



Intelligent Mail Barcode Checklist

GETTING STARTED - MUST BE COMPLETED FOR ALL OPTIONS	Ready?
Register on Business Customer Gateway	
Get CRID (Customer Registration ID)	
Get MID (Mailer ID)	
Link Permit to CRID, if necessary	
PHASE 1 - BASIC IMB - MUST BE COMPLETED FOR FULL SERVICE	Ready?
Select Service Type ID	
Create mailing using an IMb barcode	
Sort mail for automation discounts	
Submit mailing at Business Mail Entry (BME)	
PHASE 2 (SMALL VOLUME) - INTELLIGENT MAIL FOR SMALL BUSINESS (Tool that allows small businesses to prepare a full-service IMb mailing)	Ready?
Fewer than 10,000 pieces per mailing and annual volume of 250,000 or less pieces	
Create mailing list with correct headers	
Access Intelligent mail small business tool on the Business Customer Gateway	
Upload your address list and the tool will automatically presort the mail	
Create mailing (with IMb barcode)	
Sort mail for automation discounts	
Submit statement and mailing documentation electronically	
Submit mailing at Business Mail Entry (BME)	
PHASE 2 (LARGE VOLUME) - FULL SERVICE IMB (\$0.003 postage discount on all full-service pieces, free ACS and IMb Tracing, eliminates permit fees)	Ready?
Register for IMb tracing	
Unique IMb on each mailpiece	
Unique IMb tray barcode for all trays and sacks	
Unique IMb container barcode on placards, when required	
Be able to "nest" mailpieces in trays and pallets	
Submit statement and mailing documentation electronically via Mail.xml, Mail.dat or Postal Wizard	
Complete required testing in the USPS Test Environment for Mailers (TEM)	
Create mailing using an IMb barcode on the mailpiece, trays and containers	
Sort mail for automation discounts and "nesting" requirement	
Submit statement and mailing documentation electronically	
Submit mailing at Business Mail Entry (BME)	
PHASE 3 - SEAMLESS ACCEPTANCE (all the benefits of Full-Service, plus less verification required when presenting your mail)	Ready?
eDoc must be submitted for all automation mailings	
eDoc should contain piece level detail	
Work toward barcoding 100% of all mailpieces with unique IMb (automated and non-automated mail)	
Meet Full Service thresholds and have Parallel reporting turned on	
Mail quality must be below the Mailer Contact thresholds for 1 calendar month to move to Seamless from Parallel	
Auto-finalization functionality has been tested in the USPS Test Environment for Mailers (TEM)	
Create mailing meeting all seamless requirements	
Sort mail for automation discounts and "nesting" requirement	
Submit statement and mailing documentation electronically	
Submit mailing at Business Mail Entry (BME)	