



Manifesting FAQs

Q1: What processing categories does the ID Mail manifesting suite support?

A: The manifesting suite supports flats, machinable and irregular parcels. It does not currently support letters.

Q2: What is the difference between a machinable parcel and an irregular parcel?

A: As its name implies a machinable parcel is intended for processing by the USPS on automated machinery, therefore its maximum weight is limited to 35 pounds. It must also be rectangular in shape and meet the size restrictions for the category. Irregular parcels can weigh up to 70 pounds and can be non-standard in shape such as a cylindrical mailing tube, or spherical, triangular, etc. Because they are intended for automation, machinable parcels are eligible for a barcode discount but most irregular parcels are not.

Q3: Is the maximum weight limit for a machinable parcel the same for all mail classes?

A: No. 35 pounds is the maximum for a machinable parcel but the rules for a mail class can set the limit at a lower weight. For example, the maximum weight for any Bound Printed Matter item is 15 pounds so the maximum weight limit for a Bound Printed Matter machinable parcel would be 15 pounds. For Media and Library Mail the maximum weight limit for both classes is 70 pounds. This makes the weight limit for a Media or Library Mail machinable parcel 35 pounds. The programming for each supported mail class on the MAX-M is set up to account for these restrictions. For example, the maximum weight for any Bound Printed Matter item is 15 pounds so anything over that weight causes a message to be displayed asking the operator to remove the item from the mailing. Media and Library are treated similarly.

Q4: Is the minimum weight limit for a machinable parcel the same for all mail classes?

A: Yes. 6 ounces is the minimum that a machinable parcel in any class can weigh. The MAX-M is programmed to display a message asking that an item be removed from the mailing when its weight is less than this threshold.

Q5: Are all Bound Printed Matter flats eligible for a barcode discount?

A: No, only those at or below 20 ounces (1 lb. 4 ounces) are eligible for a barcode discount. Any flat greater than 20 ounces cannot receive a barcode discount. The barcode discount is limited to these items because barcodes are only useful on a Bound Printed Matter flat when they can be placed on automated processing equipment. Those items above 20 ounces cannot be processed on automated equipment so are not eligible for a barcode discount.

Q6: Do all mail classes have a qualification report?

A: All discounted mail classes must have the qualification reported. Most discounted mail classes (First, Standard, Media and Library) have the qualification reported as part of the manifest. But because Bound Printed Matter postage is calculated on weight and zone, its manifest would become too complex to also include the qualification

information. For this reason Bound Printed Matter has its qualification reported via a separate qualification report. Because Priority Mail has no discounting (it is entered at single-piece rates) no reporting of qualification is required.

Q7: Sometimes after processing is complete and reports have been run, pieces have been produced with barcodes but no barcode discount is shown. Why does this happen?

A: There are several valid reasons why this can happen. Most frequently this occurs in Bound Printed Matter flats because the item is above 20 ounces and is therefore not eligible for a barcode discount. Regardless of class it's also possible the item did not receive the appropriate level of barcode to qualify for the barcoded or automation discount. An item may not receive the appropriate barcode required for the discount either because the address lookup and or barcode printing is set to something less than the required level or because the address may not be codeable to the appropriate level. As examples, the lookup could be set to accept a 5 digit coding result, but printing is set to print up to an 11 digit barcode. This would result in only the 5 digit being printed when the piece can only be coded to that level and the piece would not qualify if the barcode discount requires an 11 digit result. A second instance occurs when an 11 digit coding result is obtained but the printer is set to print only a 5 digit result. Likewise in this case the appropriate 11 digit would not have been printed so no barcode discount is obtained.

Q8: When we select destination entry points they sometimes don't show up in the manifest. Why does this happen?

A: There are two reasons this happens. If a destination entry point such as a BMC is selected, and one or more SCFs within its service area are also selected, the SCFs can consume all of the items that would have otherwise gone to the BMC. The result is that a selected BMC may be left with no items and would therefore not appear in the manifest. Sometimes a selected SCF does not appear in the manifest because there were not sufficient items to qualify to the location. For example, when processing Bound Printed Matter flats, if there are not 20 pieces or 20 pounds to a 5 digit, a sack cannot be created and the items cannot be sent to the SCF.