Intelligent Mail Package Barcode (IMpb) – Internal Use Only

The IMpb is used in place of the IMB for any piece that, because of its size, qualifies as a parcel per USPS standards. The IMpb must be used on parcels in order to receive automation discounts, otherwise the non-auto rate and an additional $0.20/piece surcharge will be charged for the mailing.

General Notes

- The IMpb can only be run as Laser or Indigo.
- The IMpb cannot be run on the inkjet machines. If you have a job with IMpb that would normally be run as inkjet, the next best option is to laser the IMpb and address block on a label. DP has an IMpb template set up to run on the 4-up 4x5 labels.
- The Shipping Services file that DP needs to create for Priority Mail jobs along with the mail.dat is only good for 3 days after the drop date provided in the ticket. If the job has multiple drops, the ticket will need to reflect that. DP will also need an AA edit to update the Shipping Services file if the drop date changes more than 3 days from the original date in the ticket.
- If a job is mailing at 100%, all Postcass Aggressive records need to be moved into separate GLS packages. If Postcass removal is required, the Postcass Aggressive level must be used.

Client Considerations

- **It is strongly recommended to use the GLS house permit (4444) to run any Priority Mail IMpb jobs.** Priority Mail IMpb mail.dats require additional information about the customer permit that is not normally provided on regular IMB jobs.
- If a customer does require use of their permit and the pkg is presorting as Priority Mail, DP will need the following information:
    - Permit Number
    - Customer Mailer ID (MID)
    - Customer CRID
    - The Zip Code where the permit is held
- Non-Profit rates are not available for parcel mailings.
- DP currently does not have automation set up to create IMpb mail.dats, so each pkg must be processed manually. This will add time to the presorting process (estimate is an extra 10-15 minutes per pkg).
- Priority (excluding Flat-Rate pieces) and First-Class parcels will be priced according to the Postal Zone. The lower the Zone number, the lower the price.
    - The Postal Zone is a geographical area determined by how far a piece has to travel from where it has been entered into the mail stream. For example, anything mailed to a Minnesota zip code from Eagan will be Zone 1, and anything mailed to a Hawaii zip code from Eagan will be Zone 9.
- Additional services are available for all mail classes (COD, Signature Required, Certified Mail, etc.); these services will incur extra costs.
- The mailing panel on all parcels must contain a return address
- The IMpb is already a tracked barcode, so Track N Trace is not an available service.
    - Up to 35 IMpb numbers can be entered into the USPS website at a time to receive tracking information.

- If the IMpb is not being printed, DP can sometimes add a dummy Track N Trace IMb to the piece. This is not recommended, as parcels are scanned on machines that are not looking for the IMb, so it is unlikely the barcode will be scanned at all.
- The IMpb is considerably larger than the IMB (please see example below). It consists not only of the barcode itself, but a human readable portion beneath the barcode, banner text above the barcode, and solid black Identification Bars both above and below the barcode. Any customer artwork that is using the IMpb should be checked for enough clearance for the IMpb (approximately 4.25" by 1.75" total space, including 1/8" clearance around all sides of the total barcode).
- The IMpb must be placed at least 1" away from any cut or folded edge of the piece.

IMpb example (not to scale):

USPS TRACKING #

9205 5924 2990 0101 5591 48

Printstream Setup – Postal Presort

- The following mail classes can use the IMpb:
    - First-Class
        - Between 13 and 16oz.
        - Will be priced according to Postal Zone
        - Will receive expeditious handling, but delivery and delivery times are not guaranteed
        - Not subject to postal inspection

    - Bound Printed Matter
        - 20 oz. and over (pieces between 16 and 19.999 oz. can be mailed as BPM Flats with the regular IMb)
        - May receive deferred service; delivery and delivery times are not guaranteed
        - Can be drop-shipped
        - No minimum piece number or volume, but lower presorted rates only apply if the GLS package has at least 300 pieces
        - A per-pound rate applies in addition to the per-piece rate
        - Must use a permit; cannot run as stamp or meter
        - Content must meet the following criteria:
            - Printed matter bound with permanent fastenings
            - Consist of advertising, promotional, editorial, or directory material
            - Cannot be in the nature of stationery or personal correspondence
        - Subject to postal inspection

    - Priority
        - First-Class pieces 20 oz. and over
        - If not using a Flat-Rate envelope or box, Zoned Mail must be selected as the Piece Type & Mail Stream
            - Zoned Mail will be priced according to Postal Zone
        - Will receive expeditious handling, but delivery and delivery times are not guaranteed
        - Not subject to postal inspection

    - Parcel Select
        - Minimum of 50 pieces or 50 lbs. total in GLS pkg
        - Ground Shipping only
        - Can be drop-shipped
        - A per-pound rate applies in addition to the per-piece rate
        - May receive deferred handling; delivery and delivery times are not guaranteed
        - Subject to postal inspection

    - Parcel Select Lightweight
        - Up to 16 oz.
        - Minimum of 200 pieces or 50 lbs. total in GLS package
        - Ground Shipping only
        - Can be drop-shipped
        - Only available for Machinable or Irregular parcels
        - A per-pound rate applies in addition to the per-piece rate
        - May receive deferred handling; delivery and delivery times are not guaranteed

- Subject to postal inspection

- o Standard Class Marketing Parcels
  - Up to 16 oz.
  - Minimum of 200 pieces or 50 lbs. total in GLS package
  - Can be drop-shipped
  - Only available for Machinable or Irregular parcels
  - May receive deferred handling; delivery and delivery times are not guaranteed
  - Subject to postal inspection
  - **Must use the IMpb – no exceptions**
  - Must have some form of "Or Current Resident" in the mailing address
  - Requires a return address

- "BARCODED" should be selected as the Mail Stream to denote the IMpb
- If the customer's permit is being used and the pkg is presorting as Priority Mail, enter the customer Permit Number, MID, CRID, and Permit Zip Code under the "Permit Number" section
- Any Priority Mail packages not using Flat-Rate materials under 200 pieces or 50 lbs. will require a Zone List to be provided for production. Please add this to the "Additional Instructions" section of the Postal Presort.
- Currently, we are only using "USPS Tracking" for the IMpb service. If any other services are required, please add this to the "Additional Instructions" section of the Postal Presort.

Printstream Setup – Other Activities

- In the "Format for Variable Indigo" or "Format for Laser" section, make sure to call out the IMpb in the address block instructions. Do not indicate GLS Standard, as the IMpb is not part of the GLS Standard address block.
    - If a package is running as a Standard Class Marketing Parcel, add some form of "Or Current Resident" to the mailing address block.
- Make sure that any indicia called out in the "Format for Variable Indigo" or "Format for Laser" section has the correct verbiage for parcels.
    - See GLS Indicias O,P,Q, R, and T for examples
    - If a GLS pkg is being presorted as Bound Printed Matter, the word "PRESORTED" can only be used in the indicia if the package has at least 300 pieces. Otherwise, the indicia will still be used, but "PRESORTED" must be removed.
    - Any Priority or First-Class packages with at least 200 pieces or 50 cumulative lbs. can use an indicia. Otherwise they will be metered.
- If the return address was not provided in the customer art, make sure it is added in the "Format for Variable Indigo" or "Format for Laser" sections.
- For Undeliverables that are being mailed, enter the following information:
    - Create additional packages to mirror existing mailing packages and enter them into the appropriate drop(s)
    - In the "Convert file instructions" under the "Download/Upload" section, add instructions to move all Postcass Aggressive records to the Undeliverable packages
    - There must be another Postal Presort section added for the Undeliverables. Indicate that the Presort is for Undeliverables in the "Which file" line. Undeliverables under 16 oz. can run as First Class NonAuto Parcels; anything larger will run as Priority Zoned Mail NonBarcoded. If tracking is required for Undeliverables, add normal Track N Trace info to the ticket. DP can run an additional presort to create a tracked IMB for these records.
    - In the "Format for Variable Indigo" or "Format for Laser" section, indicate that the IMpb will not be used for Undeliverables. The IMB will only be used if Track N Trace is required.