Full-Service Intelligent Mail® Fact Sheet

**BENEFITS**

- **Reduce Costs**
  - Receive automation price discounts
  - Eliminate permit fees
  - Use the same permit at any location

- **Accurate Delivery**
  - Address Correction on Full-Service pieces

- **Monitor Service**
  - Start-the-Clock on Mail Entry
  - Visibility and tracking

**ADDITIONAL RESOURCES**

- **Getting Started:**

- **Registration (via the Business Customer Gateway):**
  https://ribbs.usps.gov/index.cfm?page=intelliMailgateway

- **Mailpiece Design Analyst** at
  855-593-6093 or mda@usps.gov

- **PostalOne! Help Desk** at 800-522-9085 or postalone@usps.gov

**KEY REQUIREMENTS**

- Apply unique Intelligent Mail barcode (IMb) to each postcard, letter, and flat
- Apply unique Intelligent Mail tray barcode (IMtb) to trays and sacks
- Apply unique Intelligent Mail container barcode (IMcb) to placards for containers (i.e. pallets) when required
  - Small volume mailings entered at a BMEU typically do not need an IMcb. Reference
- Submit postage statements and mailing documentation electronically

**Bar Code Uniqueness**

For mailings less than 10,000 pieces, mailers have two options:

**Option 1:** Provide an Identical Bar Code Serial Number within a single mailing that must maintain uniqueness across mailings for 45 days

**Option 2:** Provide a range of unique Bar Code Serial Numbers throughout a single mailing that must maintain uniqueness across mailings for 45 days.

**Talk to your software vendor or mail service provider to learn more about how to prepare for Full-Service**

**FULL-SERVICE MAILING SOLUTIONS**

**COMMERCIAL MAILING SOFTWARE**

- Mailing software vendors offer easy, ready-to-go solutions for preparing and submitting Full-Service mailings.
  - **Mail.dat® / Mail.XML™** - software solutions for mailers who wish to use software to prepare presort mailings, generate unique barcodes, and submit mailing information electronically to USPS.
  - **Postal Wizard** – software solutions which allow mailers to presort mail and generate unique barcodes, but require the mailer to enter the postage statement information online via the online Postal Wizard tool.

- For a list of vendors that offer dynamic Full-Service solutions and have tested them with USPS, reference the **Vendor Full-Service Capabilities** document on RIBBS.

**MAIL SERVICE PROVIDERS (MSPs)**

- Offer a wide variety of services for Mail Owners
- Talk to your MSP to learn more about the Full-Service solutions they offer

**USPS INTELLIGENT MAIL FOR SMALL BUSINESS (IMsb) TOOL**

- Online tool to help small business mailers (mailing less than 10,000 pieces per mailing and 250,000 annually) prepare Full-Service mailings with Intelligent Mail barcodes and tray labels

Effective January 26, 2014, the use of Full-Service Intelligent Mail® is required to qualify for automation prices.

Available for the following types of mail:

- **First-Class Mail®** postcards, letters and flats
- **Standard Mail®** letters and flats
- **Periodicals** letters and flats
- **Bound Printed Matter** flats


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