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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, 2014

Version 1.1

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	Page
UPS Smart Mail Innovations®.....	1
• Introduction	1
Label Format Requirements	2
• Ship From Address	2
• USPS Permit Imprint Indicia	2
• USPS Endorsements.....	2
• Ship To Address	2
• Data Matrix Barcode.....	2
• Horizontal Line Prints	2
• Vertical Line Prints	2
• The UPS Control Number.....	2
• USPS Specifications	3
• Clear Zones (Quiet Zones)	3
• USPS IMpb Tracking Number Barcode	3
• USPS Customs Declarations Form	3
• USPS Electronic Verification System (eVS).....	3
Mail Manifest Identification Table	4
USPS Barcode Data Fields	5
• Diagram of USPS Barcode Data Fields.....	5
Data Matrix Barcode Layout Table	6
Processing Category/Permit Imprint Indicia Table	7
USPS Service Type Code/UPS Required Code in Sequential Package ID	8
Diagram of USPS Barcode Requirements	9
Domestic Label, Flat	10
Domestic Label, eVS, No Delivery Confirmation, Bound Printed Matter	11
Domestic Label, eVS, USPS Delivery Confirmation, First-Class Mail.....	12
International Label, Flat	13
APO Address, eVS, Delivery Confirmation, Bound Printed Matter	14
Mail Innovations 4x4 label.....	15
USPS Customs Declarations Form.....	16
Appendix A	21
• Data Matrix Specifications.....	21
• USPS Barcode Specifications Documents.....	21
Appendix B	22
• Barcode size based on Printer DPI.....	22
• USPS Barcode Specifications Documents.....	22
Appendix C	23
• Label Width	24
Appendix D	24
• Check digit Calculation.....	24
Label Approval Process	25

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

What's New

- Updated the USPS Service Type Code listing. Please see page 7.
- The Mail Innovations International package label now includes the Mail Manifest Identification (MMI) number.
- The text "United States Postal Service" must be suppressed from the Mail Innovations International Label. Please see pages 3 and 15 for specifications.

Note: The MMI number will be the primary identifier for Mail Innovations International packages. The MMI number will replace the LM number for International shipments handled by the UPS Mail Innovations International Team. APO/FPO/DPO and US Territory destination shipments will continue to use the USPS PIC or LM number.

Domestic/International Label Format

Ship From Address

- 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.

- Mail Class *
- U.S. POSTAGE PAID
- UPS MAIL INNOVATIONS
- eVS
- Font Size = 6 pt

* 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

"Blank" (No Endorsement); Non USPS Endorsements; and Not valid with Delivery Confirmation prints underneath the Ship From Address.

Select the following:

- Time Sensitive Material Enclosed
- Font Size
- Minimum 8 pt
- Minimum of .25" clear zone around the text

Ship To Address

- 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

Note: All address text must be in uppercase

Data Matrix Barcode

- The UPS Mail Innovations label requires a Data Matrix barcode
- Review the Data Matrix Barcode Layout Table in this document for all the required fields

Human readable text that must print to the right of the Data Matrix Barcode :

- UPS MAIL INNOVATIONS
 - Font Size = 16 pt, bold
- POSTAL CODE:
- PACKAGE ID NUMBER:
- COST CENTER NUMBER:
- Font Size = 10 pt

Horizontal Line Prints

- Thickness equals .01 inches

Vertical Line Prints - A vertical line connects the two horizontal lines to the right of the barcode.

- Thickness equals .01 inches

The UPS Control Number is only required for UPS Ready™ Vendor Applications. It must print in the bottom right corner of the label.

Data Content

- Font Size = 6 pt (or as small as possible while still being legible)
- The format must be as follows:
XXX VV.V.V PPPCCCCCCCCC
- Positions 1-10 = Two- to three-letter mnemonic assigned to the shipping system with version number
- Position 11 = Space
- Positions 12-24 = Printer make and model
- Position 25 = Space

For example:

ABC 11.2.3 P P P P P 2442 or ABC11.2 P P P P P 2442

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
- The lines must be placed above the text and above the USPS barcode but below the barcode number

Clear Zones (Quiet 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 Tracking Number Barcode

The text above the barcode must be

- USPS TRACKING # eVS
- Font Size = 12 pt, bold
- USPS Barcode Height - minimum of 0.65 inches

Note: The USPS "C 02" barcode construct code specifications can be found in the USPS Barcode Package Intelligent Mail Specification on the USPS website.

The text below the USPS 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 Customs Declarations Form

- Mail Innovations shipments to APO/FPO/DPO destinations, US Territories, and International destinations require this form. See page 16 for more information.

USPS Electronic Verification System (eVS)

- UPS Mail Innovations has moved to the USPS Electronic Verification System. This transition requires the addition of "eVS" text on the labels.

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)

The MMI number is used as the Mail Innovations International Tracking Number Barcode.

Location on the International Label, Flat

- Below the separator line at least .01 inch thick, at the bottom of label. See page 12

Location on the Combination Mail Innovations Address and PS Form 2976 (CN22) - International Destinations

- Below the Highlight Bar at least 0.01 inch thick. See page 18

Location on the PS Form 2976 (CN22) - International Destinations

- At the top of the label, See page 19

Mail Innovations International Tracking Barcode Quiet Zones

- Minimum quiet zone top and bottom = 1/16 inches
- Minimum quiet zone left and right = 10 x X-Dimension of the barcode

Tracking Number Barcode Format

- Left-justified, allowing for left quiet zone

Tracking Number Barcode Dimensions

- Height (Minimum) = 0.5 inches
- Width = Variable

Mail Innovations International Tracking Number Barcode Specifications

- Spaces are not encoded in the bar code. For example: "812345603000000017"
- All alpha characters must be uppercase
- Alpha characters may only appear in the account number
- Sequence number is determined by the shipper or shipping system and must be carefully controlled to ensure each package is unique
- The entire 18 digit tracking number must remain unique for one year
- Uses Code 128 Barcode Symbology. See Appendix B in the UPS Guide to Labeling Document for specifications
- The human readable text below the barcode must be formatted as below:
n nnnnnn nnn nnnnnnn n
- Font Size = 10 pt,

Below is a table with the "C02" Commercial Mail Construct for the USPS IMpb Tracking Number 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

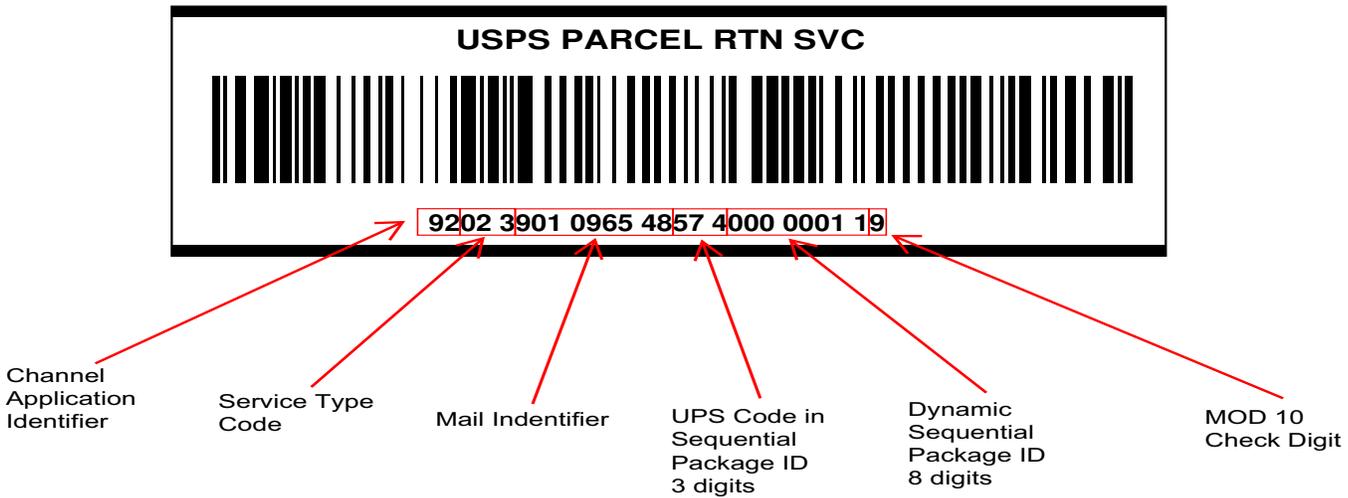
Please Note: The Postal Code Application Identifier for the USPS is 420.

Channel Application Identifiers

Channel Application Identifier	Use
"92" and "93"	For use by commercial mailers
"94"	For use with PC Postage and online systems.
"95"	Used in the Postal Service retail environment.

Diagram of USPS Barcode Data Fields

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



Mail Innovation Forward Movement - Data Matrix Barcode Layout Table

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.

Processing Category/Permit Imprint Indicia Table

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 Type Code/UPS Required Code in Sequential Package ID

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
Bound Printed Matter	No	PRSRT BPM	458
Media Mail	No	PRSRT MEDIA MAIL	521
First-Class Parcel	No	FIRST-CLASS MAIL	742

UPS Required Code in Sequential Package ID

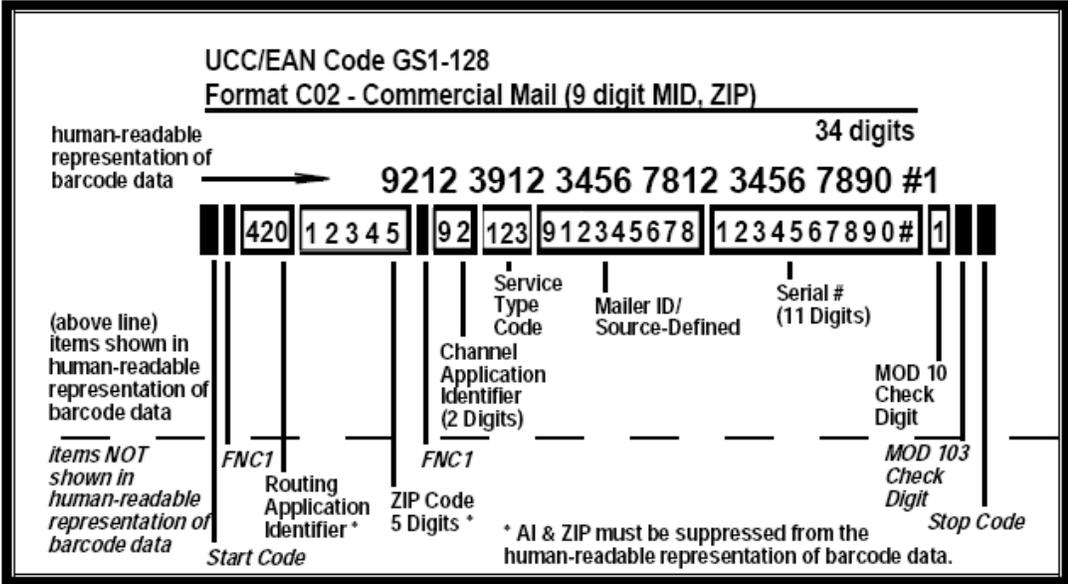
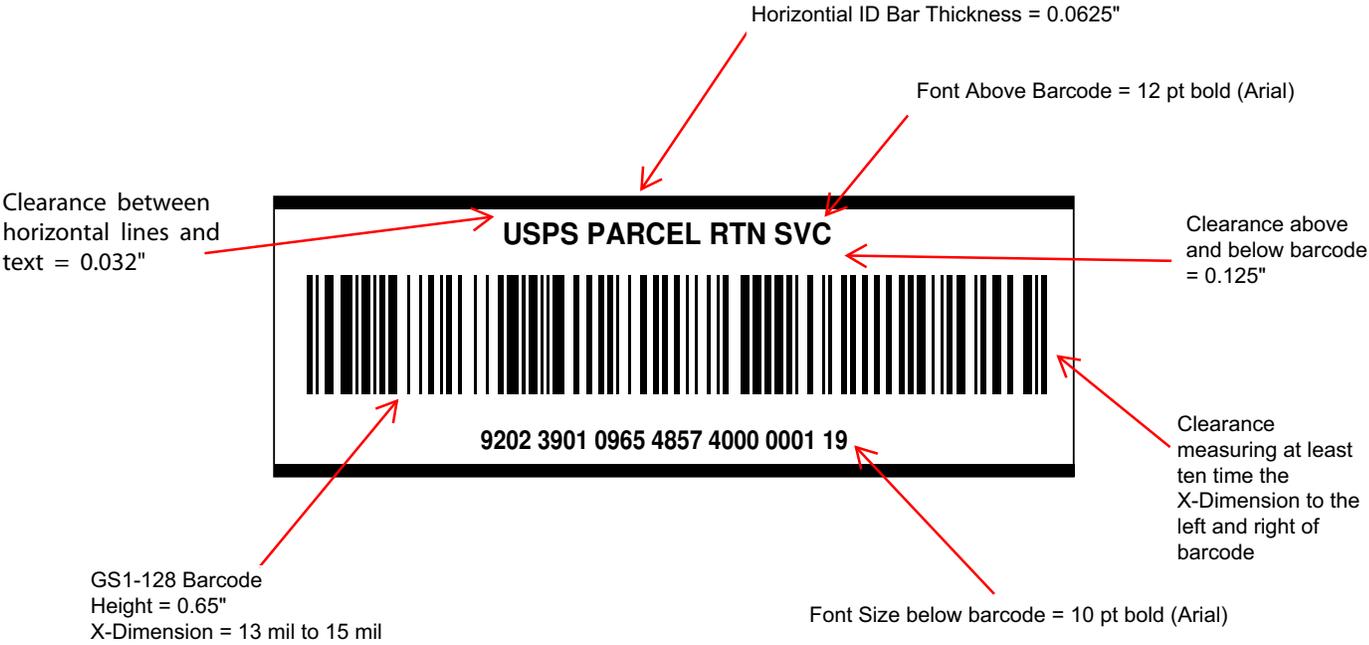
Customers and UPS Ready Vendor systems are required to use a 3 digit UPS code for the first three characters in the 11 digit Sequential Package ID field of the USPS barcode.

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

Diagram of USPS Barcode Requirements

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

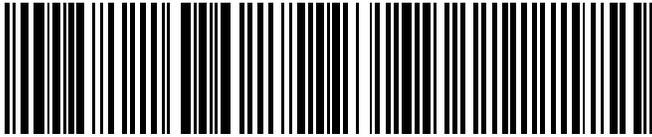
NOTE: This label is not to scale

<p>CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594</p>	
<p>SHIP TO: CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS ROSWELL GA 30076-3852</p>	
	<p>UPS MAIL INNOVATIONS POSTAL CODE: 30076 PACKAGE ID #: AAABBBCCCD12345678901234567890 COST CENTER #: EXPENSEABCYZ345678901234567890</p>
<p style="text-align: right;">WS 18.0.00 ZEBRA ZP 450</p>	

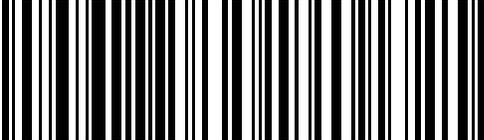
NOTE: This label is not to scale

CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594		<div style="border: 1px solid black; padding: 5px; text-align: center;"> PRSRT BPM U.S. POSTAGE PAID UPS MAIL INNOVATIONS eVS </div>
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 18.0.00 ZEBRA ZP 450		
USPS TRACKING # eVS		
		
9245 8123 4567 8951 3000 0000 17		

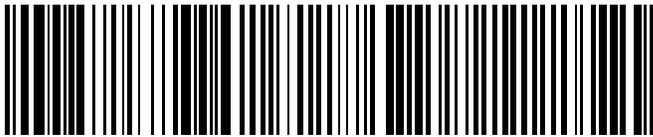
NOTE: This label is not to scale

CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594		FIRST-CLASS MAIL U.S. POSTAGE PAID UPS MAIL INNOVATIONS eVS
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 18.0.00 ZEBRA ZP 450		
USPS TRACKING # eVS		
		
9200 1123 4567 8951 3000 0000 22		

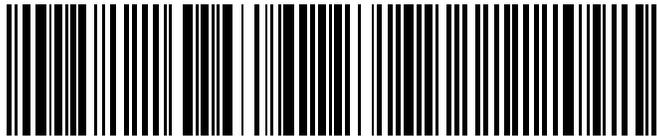
NOTE: This label is not to scale

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
<small>WS 15.0.00 ZEBRA ZP 450</small>	
 8 123456 352 1234567 1	

NOTE: This label is not to scale

<p>CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594</p> <p>Forwarding Service Requested</p> <p>SHIP TO: CONTACT NAME STREET ADDRESS APO AP 96278-2050</p>	<p>PRSRT BPM U.S. POSTAGE PAID UPS MAIL INNOVATIONS eVS</p>
	<p>UPS MAIL INNOVATIONS</p> <p>POSTAL CODE: 96278 PACKAGE ID #: AAABBBCCCD12345678901234567890 COST CENTER #: EXPENSEABCYZ345678901234567890</p> <p style="text-align: right;"><small>WS 18.0.00 ZEBRA ZP 450</small></p>
<p style="text-align: center;">USPS TRACKING # eVS</p>  <p style="text-align: center;">9241 9123 4567 8951 3000 0000 49</p>	

NOTE: This label is not to scale

<p>CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS THORNWOOD NY 10594</p> <p>Forwarding Service Requested</p> <p>SHIP TO: CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS ROSWELL GA 30076-3852</p>	<p>PS LIGHTWEIGHT U.S. POSTAGE PAID UPS MAIL INNOVATIONS eVS</p>
	<p>UPS MAIL INNOVATIONS POSTAL CODE: 30076 PACKAGE ID #: AAABBBCCCD12345678901234567890 COST CENTER #: EXPENSEABCYZ345678901234567890</p>
<p>WS 18.0.00 ZEBRA ZP 450</p>	
<p>USPS TRACKING # eVS</p>  <p>9274 8123 4567 8951 3000 0000 88</p>	

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

This label is required when sending items to an APO/FPO/DPO destinations or international location via Mail Innovations service. It may also be required for shipments to U.S. territories depending on the final destination. Refer to the following USPS Domestic Mail Manual for more information:

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

- All text on the label is 8 pt unless otherwise noted
- Text for the barcode contents is 10 pt, bold
- 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
 - CN 22
 - Exemption/Exclusion Legend
 - NOEEI § 30.37(a)

PS Form 2976 (CN 22) Barcode Specifications

There are three different barcodes used on the CN22 label. (Domestic Destinations of APO/FPO/DPO and U.S. Territories; International Destinations of APO/FPO/DPO and U.S. Territories; and International Destinations that are not APO/FPO/DPO or U.S. Territory).

Domestic Destinations to APO/FPO/DPO and U.S. Territories:

- These types of destinations use the USPS Package Identification Code (PIC)
- The data content comes from the shipping label but it does not 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 inches)
- Minimum Height: 0.5 inches

International Destinations to an APO/FPO/DPO and U.S. Territories

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

Flats and Flats BPM going to APO/FPO/DPO destinations and U.S. Territories will use the LM Number barcode. This barcode starts with 'LM'. The barcode contains 13 characters.

- Position 1 - L
- Position 2 - M
- Position 3-10 - Range assigned by the USPS
- Position 11 - Check Digit (MOD 11)
- Position 12-13 - US

International Destinations that are NOT an APO/FPO/DPO or a U.S. Territory

Barcodes for this type of shipment includes an MMI Number. The barcode contains 18 characters.

- Barcode Type: Code 128
- Characters: 18 numeric
- X dimension = 15 mil (or 0.015")
- Subsets C
- Minimum Height: 0.5 inches
- Position 1 - Shipping Application ID
- Position 2-7 - Mail Innovations Account Number
- Position 8-10 - Julian Day of Pickup
- Position 11-17 - Unique Sequence Number
- Position 18 - Check Digit (MOD 10)

See example label on page 19.

Combination Mail Innovations Address Label and CN22 Form

This label is only valid for a Mail Innovations service printed on a 4" x 6" label stock. This label contains the Data Matrix barcode and one of the three barcode values at the top.

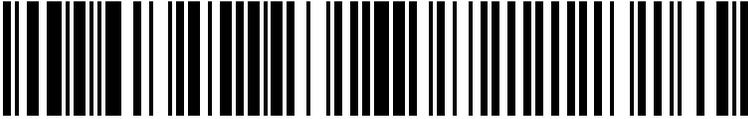
The detailed description of contents has been reduced from three to one.

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

USPS Customs Declaration Form - CN22

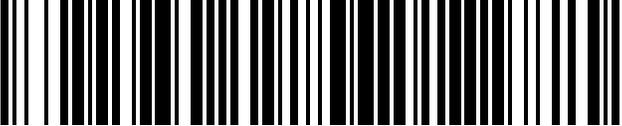
PS Form 2976 (CN 22) - APO/FPO /DPO & U.S. Territory Destinations

NOTE: This label is not to scale

 9261 2123 4567 8958 1000 0000 67				
FROM CONTACT NAME EXTENDED ADDRESS STREET ADDRESS ROSWELL GA 30076 UNITED STATES		SHIP TO CONTACT NAME UNIT 2050 BOX 4190 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		Value (US\$)
		Lbs	Oz	
1	Book	3	15	\$12.99
1	Book	3	15	\$12.99
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 _____				

USPS Customs Declaration Form - CN22

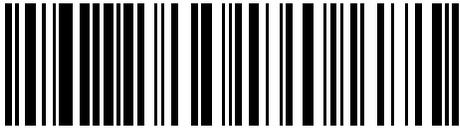
Form 2976 (CN 22) APO International Destinations

				
LM 473 124 829 US				
FROM		SHIP TO		
CONTACT NAME		CONTACT NAME		
COMPANY NAME		UNIT 5500 BOX 4322		
STREET ADDRESS		APO AE 09008		
EXTENDED ADDRESS		GERMANY		
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: Merchandise			
		Weight		
		Lbs	Oz	Value (US\$)
Qty	Detailed description of contents			
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

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

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

	<p>UPS MAIL INNOVATIONS POSTAL CODE: 60386 PACKAGE ID #: AAABBBCCCD12345678901234567890 COST CENTER #: EXPENSEABCYZ345678901234567890</p>												
 8 123456 352 1234567 1													
<p>FROM CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS CHICAGO IL 60607 UNITED STATES</p>	<p>SHIP TO CONTACT NAME COMPANY NAME STREET ADDRESS EXTENDED ADDRESS 60386 FRANKFURT GERMANY</p>												
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>													
<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%; border-collapse: collapse;"> <tr> <td style="width: 60%;">For commercial use only. If known, HS tariff number and country of origin of goods.</td> <td style="text-align: center;">Total Weight</td> <td style="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											
<p>Exemption/Exclusion Legend NOEEI § 30.37(a)</p> <p>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.</p>													
<p>Sender's Signature and Date</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>													

Data Matrix Specifications

Symbology Requirements

- Narrow width (X dimension) = 15 mil +/- 3 mils (must be between 12 and 18 mil)
- 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

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 is calculated as follows in inches:

- $0.001(11C+35)X$

The Quiet Zone on each side of the barcode is:

- $Q = 10(X)$

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

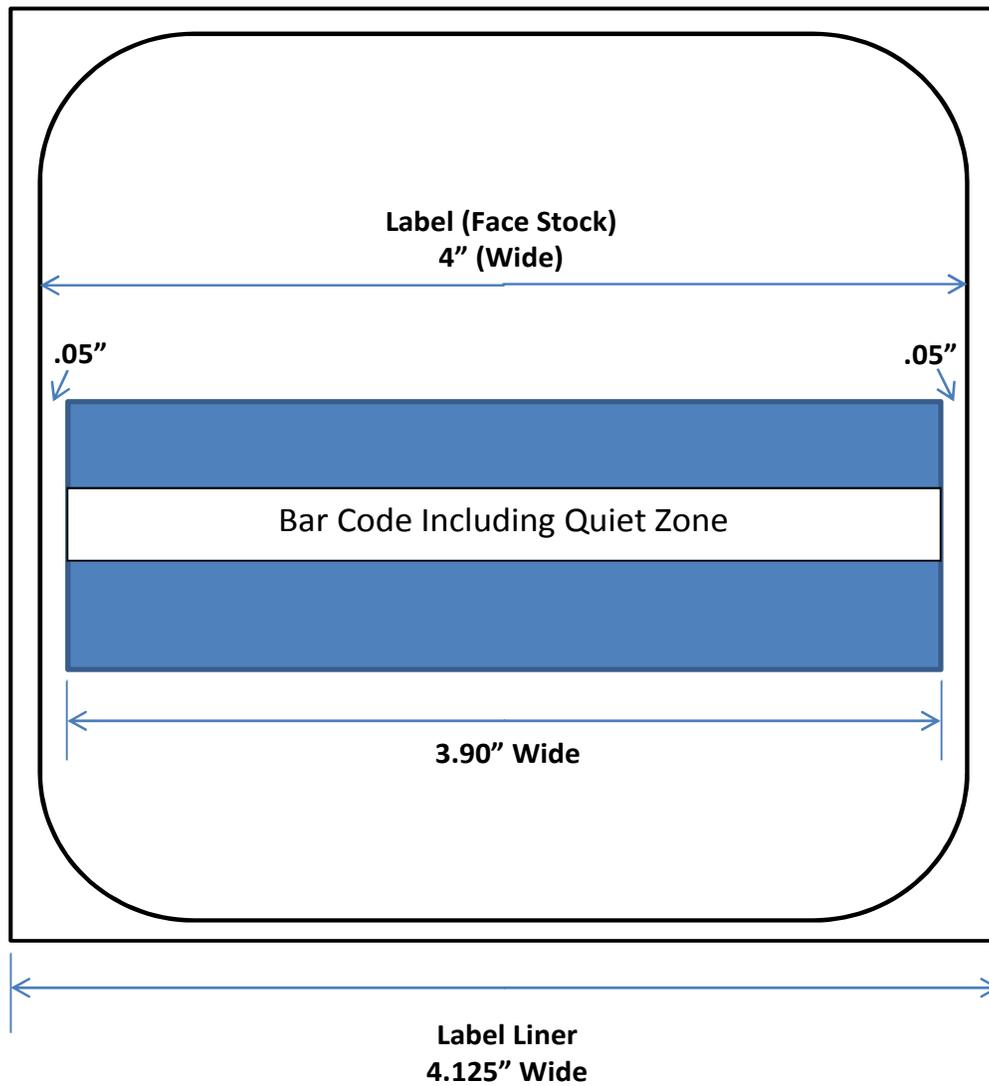
DPI	Min X-Dimension	Max Acceptable X-Dimension (mils)	Width of Barcode	Quiet Zone (each side of Barcode)	Total Label Width (in)
203	4.93	14.8	3.6	0.148	3.9
305	3.28	13.2	3.2	0.132	3.5

Example of a 15 mil Barcode



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

GS1-128 Barcode
Height = 0.65"
X-Dimension = 13 mil to 15 mil



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:

	6	123456	123	9876543	
1. From left, add all odd positions:					$6 + 2 + 4 + 6 + 2 + 9 + 7 + 5 + 3 = 44$
2. From left, add all even positions and multiply by two:					$(1 + 3 + 5 + 1 + 3 + 8 + 6 + 4) = 31 * 2 = 62$
3. Add results of steps 1 and 2:					$44 + 62 = 106$
4. Subtract result from next highest multiple of 10:					$110 - 106$
5. Remainder*:					4
6. Check digit:					4
Result:	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 service, 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 Mail Innovations 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.