Creating a Simplified Mailing using BCC Mail Manager

Overview

Simplified mailings are those in which the recipient's name and address is not printed on the mail piece. Instead, a simplified address such as "Postal Customer", "Residential Customer" or "Box Holder" is used in place of the name and address. Mail pieces must be delivered to every active residential delivery point for a particular city carrier route, rural route, highway contract route, or to all post office box holders.

Procedure

1. Create a layout containing the data types: Delivery Address, City, State, ZIP+4, Delivery Point, Walk Sequence, Carrier Route, Business/Residential Flag and an alphanumeric field to identify the number of mail pieces needed for that carrier route. In this example, we used 'Repeats' to name the alphanumeric field. Note that the 'Delivery Point' field is required for the presort, but does not have to be populated.

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Figure 1: Sample List Layout

2. Add one record for each carrier route. Populate all fields, using a '1' for the Walk Sequence field, and an 'S' for the Business/Residential flag. Leave the Delivery Point field empty.

3. Go to **Postal > Presort Active List** and select the Class of Mail, Piece Type, Mail Stream, ECR (or 'Use CR' if the Mail Type is Periodicals) and Use WS.

Figure 2: Mailing Presort selections

4. From the *Mailing Presort Information* window, go to **Advanced Settings > Preferences** and enter the number of pieces, or click **Expression...** to define the layout field that contains the number of pieces.
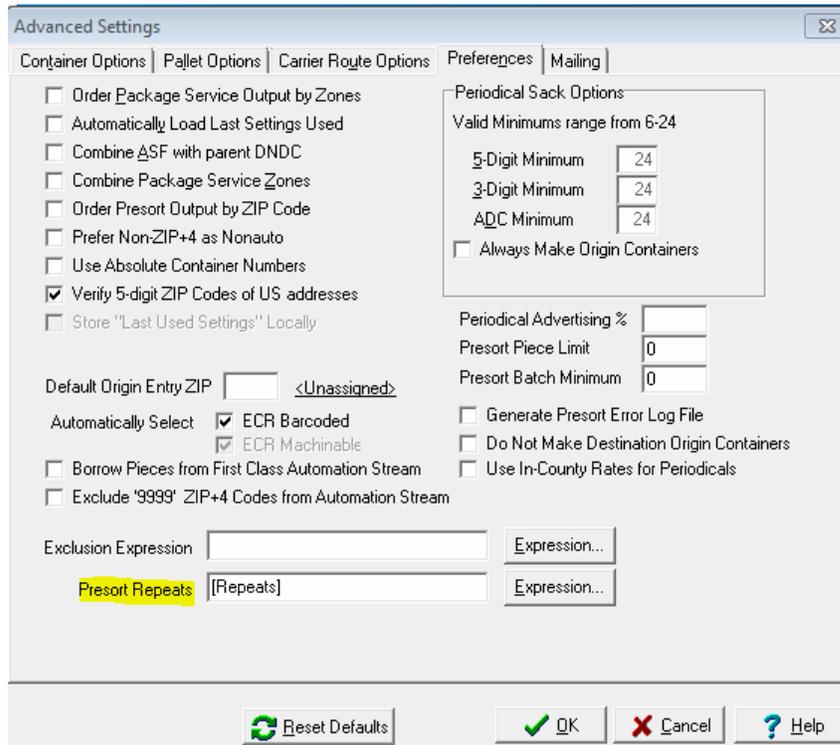
Figure 3: Advanced Settings window

5. After presorting the list, print all required documentation from the **Presort Summary Printing Menu**. Go to **Print** to generate the following documents:

- USPS Qualification Report
- Postage Statement
- Carrier Route Facing Slips (CR Slips)
- Address Labels

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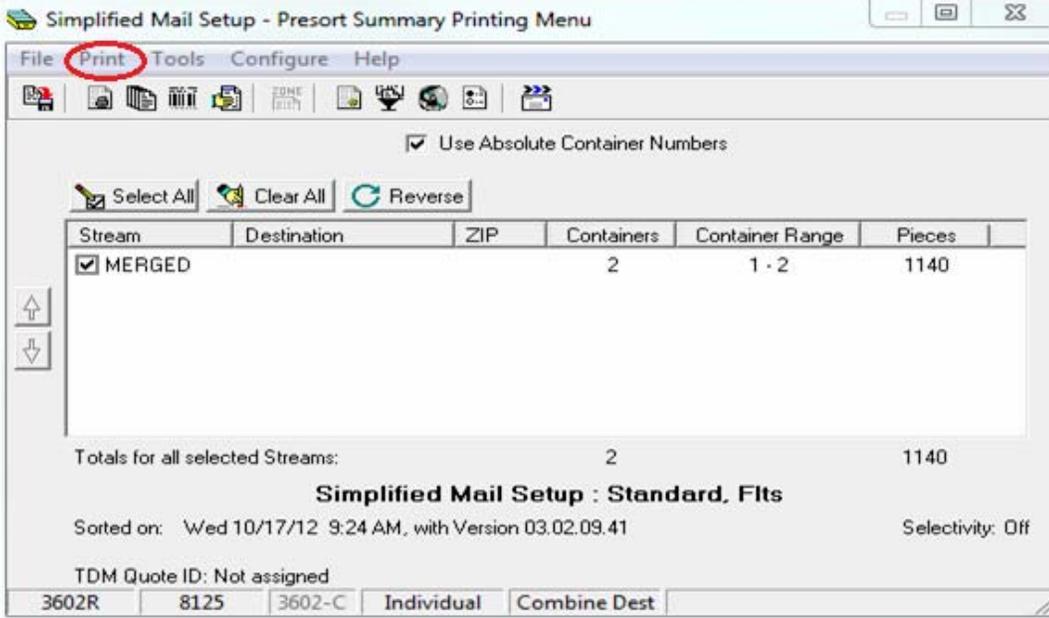
Figure 4: Presort Summary Printing Menu

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Sample documentation

```
USPS QUALIFICATION REPORT              (MERGED)  10/11/2012 9:16:28 AM   Page 1
BCC SOFTWARE, LLC                      BCC Mail Manager 3.02.N.09.41
Mail ID: SIMPLIM                       Entry: CHICAGO, CHICAGO IL 60699-3916
Standard Mail, 705.10                  List: Simplified Mail Setup


       No      Sack Pkg Package  Pkg                                                                    Run
Sack  Pcs Lvl ZIP  No  Dest     ZIPS   WS    HD    CR    5B    5D    3B    3D    AB    AD    MB    MD  T
=====================================================================================================
   1  527 CRD 14623  1 14623 B001    -    50     -     -     -     -     -     -     -     -     -
               2 14623 B001    -    50     -     -     -     -     -     -     -     -     -
               3 14623 B001    -    50     -     -     -     -     -     -     -     -     -
               4 14623 B001    -    50     -     -     -     -     -     -     -     -     -
               5 14623 B001    -    50     -     -     -     -     -     -     -     -     -
               6 14623 B001    -    50     -     -     -     -     -     -     -     -     -
               7 14623 B001    -    50     -     -     -     -     -     -     -     -     -
               8 14623 B001    -    50     -     -     -     -     -     -     -     -     -
               9 14623 B001    -    50     -     -     -     -     -     -     -     -     -
              10 14623 B001    -    50     -     -     -     -     -     -     -     -     -
              11 14623 B001    -    27     -     -     -     -     -     -     -     -     -
=====================================================================================================
                               0   527     0     0     0     0     0     0     0     0     0


MERGED Stream, Standard, Flts
Pack Order:       Low-to-High
Piece Weight (oz):     1.0000    Piece Thickness:     0.0300
Min Pcs/Sack:            125    Max Pcs/Sack:           700
Min Pack Size:           10    Max Pack Size:          133
Min 5-Dg Pack Size:      15
Entry ZIP Code:        60699    Total Sacks:              1
```

Figure 5: USPS Qualification Report displaying 50 piece packages

Part F — Standard Mail — Carrier Route Flats

Flats   3.3 oz (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F1	None	Saturation*	0.197					
F2	None	High Density	0.224					
F3	None	Basic	0.271					
F4	DNDC	Saturation*	0.164					
F5	DNDC	High Density	0.191					
F6	DNDC	Basic	0.238					
F7	DSCF	Saturation*	0.154					
F8	DSCF	High Density	0.181					
F9	DSCF	Basic	0.228					
F10	DDU	Saturation*	0.145					
F11	DDU	High Density	0.172					
F12	DDU	Basic	0.219					
F13	Detached Address Label		0.030					
F14	Detached Marketing Label		0.030					

Flats with Simplified Addressing   3.3 oz (0.2063 lbs.) or less

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F15	None	0.197	527	103.8190			103.8190
F16	DNDC	0.164					
F17	DSCF	0.154					
F18	DDU	0.145					
F19	Detached Address Label	0.030					

Figure 6: Postage Statement displaying ECR rate

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```
ROCHESTER NY 14623          ROCHESTER NY 14623
STD FLTS ECRWSH**B001       STD FLTS ECRWSH**B001
CHICAGO IL                  CHICAGO IL
S# 1  P1 50 PCS             S# 1  P2 50 PCS



ROCHESTER NY 14623          ROCHESTER NY 14623
STD FLTS ECRWSH**B001       STD FLTS ECRWSH**B001
CHICAGO IL                  CHICAGO IL
S# 1  P3 50 PCS             S# 1  P4 50 PCS
```
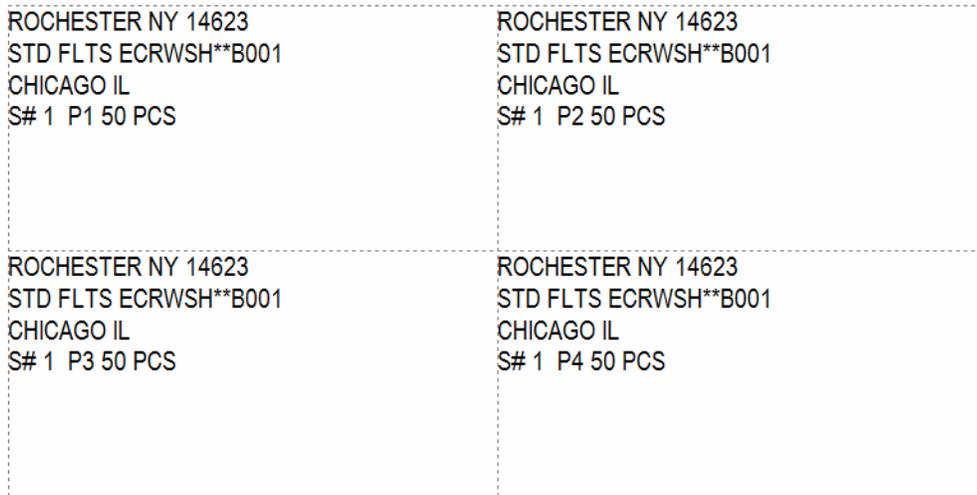
Figure 7: Carrier Route Facing Slips displaying 50 piece packages

```
                    14432                          14623
CLIFTON SPGS NY            ROCHESTER NY
STD FLTS ECRWSS  R001      STD FLTS ECRWSH  R002
ROCHESTER NY               ROCHESTER NY
S# 1 565 Pcs 12 Bundles    S# 2 575 Pcs 12 Bundles
14432587                   14623588
```

Figure 8: Container Tags

```
********************ECRWSH**B001   ********************ECRWSH**B001
POSTAL CUSTOMER                    POSTAL CUSTOMER
ROCHESTER NY 14623                 ROCHESTER NY 14623


********************ECRWSH**B001   ********************ECRWSH**B001
POSTAL CUSTOMER                    POSTAL CUSTOMER
ROCHESTER NY 14623                 ROCHESTER NY 14623
```
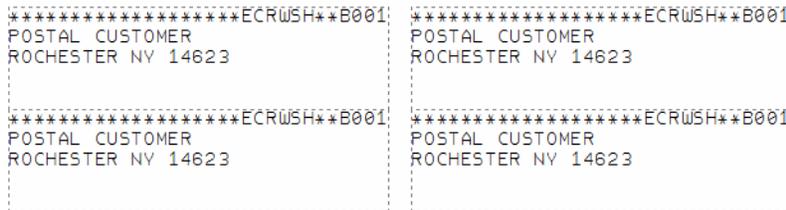
Figure 9: Address Labels

Note: Additional preparation requirements for Simplified Mailings can be found in the DMM® section 602.3.2 (http://pe.usps.com/text/dmm300/602.htm)

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