1 ft MM Trays: 2
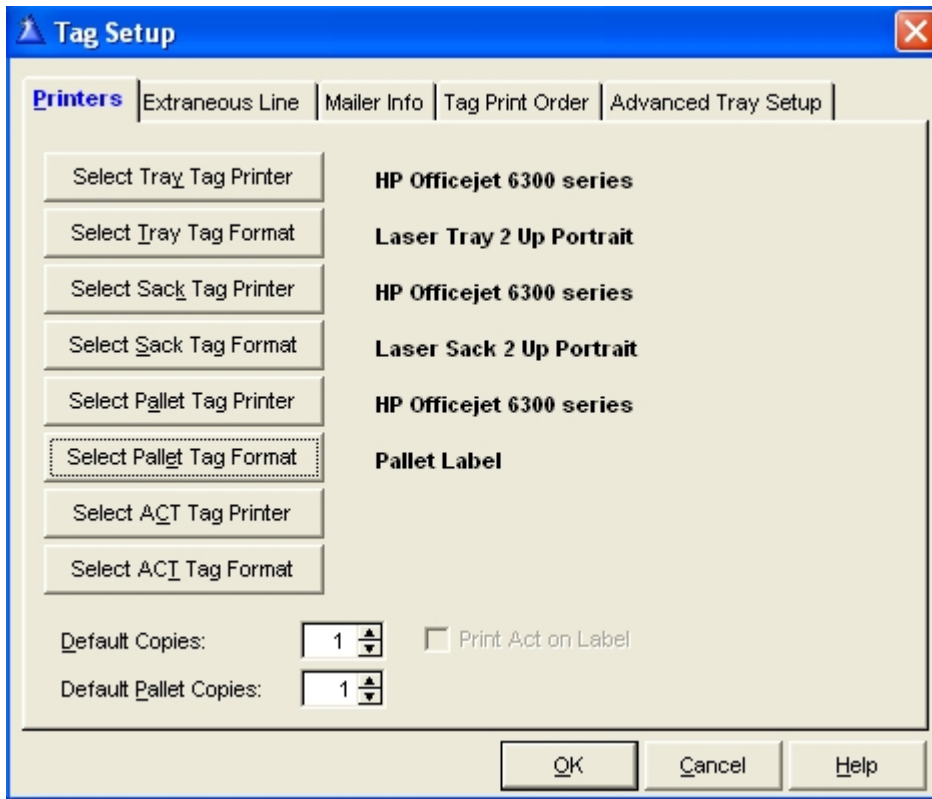2 ft MM Trays: 30

UCID: 5555P0567617

In order for these Pallet Options to be accessible, a Mailer ID (the Mailer ID is assigned by the USPS) needs to be filled in on the Mailer Info Tab. If the info is missing, Intelligent Mail options will not be accessible:
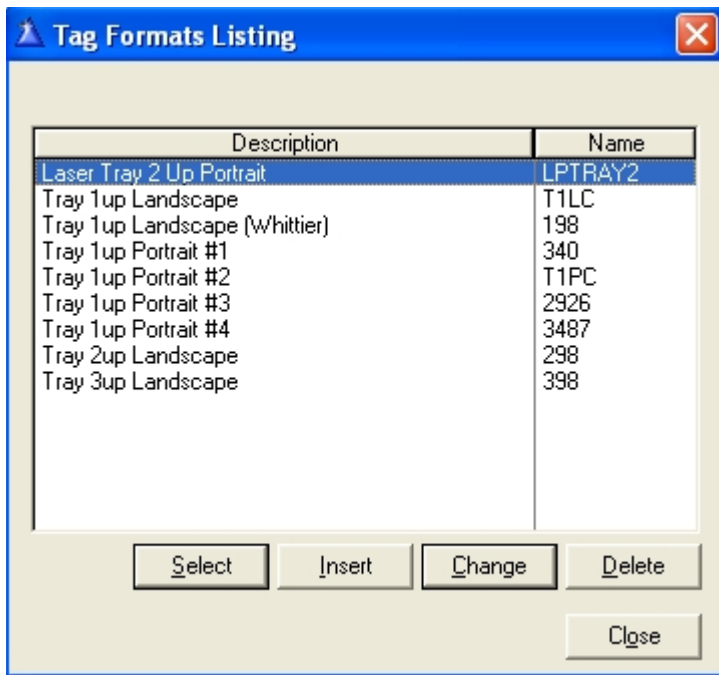
PRINTERS Tab

Setups must be entered or Users will get an error message when trying to print tags/flags. Clicking on the different **Select Printer** buttons will give you access to your Windows printers, and allow you to set up different printers for each media type. **DO NOT** select PDF output as your printer as this will greatly distort the barcode quality.

Default Copies - applies to sack and tray tags

Default Pallet Copies - can be set separately, so that you can specify how many placards for each pallet.

If an ACT Tag Printer is selected, you will be able to check the box in order to print the ACT code on the label.

Clicking on the **Format** buttons gives you access to enter or use an existing Tag Format, as shown below:

Click on **Select** to choose from the list of pre-entered defaults.
Click on **Insert** to add your own custom layouts.

Tray labels will automatically print a 2" format.

2" sack labels. For Windows printers, click the Select Sack Format button (in Tag Setup), then create a new tag format. Select the type to be ALL or SACK to enable a new check box that will tell the software to print the tag as a 2" sack tag. Leaving this unchecked will print the old 1" sack tag.
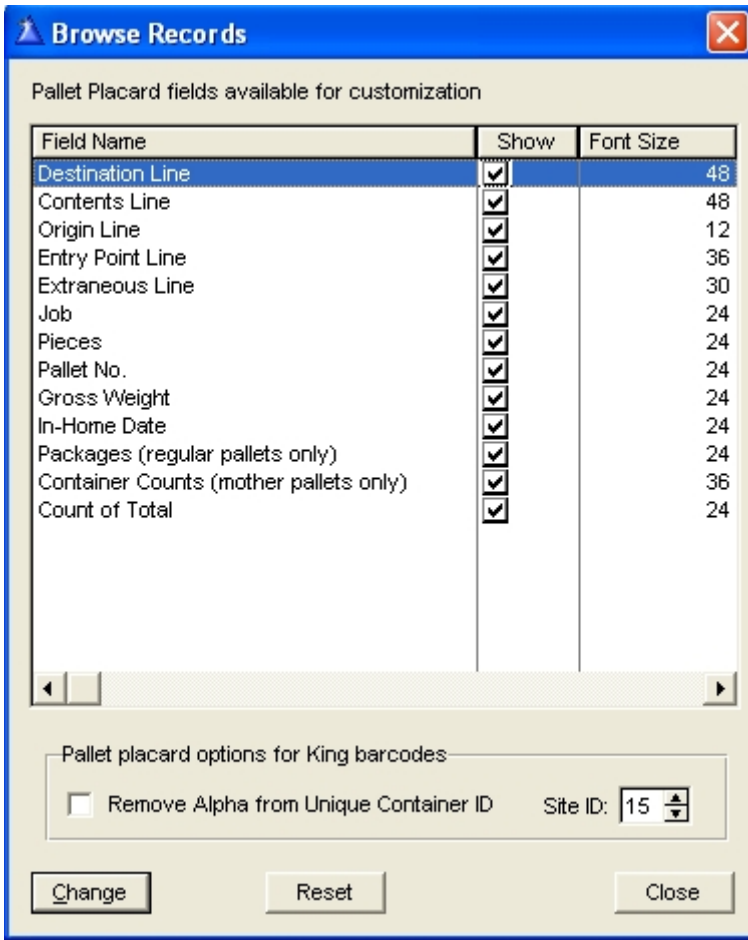
The new tag format should be identical to the tray tag's format for all fields except the TYPE field should be set to SACK and the new check box checked "on".

PALLET PLACARD OPTIONS
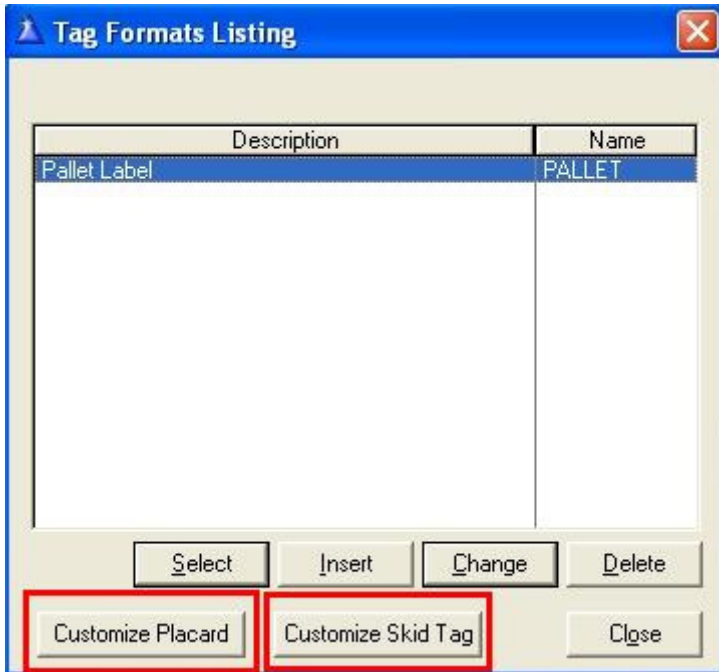
There are two additional buttons on the Pallet Set Up which will enable you to customize the Pallet Placards and Skid Tags.

Pallet Placard fields available for customization:

Browse Records

Pallet Placard fields available for customization

Field Name	Show	Font Size
Destination Line	☑	48
Contents Line	☑	48
Origin Line	☑	12
Entry Point Line	☑	36
Extraneous Line	☑	30
Job	☑	24
Pieces	☑	24
Pallet No.	☑	24
Gross Weight	☑	24
In-Home Date	☑	24
Packages (regular pallets only)	☑	24
Container Counts (mother pallets only)	☑	36
Count of Total	☑	24

Pallet placard options for King barcodes

☐ Remove Alpha from Unique Container ID   Site ID: 15

Change   Reset   Close

EXTRANEOUS LINE Tab

Extraneous Line information can be imported directly from the information contained in the Mail.dat file itself. Do nothing here to use the information from the Mail.dat output defaults.

Unique Container ID will be selected automatically and must be checked to participate in Intelligent Mail Container Barcoding.

To customize the output and force information on to the Tags (as long as the information is available within the data), click on Override Imported USER Information. You will then have access to customize your tags by toggling the checkmark selections on or off. You will also have a chance to change these settings at the actual time of tag printing.

Date Adds the system date to the extraneous line.
Time Adds the time of creation of the tags to the extraneous line.
Number of Pieces Prints accordingly.
Number of Packages Prints accordingly.
Pallet # Prints accordingly.
PST-ID Prints the Presort ID.
Container ID Prints accordingly.
Job Number Prints accordingly.

Pallet Placards and Skid Tags

Users can print tray tags, sack tags, and pallet flags using the data in the Mail.dat files. A large number of customizable formats and printer choices are available. Before Placards and Skid Tags can be generated from your files, you must first complete the Tag Setup inside the program.

To access set ups, go to **UTILITIES**; **Tray Sack & Pallet Tag Printing**; **TAG SET UP**
When your set ups are completed, go to Utilities and click on Tray, Sack & Pallet Tag Printing; Print Tags; or click on the Tags icon to select a Mail.dat file to print from.

TIP   Setups must be entered or Users will get an error message when trying to print tags/flags.
 See the Tag and Placard Set Up section of this guide for complete set up instructions.

Tag and Placard Printing – various options

To access, click on the Tags Icon or use the menu for Utilities; Tray, Sack & Pallet Tag Printing; Print Tags.

You have the option to choose which tags you want to print depending on how tabs are seen on this screen:
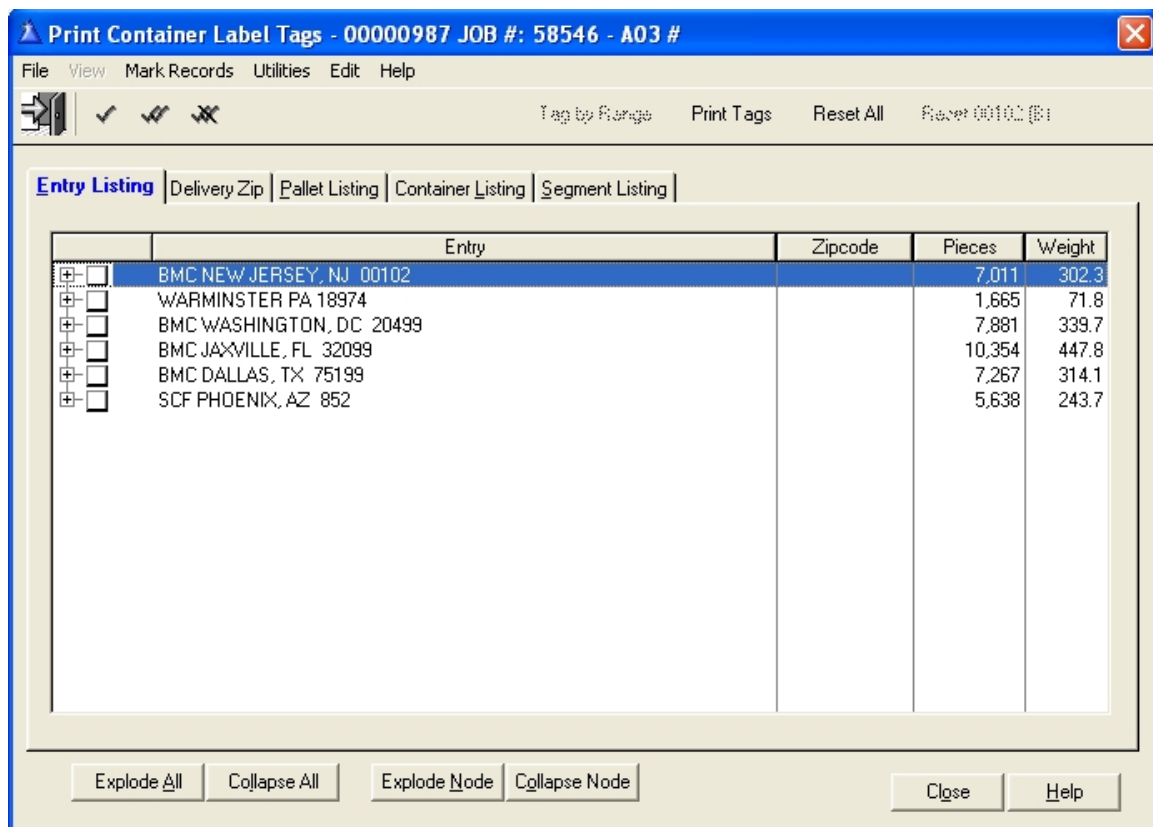
In this example, there are five tabs to select from for tag printing. If your Mail.dat file is not Palletized or Segmented through your presort, you will not see those tabs.

Entry Listing - You can use the check marks on the toolbar to tag as many or all of the Entry Points listed. When your tagging is complete, click on the Print Tags button and you will be asked to choose tags for Trays, Sacks or Pallets. Only one type of tag can be printed at one time.

Delivery Zip Listing - The Delivery Zip listing tab takes FAST redirections into consideration to supply a different view of the mailing's final destinations. You can use the check marks on the toolbar to tag as many or all of the Delivery Zips listed. When your tagging is complete, click on the Print Tags button and you will be asked to choose tags for Trays, Sacks or Pallets. Only one type of tag can be printed at one time.

Pallet Listing – Use the check marks to tag the Pallets you want to print then hit Print Tags. Again, you will be asked to choose between Trays, Sacks or Pallets. The Tag by Range button will become active on this list giving you the ability to select a range by Mother Pallet ID or Mother Pallet Dest. Zip.

Container Listing – Use the check marks to tag the Containers you to print then hit Print Tags. This tab has a nice feature at the bottom for you to sort the list to a more optimum view for tagging.

The Tag by Range button is active on this list as well and gives the option to select a range by Container ID or Destination Zip or Container Ship Date.

Segment Listing – Use the check marks to tag only the Segment of the file that you want to print.

TAG BY RANGE OPTION: Be sure to use the exact amount of characters as you see displayed in the column on the screen.

ADDING or CHANGING a Tag Format
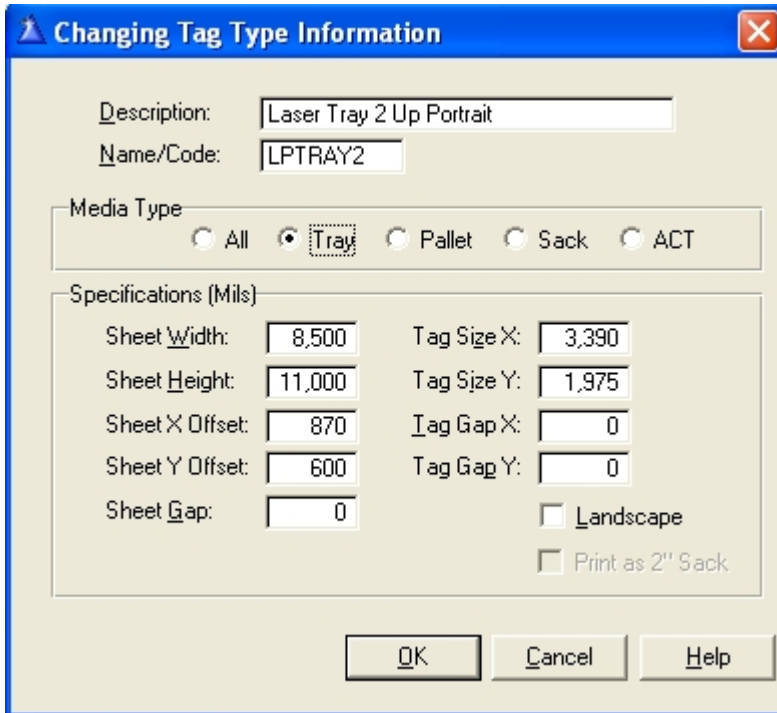
This option allows you to create new tag formats or change existing formats. This is very helpful if you want to use different types of tag stock than those currently supplied with the program.

All Specifications are in 1/1000 of an inch. 1 inch = 1000 mils.
Description – Description of the tag format
Name/Code – Code that DAT-MAIL™ uses to access the tag format. Must be unique.
Media Type – Useful for organizing the list of tag formats when browsing
Sheet Width – Width of the tag sheet
Sheet Height – Height of the tag sheet
Sheet X Offset – Distance from the left margin
Sheet Y Offset – Distance from the top margin
Sheet Gap – The gap between sheets of tags
Tag Size X – The width of a single tag
Tag Size Y – The height of a single tag
Tag Gap X – The gap width between tag columns
Tag Gap Y – The gap width between tag rows
Landscape – Indicates whether the tags are in landscape (sideways) or portrait mode. Whittier printers use landscape mode.
OK Button – Saves the new tag format.
Cancel Button – Cancels the new tag format without saving.
If your sheet tags are not spooling onto the next properly, adjust the sheet height by -500 or -1000 mils.

Advanced Tray Setup Tab

If you are experiencing poor scans by the USPS in their certification process of your IMTL tags, you now have the option to turn on a new feature at the *Advanced Tray Setup* tab. Please use the screen shots below according to your Thermal or Laser Printer.
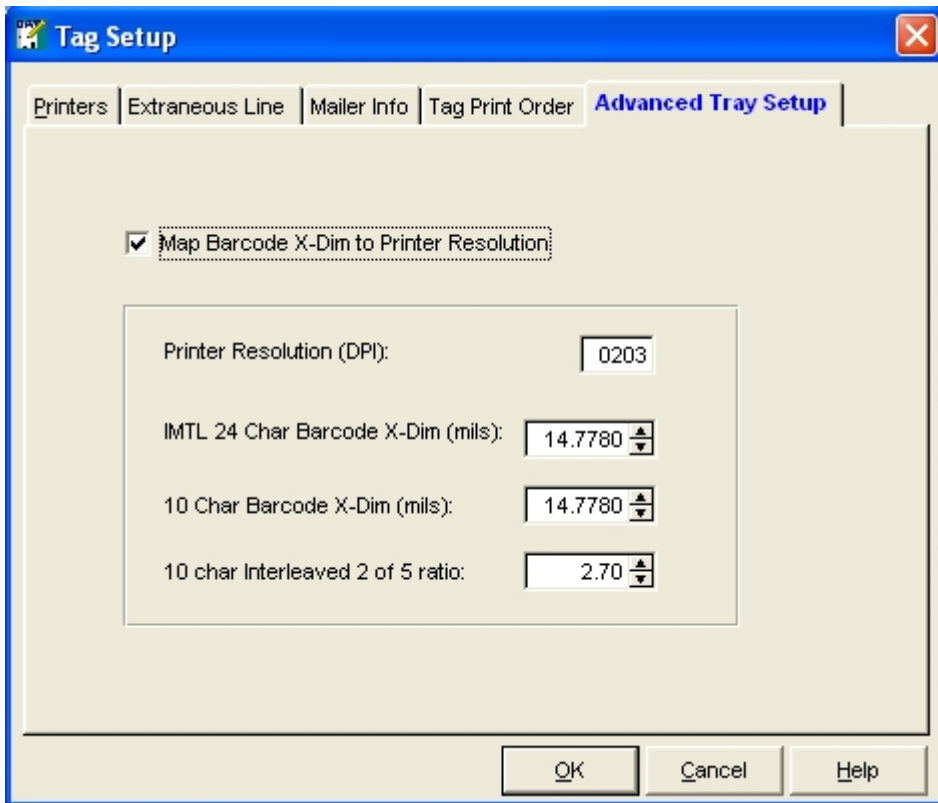
The default dimensions shown above are listed as the optimum settings for Thermal Printers. Although these can be used with Laser Printers, further modifications to these settings are likely needed to output a better result.
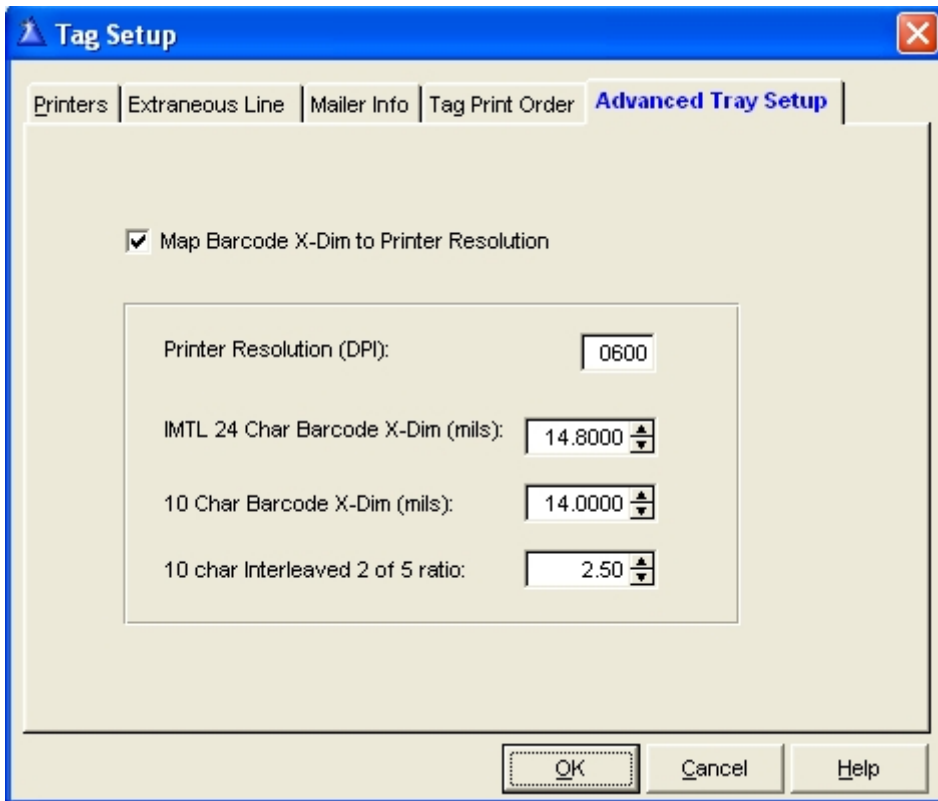
The default dimensions shown above are listed as the optimum settings for Laser Printers.

If you are still experiencing issues with IMTL scan ability, please contact Tech Support for further assistance in modifying these settings.

Pallet Tracking Database

Overview
The Pallet Database can be updated with pallet information using three methods:
    1. Existing Pallets in your Mail.dat files.
    2. Pallets created from DAT-MAIL™'s Palletization Module.
    3. Using the Mother Pallet view to manually create pallets.

Most changes made in the Mail.dat file are automatically updated to the related pallet records. The pallet database currently serves two production purposes:

1. It allows mailers to view pallets for a given ship date by entry point across multiple jobs and versions! This eliminates the need merge Mail.dat files or generate statements in advance. This can be of great importance in evaluating drop ship opportunities, requesting quotes or writing up purchase orders for freight charges.

2. It provides data across all jobs to the Trailer Assignment program. Our Trailer Assignment program is included in our Toolbox version of DAT-MAIL™. This feature allows mailers to plan trailers and stops or just record trailer and stop information then pass that information back to the Mail.dat files so that statements and 8125's can be generated for each trailer. It also can produce Bills of Lading.

In the future, this pallet database may serve as a foundation for a variety of Pallet Management applications that can improve control, productivity and documentation accuracy.

Using the Pallet Database
Whenever a Unique Container ID is assigned to a pallet, it creates a record in the new pallet database. These pallets will then be included in the Pallet Shipping Report and can be used in the Trailer Assignment program if you are using DAT-MAIL™ Toolbox.
After you have made your Program Setup selection mentioned above, all new Mail.dat file imports will have Unique Container ID's assigned automatically as will any Pallets you create using our Palletization module and any Pallets you manually create (insert) at the Mother Pallet View. If you would like the Pallets in your existing Mail.dat files to be included in pallet database and appear on the Pallet Shipping Report, simply open each file and go to the Container Summary View. Press the button at the bottom of the screen named "Renumber Unique Cont. ID's (Pallets Only)".

Pallet Shipping Report
This report will display all pallets that are scheduled to ship for a selected date range. You can access this report either through DAT-MAIL™ Toolbox's Trailer Assignment program or from inside a Mail.dat file off DAT-MAIL™'s Report Menu. This report can be very useful to forecasting transportation needs and enable mailers to save postage and

freight.

Pallet Shipping Report

Date Range: 10/25/2004 to 10/25/2004

Entry Point Facility Unique Ctnr. ID	Pallet ID	Gross Wgt.	Job	Copies	Pieces	Containers/Packages	Scheduled Ship Date	In Home Date
BMC NEW JERSEY, NJ 00102								
W123P0000634	000001	418.7000	00000007	11,130	11,130	10 1Ft, 44 2Ft	10/25/2004	10/26/2004
W123P0000635	000002	434.1000	00000007	11,713	11,713	6 1Ft, 46 2Ft	10/25/2004	10/26/2004
W123P0000636	000003	348.7000	00000007	9,327	9,327	5 1Ft, 36 2Ft	10/25/2004	10/26/2004
W123P0000637	000004	400.4000	00000007	10,783	10,783	10 1Ft, 39 2Ft	10/25/2004	10/26/2004
W123P0000638	000005	462.0000	00000007	12,499	12,499	5 1Ft, 50 2Ft	10/25/2004	10/26/2004
W123P0000639	000006	328.9000	00000007	8,725	8,725	4 1Ft, 35 2Ft	10/25/2004	10/26/2004
W123P0000640	000007	541.0000	00000007	14,783	14,783	9 1Ft, 56 2Ft	10/25/2004	10/26/2004
W123P0000641	000008	548.5000	00000007	14,975	14,975	14 1Ft, 54 2Ft	10/25/2004	10/26/2004
W123P0000642	000009	516.9000	00000007	13,833	13,833	13 1Ft, 55 2Ft	10/25/2004	10/26/2004
W123P0000643	000010	575.6000	00000007	15,856	15,856	13 1Ft, 56 2Ft	10/25/2004	10/26/2004
W123P0000757	000001	779.9000	00000007	16,897	16,897	8 1Ft, 53 2Ft	10/25/2004	10/26/2004
Total Count:	11 Pallets	5,354.7000		140,521	140,521	97 1Ft, 524 2Ft		