

IA-NE-SD District BME

*Discontinuation of Hardcopy
Postage Statements and eDoc
Adoption Solutions*

United States Postal Service®

INDUSTRY ALERT

April 25, 2023

Discontinuance of Hardcopy Postage Statements

A Federal Register Notice (FRN) with the final ruling on the discontinuance of hardcopy postage statements was published April 25, 2023, effective **January 28, 2024**. Federal Register :: Hardcopy Postage Statements Discontinued

The Postal Service is discontinuing the use of hardcopy postage statements to improve efficiency by expediting the acceptance of commercial mail. Except for Electronic Verification System (eVS®) mailings, all domestic commercial mailings must use an approved electronic method to transmit a postage statement to the PostalOne!® system.

- Electronic documentation decreases the quantity of undocumented errors, which creates a burden on both customers and BMEUs.
- IMsb and Postal Wizard are free and easy options.
- Mailers should be aware that there are also approved third-party software options available on PostalPro at postalpro.usps.com.

We will continue to educate our customers on the options available to them through industry webinars on using the Intelligent Mail for Small Business (IMsb) Tool and Postal Wizard. For webinar information:

Electronic Documentation (eDoc) | [PostalPro \(usps.com\)](https://postalpro.usps.com)

- IMsb and Postal Wizard are both free to use and web-based, meaning no download or software is required.
- IMsb and Postal Wizard guides mailers through the items they need to complete and submit a postage statement based on information they provide along the way.
- The IMsb Tool will automatically presort mailings according to the address list, providing full presort discounts such as 5-digit/AADC automation pricing. SCF entry discount will be available if eligible.
- IMsb creates Full-Service automation rate presorted mailings with unique Intelligent Mail barcodes on mail pieces and tray labels. Piece labels and tray labels are identified by tray number, simplifying mail preparation.
- IMsb cleanses the address list ensuring all addresses are valid and can identify duplicate addresses.
- Third-party software vendors also offer all the above solutions.

Effective January 28, 2024, the USPS will no longer accept hardcopy postage statements from customers. Electronic documentation (eDoc) will be mandated for business/bulk mailings.

The USPS provides free of charge solutions for all mailers to submit electronic postage statements through the Business Customer Gateway.

- Intelligent Mail for Small Business Tool (IMsb Tool)
- Postal Wizard
- Every Door Direct Mail Tool (EDDM Tool)

The Postal Service will host bi-weekly webinars on utilizing the Business Customer Gateway (BCG) for electronic documentation (eDoc) and postage statement submission. The topics will alternate between using the Business Customer Gateway (BCG) / Postal Wizard (PW) and Intelligent Mail for Small Business Tool (IMsb Tool) applications. Learn how to eliminate hard copy postage statements and submit Full-Service mail!

Postalpro webpage: [Electronic Documentation \(eDoc\) | PostalPro \(usps.com\)](#)

Meeting URL: <https://usps.zoomgov.com/j/1603767418?pwd=TTFONWNVMXQ2UW1wcUVCCcEt5WFIIz09>

General benefits

- Increased accuracy
- Faster acceptance

IMsb Tool

- Waiver of annual fees (currently \$290, \$310.00 July 9, 2023)
- Access to automation prices
- Per piece discount for Full-Service (\$0.003)
- Free ACS option to maintain mailing lists
- Start-the-Clock on Mail Entry Visibility and tracking
- Prints addresses and barcodes on envelopes or labels

Postal Wizard

- Submits electronically
- Does not barcode

EDDM Tool

- EDDM only
- Provides demographics information on carrier routes
- Generates necessary facing slips and 8125s

The first step for customers to move to electronic postage statements, is to create a Business Customer Gateway Account.

Customers can learn how to sign-up for the USPS Business Customer Gateway (BCG) account by viewing the video below. The BCG grants access to a wide variety of Mailing and Shipping Services.

Video: <https://postalpro.usps.com/promotions/portal/bcg>

QUICK LINKS

[Business Customer Gateway](#)

Customers will need their Customer Registration ID (CRID)
The CRID can be found in Postalone! on the Customer Assistance page, under the customers address.

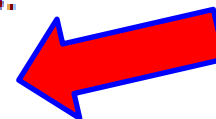
Company Information

Company:

Address:

CRID:

Other Authorizations: N/A



First-Class Mail:

- **Single-Piece mailings with less than 500 pieces – the best solution is Postal Wizard, because they do not have the 500-piece minimum to presort.**

- **Non-automation presorted mail:**
 - **The best solution is the IMsb Tool.**

 - **They can submit via Postal Wizard, if they do not want to automate the mail and want to continue to pay the annual presort fee.**

- **Automation letters or flats – If they are using software to prepare their mailings, they should submit via Postal Wizard, Mail.dat, or Mail.xml. If submitting via Postal Wizard, they will need to check the “Full-Service” box and enter the Mailer ID and the lowest Serial Number, to make the mailing Full-Service (Instructions on page six of Postal Wizard guide). Full-Service mailings submitted via Postal Wizard, cannot contain Machinable pieces.**

USPS Marketing Mail:

- **EDDM – The EDDM Tool or Postal Wizard. If they are using third party software, they also have the option of using Mail.dat or Mail.xml, whichever their software is compatible with.**

- **Non-automation letters or flats:**
 - **The IMsb Tool is the best solution.**

 - **They can submit via Postal Wizard, if they do not want to automate the mail and want to continue to pay the annual presort fee.**

- **Automation letters or flats – If they are using software to prepare their mailings, they should submit via Postal Wizard, Mail.dat, or Mail.xml. If submitting via Postal Wizard, they will need to check the “Full-Service” box and enter the Mailer ID and the lowest Serial Number, to make the mailing Full-Service. Full-Service mailing submitted via Postal Wizard, cannot contain Machinable pieces.**

Periodicals:

- **Postal Wizard**
- **Mail.dat**
- **Mail.xml**

Note: Periodicals cannot be submitted via the IMsb Tool.

Postalpro: <https://postalpro.usps.com/>

- Business Customer Gateway: <https://postalpro.usps.com/node/2985>
- eDoc Adoption: <https://postalpro.usps.com/mailing/edoc>
- Full-Service: <https://postalpro.usps.com/node/2788>
- Intelligent Mail for Small Business: <https://postalpro.usps.com/mailing/imsb>
- Postal Wizard Postage Statement Entry: <https://postalpro.usps.com/node/11055>

Postal Explorer: <https://pe.usps.com/>

USPS.com:

- Business Customer Gateway: <https://gateway.usps.com/eAdmin/view/signin>
- EDDM: <https://eddm.usps.com/eddm/select-routes.htm>

Questions should be directed to the eDoc Adoption Strike Team:

- | | | |
|-------------------|-----------------|--------------|
| ➤ Kara Siechert | Cedar Rapids IA | 319-399-2912 |
| ➤ Denise Haws | Des Moines IA | 515-283-7501 |
| ➤ Bryce Sosa | Des Moines IA | 515-283-7501 |
| ➤ Hyeonmi Shin | Des Moines IA | 515-283-7501 |
| ➤ Eric Cummings | Des Moines IA | 515-283-7501 |
| ➤ Michelle Hayden | Lincoln NE | 402-473-1799 |
| ➤ Jamie Betts | Omaha NE | 402-348-2871 |
| ➤ Lori Thrapp | Omaha NE | 402-348-2867 |
| ➤ Sydney Anderson | Omaha NE | 402-348-2867 |

Mailing and Shipping Solutions Center (MSSC) Helpdesk

When to call the MSSC Helpdesk

1-877-672-0007

MSSC@usps.gov

7:00AM – 7:00PM CT



TOPICS THE MSSC HELPDESK CAN ASSIST WITH:

- ***Automated BRM (ABRM) Tool***
- ***Addressing***
- ***Business Customer Gateway (BCG)***
- ***Business Reply***
- ***Every Door Direct Mail (EDDM)***
- ***Express Mail Corporate Account (EMCA)***
- ***Enterprise Payment System (EPS)***
- ***General Letters and Flats***
- ***Hazmat***
- ***Hazmat***
- ***Intelligent Mail for Small Business (Imsb) Tool***
- ***Mailer Scorecard***
- ***Move Update***
- ***Non-Profit***
- ***Online Permit Creation***
- ***Parcel Design***
- ***Periodicals***
- ***PostalOne!***