

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

 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.



M Simplified Mail Setup		
Record 1/1	н → ⊳ н + − ~ Х ю ⊜ 🖻	
Delivery Address Postal Customer		
City Rochester	State ZIP NY 14623	
Delivery Point CRR BOC	T Repeats 1 527	
Business/Residential	walk Sequence	
Read/Write Selectivity - OFF	Record Count - OFF Record Number Order Show Hidden - OFF	///

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.

Mailing Presort Information for: SIMPLIFIED MAIL SETUP						
Class of Mail		Piece Type	Mail Stream	CR ECR		
C Eirst C Periodical	 Media Mail Library Mail 	C Letter ☐ CMM C Catalog	 Automation 	☑ Ūse WS		
 <u>Standard Mail</u> 		 Flat Dpt. Trays Machinable Parcel 	C Machinable			
C Bound Printed C Parcel Select	C PS Lightweight	 Irregular Parcel Marketing Parcel 	C <u>N</u> onauto	Nonprofit		

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.

Advanced Settings	8
Container Options Pallet Options Carrier Route Options	Prefere <u>n</u> ces Mailing
Order Package Service Output by Zones Automatically Load Last Settings Used Combine ASF with parent DNDC Combine Package Service Zones Order Presort Output by ZIP Code Prefer Non-ZIP+4 as Nonauto Use Absolute Container Numbers Virily 5 disi ZIP Codes of US addresses	Periodical Sack Options Valid Minimums range from 6-24 5-Digit Minimum 24 3-Digit Minimum 24 ADC Minimum 24 Always Make Origin Containers
Store "Last Used Settings" Locally Default Origin Entry ZIP Automatically Select FCB Barooded	Periodical Advertising % Presort Piece Limit 0 Presort Batch Minimum 0 Generate Presort Error Log File
ECR Machinable ECR Machinable Borrow Pieces from First Class Automation Stream Exclude '9999' ZIP+4 Codes from Automation Stream	Do Not Make Destination Origin Containers Use In-County Rates for Periodicals m
Exclusion Expression Presort Repeats [Repeats]	Expression
2 <u>B</u> eset Defaults	✓ <u>Q</u> K X Cancel 7 Help

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



s 😂	Simplified Mail Setup - Presort Summary Printing Menu							
File	Print Tool	s Configure Help						
R a		🚳 🚟 🖬 🍄	S 🗈 ?	>>> 				
	Select All	🔀 Clear All 📿 R	Use Abso	lute Container Nu	mbers			
	Stream	Destination	ZIP	Containers	Container Range	Pieces		
\$								
	Totals for all s	elected Streams:		2		1140		
		Simplif	ied Mail S	Setup : Stand	lard, Flts			
	Sorted on: V	Ved 10/17/12 9:24 AM	, with Version	03.02.09.41		Selectivity: Off		
26	020 01	135 3603 C L	at table 1					

Figure 4: Presort Summary Printing Menu



Sample documentation

USPS QUALIFICATION REPORT BCC SOFTWARE, LLC Mail ID: SIMPLIM Standard Mail, 705.10	r	(MERGED) BCC Mail Entry: CH List: Sim	10/11/ Manager ICAGO, plified	/2012 9:16 r 3.02.N.0 CHICAGO I i Mail Set	:28 AM 9.41 L 60699- up	Page 1 -3916						
No Sack Pkg P	Package Pl	tg										Run
Sack Pcs Lv1 ZIP No D)est ZII	PS WS	HD	CR	58	5 D	38	3D	AB	AD	MB	MD T
1 527 CBD 14623 1 1	4623 B001		50	_	_				_			_
2 1	4623 B001	-	50	_	_	_	-	_	_	-	_	_
3 1	14623 B001	-	50	-	-	-	-	-	-	-	-	-
4 1	L4623 B001	-	50	-	-	-	-	-	-	-	-	-
5 1	L4623 B001	-	50	-	-	-	-	-	-	-	-	-
6 1	L4623 B001	-	50	-	-	-	-	-	-	-	-	-
7 1	L4623 B001	-	50	-	-	-	-	-	-	-	-	-
8 1	L4623 B001	-	50	-	-	-	-	-	-	-	-	-
9 1	L4623 B001	-	50	-	-	-	-	-	-	-	-	-
10 1	L4623 B001	-	50	-	-	-	-	-	-	-	-	-
11 1	L4623 B001	-	27	-	-	-	-	-	-	-	-	-
		0	527	0	0	0	0	0	0	0	0	0
	-											
MERGED Stream, Standard,	Fits											
Pack Under: LOW-to)-nign			0 0 0 0 0								
Fiece Weight (oz): 1	105 M	lece inicknes	3:	0.0300								
Min Posk Sizer	125 Ma	ix PCS/SACK:		122								
Min 5-Do Dack Size:	15 16	ia rack Size.		133								
Entry ZIP Code:	60699 To	tal Sacks:		1								
,/				-								

Figure 5: USPS Qualification Report displaying 50 piece packages

P	Part F — Standard Mail — Carrier Route Flats							
Fla	its 3.	3 oz (0.20	63 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 Labe	1 0.030					
Fla	its wit	th Simplif	fied 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



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



Figure 8: Container Tags

**************************************	************************************ Postal customer Rochester ny 14623
**************************************	******************************* Postal customer Rochester nv 14623

Figure 9: Address Labels

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

