

# Electronic Mailing Data Specification

Version 4.0

The USPS Entry Information initiative focuses on providing electronic notification of USPS receipt of a customer's shipment at a USPS facility. This Entry Information notification is a key data point in tracking the delivery of mail for induction at a USPS facility. Mail owners, printers, consolidators and transportation companies can all benefit from the knowledge of this event.

In addition to providing value to these companies, USPS will also benefit from the receipt of advance information on the expected volumes, drop locations and sortation levels of the shipment from its customers. This valuable data will be used to better plan USPS operations at induction facilities. The customer will provide advance notice by submitting Electronic Mailing Data (EMD) information to USPS through online interaction via the Entry Information web site; via Upload to the Entry Information system web site; or via an FTP of a file created on the customer's systems.

The Entry Information system matches customer Electronic Mail Data (EMD) to an Entry Information scan that occurs when USPS takes possession of the mail. To capture a scan, a Shipment ID barcode should be placed on all PS Forms 8125 (for plant verified drop shipments) and 3152-A (for plant loads). When USPS inducts the mail, the barcode is scanned. Matching a barcode on a USPS form to an Electronic Mailing Data (EMD) will inform both the customer and USPS of the time and location that USPS received and began processing the mailing.

Additional functionality has been included in Electronic Mailing Data (EMD). PLANET Code® customers may submit an EMD containing PLANET Coded data and Entry Information will send the pertinent PLANET Code information to Confirm®. Entry Information will notify the appropriate customers when USPS inducts the mail while Confirm will still send the raw MPE scan data to the subscriber associated to the PLANET Code. Customers participating in the Bundle Tracking Pilot Program may submit an EMD containing bundle information and Entry Information will notify the appropriate customers when the bundles are scanned at the destination delivery unit.

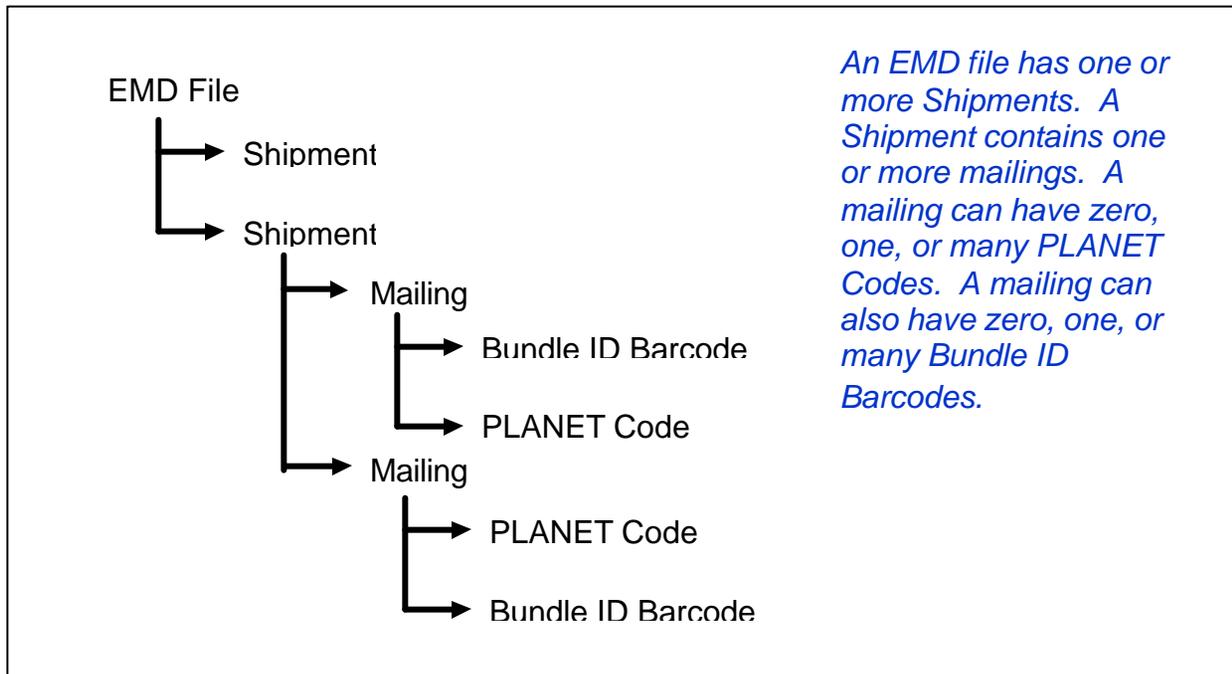
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## EMD File Format

The Electronic Mailing Data (EMD) data file is a single data text file in comma delimited flat file format. Since the file is comma delimited, the use of commas within any field is prohibited. Each record is made up of a single row of data consisting of 55 data elements (fields). An entry is desired for all fields in each record. If an optional data element is not provided, the Electronic Mailing Data (EMD) file should indicate a null value by two commas adjacent to each other. All date field values should be padded with leading 0s (if needed) to preserve MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003). All time field values should be padded with leading 0s (if needed) to preserve HHMM format (i.e., 2.30 AM should be written as 0230). Please note that some software programs may inadvertently truncate leading 0s. To avoid data loss set the field properties to "Text" or "String" values.

There is an implied hierarchy to the Electronic Mailing Data (EMD) file that indicates:



The following table provides the name, description and required format of each data element in a single Electronic Mailing Data (EMD) file record.

\*Indicates that populating the field is optional.

### EMD Shipment Elements

Position	Field	Length/Format	Description
1.	Shipment ID	20/Alphanumeric  <div style="text-align: center;"> </div>	<p>Unique Barcode ID for an individual shipment. The Shipment ID is comprised of the following components:</p> <ul style="list-style-type: none"> <li>The <b>Service Type Code</b> identifies the type of service USPS is providing by scanning the barcode. A service type code of “UT” must be used in order to identify shipments and receive the Entry and Acceptance scans.</li> <li>The <b>Creator D-U-N-S® Number</b> of the Electronic Mailing Data (EMD) is the D-U-N-S Number of the party creating the EMD.</li> <li>The <b>Sequential Shipment ID</b> allows the customer to create unique 20 character Shipment ID’s. This value should be padded with leading 0s to 8 digits.</li> <li>The <b>Check Digit</b> is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. See the Barcode Specification for Entry Information document for details on calculating the check digit.</li> </ul> <p>Note: The Shipment ID will be used as the data content for a USS Code 128 Barcode to be affixed to the PS Form 8125 for plant verified drop shipments or the PS Form 3152A for bulk mailings accepted and verified at a BMEU. The Shipment ID must remain unique for a period of one year (i.e. do not use the same Shipment ID on different shipments for at least one year).</p> <p><b>For Consolidators:</b> The creator’s D-U-N-S Number in the Shipment ID will be the Consolidator’s own 9 digit D-U-N-S Number (issued by Dun and Bradstreet <a href="http://www.dnb.com">www.dnb.com</a>).</p>

Position	Field	Length/Format	Description																
2.	Mailer's D-U-N-S Number	9/Alphanumeric	<p>The 9 digit D-U-N-S Number (issued by Dun and Bradstreet) of the party preparing the shipment.</p> <p>Note: The D-U-N-S Number must be composed of numeric values. All other characters will not be accepted.</p>																
3.	Drop Location Facility ZIP Code™	5/Alphanumeric	<p>ZIP Code of the USPS facility where mail in this shipment is dropped (e.g., Northern VA P&amp;DC = 22081). Mail dropped at additional facilities represents separate shipments and should have separate PS Forms with attached barcodes.</p> <p>Note: The ZIP Code must be composed of numeric values. All other characters will not be accepted.</p>																
4. *	Drop Location Facility Type Code	1/Alpha	<p>Code to represent Drop Facility Type:</p> <table> <tr><td>B</td><td>BMC</td></tr> <tr><td>D</td><td>DU</td></tr> <tr><td>A</td><td>ASF</td></tr> <tr><td>S</td><td>SCF</td></tr> <tr><td>M</td><td>AMF</td></tr> <tr><td>O</td><td>Origin</td></tr> <tr><td>I</td><td>ISC</td></tr> <tr><td>T</td><td>Other</td></tr> </table>	B	BMC	D	DU	A	ASF	S	SCF	M	AMF	O	Origin	I	ISC	T	Other
B	BMC																		
D	DU																		
A	ASF																		
S	SCF																		
M	AMF																		
O	Origin																		
I	ISC																		
T	Other																		
5. *	DSAS Appointment Number	12/Alphanumeric	<p>DSAS appointment number applicable to this shipment where required (from PS Form 8125, assigned by DSAS).</p>																
6. *	Transportation Owner's D-U-N-S Number	9/Alphanumeric	<p>The 9 digit D-U-N-S Number (issued by Dun and Bradstreet) of the company responsible for physical shipment. If the transportation company is also the mailing company this field should be left as null.</p> <p>Note: The D-U-N-S Number must be composed of numeric values. All other characters will not be accepted.</p>																

Position	Field	Length/Format	Description
7.	Drop Date	8/Numeric, MMDDYYYY	Estimated date the mail is to be dropped at the USPS facility. All date field values should be padded with leading 0s (if needed) to preserve MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
8. *	DSAS Appointment Time	4/Numeric, HHMM	Estimated time the mail is to be dropped at the USPS facility. Note: time is 24 hour. All time field values should be padded with leading 0s (if needed) to preserve HHMM format (i.e., 2.30 AM should be written as 0230).

### EMD Mailing Elements

Position	Field	Length/Format	Description
9.	Mail Owner's Job Number	20/Alphanumeric	A unique ID that represents a mailing. This is the initiating company's ID of the mailing. This ID should remain unique for at least 6 months. Please do not pad this with leading 0s.  Note: If the record (row) has PLANET Code data then this value cannot be over 8 digits long (and must be numeric).
10.	Mailing Name	50/Alphanumeric	Descriptive text for mailing. Please do not pad this with leading 0s.
11. *	Mail Owner's D-U-N-S Number	9/Alphanumeric	The 9 digit D-U-N-S Number (issued by Dun and Bradstreet) of the originating mail owner.  Note: The D-U-N-S Number must be composed of numeric values. All other characters will not be accepted.
12. *	Mailer's Job Number	20/Alphanumeric	A non-mail owner's unique job ID to represent a subset of the mail owners mailing. This ID should remain unique for at least 6 months. Please do not pad this with leading 0s.

Position	Field	Length/Format	Description
13. *	Mail Class Code	1/Numeric	Mail Class Code: 1 First-Class® 2 Periodicals 3 Standard 4 Package Services 5 Express® 6 International 9 Other
14. *	Mail Type Code	2/Alpha	Mail Type Code: LT Letter FL Flat IR Irregular parcel CD Card MP Machinable Parcel AC Automation Compatible NP Nonmachinabe Parcels
15. *	Presort Level	3/Numeric	Predominant CIN (Content Identifier Number) of the mailing.
16. *	In Home Delivery Start Date	8/Numeric, MMDDYYYY	The first day of the in-home delivery window. All date field values should be padded with leading 0s (if needed) to preserve MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
17. *	In Home Delivery End Date	8/Numeric, MMDDYYYY	The last day of the in-home delivery window. All date field values should be padded with leading 0s (if needed) to preserve MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
18. *	Permit Account Number	8/Alphanumeric	PERMIT Account Number of the party responsible for paying USPS for the mailing.
19. *	Permit ZIP Code	9/Alphanumeric	ZIP Code where Permit Account Number is applicable.  Note: The ZIP Code must be composed of numeric values. All other characters will not be accepted.

Position	Field	Length/Format	Description
20.	Piece Count of the Mailing	9/Numeric	Total piece count for this entire mailing (Mail Owner's Job Number) regardless of what piece count is on the shipment. For example, if Mailing X has 1,000,000,000 pieces, 250,000 of which are on the shipment, then field 20 should have the value 1,000,000,000.

### EMD Drop Elements

Position	Field	Length/Format	Description
21.	Piece Count of Mailing on the Shipment	9/Numeric	<p>Estimated pieces of a mailing associated with a shipment. This is a separate element than shipment and mailing and is used to support the following scenarios:</p> <ul style="list-style-type: none"> <li>• One mailing can be on many shipments.</li> <li>• Many mailings can be on one shipment.</li> </ul> <p>Therefore, the drop itself cannot be consistently attributed to either a mailing or a shipment, but rather link mailings and shipment together.</p> <p>For example, if Mailing X has 1,000,000,000 pieces, 250,000 of which are on the shipment, then field 21 should have the value 250,000</p>

### EMD PLANET Code Elements

Position	Field	Length/Format	Description
22. *	PLANET Code	13/Numeric	<p>PLANET Code on these particular mail pieces. If there are multiple PLANET Codes used in one mailing then a new row will be created in the EMD for each PLANET Code in the mailing.</p> <p>The PLANET Code cannot be less than 11 digits.</p> <p>PLANET Code data should only be included in the EMD if the file is submitted via FTP.</p> <p>If a PLANET Code is provided then the Number of Mail Pieces PLANET Coded (element 23) must also be provided.</p> <p>Do not pad with leading 0's.</p>
23. *	Number of Mail Pieces PLANET Coded	9/Numeric	<p>Pieces of mail that are tagged with this PLANET Code for the given drop.</p> <p>PLANET Code data should only be included in the EMD if the file is submitted via FTP.</p> <p>If the Number of Mail Pieces PLANET Coded is provided then the PLANET Code (element 22) must also be provided.</p> <p>Do not pad with leading 0's</p>

### EMD Version Elements

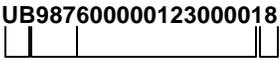
Position	Field	Length/Format	Description
24.	EMD Version	9/Alphanumeric	The version number of the EMD specification that was used when the file was created. For this version of the EMD, the value that should be used in this field is: 4.0

## Additional EMD Shipment Elements

Position	Field	Length/Format	Description
25. *	Origin Plant Location	9/Numeric	ZIP Code of the mailer's Origin Plant.
26. *	Identical/NonIdentical – Weight Pieces	1/Alpha	Populate with an “I” to indicate that the shipment contains Identical-Weight Pieces. Populate with a “N” to indicate that the shipment contains Nonidentical-Weight Pieces.
27. *	Single Piece Weight	10/Alphanumeric	Weight of a single piece. (in pounds). Note: This field must be populated if the shipment is indicated to have Identical-Weight Pieces. The field must not be populated if the shipment is indicated to have Nonidentical-Weight Pieces. If single piece weight is less than one pound, please include decimal point. Values may be written with or without a leading zero (i.e. 0.01 or .01).
28. *	Total Gross Weight	10/Alphanumeric	Total gross weight of drop (verified at origin office).
29. *	Number of Pallets Containing Packages	5/Numeric	Total number of Pallets Containing Packages for the given drop
30. *	Number of Pallets Containing Trays	5/Numeric	Total Number of Pallets Containing Trays for the given drop.
31. *	Number of Pallets Containing Sacks	5/Numeric	Total Number of Pallets Containing Sacks for the given drop.
32. *	Number of Pallets Containing Parcels	5/Numeric	Total Number of Pallets Containing Parcels for the given drop.
33. *	Number of Non-Palletized Containers Containing Packages	5/Numeric	Total Number of Non-Palletized Containers Containing Packages for the given drop.
34. *	Number of Non-Palletized Containers Containing Trays	5/Numeric	Total Number of Non-Palletized Containers Containing Trays for the given drop.
35. *	Number of Non-Palletized Containers Containing Sacks	5/Numeric	Total Number of Non-Palletized Containers Containing Sacks for the given drop.

Position	Field	Length/Format	Description
36. *	Number of Non-Palletized Containers Containing Parcels	5/Numeric	Total Number of Non-Palletized Containers Containing Parcels for the given drop.
37. *	Number of Non-Palletized Containers Containing Others	5/Numeric	Total Number of Non-Palletized Containers Containing Others for the given drop.
38. *	Origin Post Office	9/Numeric	ZIP Code of Post Office where acceptance occurs.
39. *	Verification Location	1/Alpha	Verification Location Code: D DMU B BMEU or Post Office
40. *	Postage Payment Method	1/Alpha	Postage Payment Method Code: P Permit S Stamps M Meter
41. *	Total Weight of Mailing	10/Alphanumeric	Total weight of the mailing included for the given drop.
42. *	Vehicle PVDS Seal Number	20/Alphanumeric	PVDS seal number of the vehicle transporting shipment.
43. *	Vehicle ID Number	20/Alphanumeric	Identification number of the vehicle transporting shipment.
44. *	USPS Employee Verifying Mail	50/Alphanumeric	The name of the USPS employee verifying the shipment at the point of acceptance.
45. *	Employee's Phone Number	12/Alphanumeric	The phone number of the USPS employee verifying the shipment at the point of acceptance
46. *	USPS Contact Name	50/Alphanumeric	The name of the USPS point of contact for the mailer (if different than the employee verifying the shipment at the point of acceptance.
47. *	USPS Contact Phone Number	12/Alphanumeric	The phone number of the USPS employee verifying shipment at the point of acceptance.
48. *	Comments	100/Alphanumeric	Any specific comments related to the shipment.

## EMD Bundle Elements

Position	Field	Length/Format	Description
49. *	Bundle ID Barcode	20/Alphanumeric  <div style="text-align: center;">  <p>UB987600000123000018</p> </div> <div style="display: flex; justify-content: space-around; font-size: small;"> <div style="text-align: center;">Service Type Code (2 digits)</div> <div style="text-align: center;">Mailer's Reference ID (4 digits)</div> <div style="text-align: center;">Sequential Bundle ID (13 digits)</div> <div style="text-align: center;">Check Digit (1 digit)</div> </div>	<p>The barcode on the particular bundle(s). The Bundle ID Barcode is comprised of the following components:</p> <ul style="list-style-type: none"> <li>The <b>Service Type Code</b> identifies the type of service USPS is providing by scanning the barcode. A service type code of "UB" must always be used for Bundle Tracking.</li> <li>The <b>Mailer's Reference ID</b> is the unique ID assigned to each mailer for Bundle Tracking.</li> <li>The <b>Sequential Bundle ID</b> allows the customer to uniquely identify each bundle on a given container.</li> <li>The <b>Check Digit</b> is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. See the Barcode Specification for Entry Information document for details on calculating the check digit.</li> </ul> <p>Note: The Bundle ID Barcode will be used as the data content for a USS Code 128 Barcode to be affixed to a facing slip or peelable label that is attached to a bundle. Once a Bundle ID Barcode is used, it cannot be used again for a period of six months.</p> <p>If there are multiple Bundle ID Barcodes used in one shipment then a new row will be created in the EMD for each unique combination of:</p> <ul style="list-style-type: none"> <li>Bundle ID Barcode</li> <li>Destination ZIP Code</li> <li>Destination Carrier Route</li> </ul> <p>Note: A Bundle ID Barcode can be:</p> <ul style="list-style-type: none"> <li>Unique for each bundle</li> <li>Generic within a drop (i.e. part of one mailing on one shipment)</li> <li>Generic within a mailing</li> </ul>

Position	Field	Length/Format	Description
50. * (Conditionally required)	Destination ZIP Code	5/Numeric	ZIP Code the bundle will be delivered in.  <b>Note:</b> If Bundle ID Barcode (field 49) is populated then this field must be populated.
51. *	Destination Carrier Route Number	4/Alphanumeric	Carrier Route the bundle will be delivered in.
52. * (Conditionally required)	Number of Bundles Barcoded	9/Numeric	The number of bundles that are tagged with this Bundle ID Barcode for the given Destination ZIP Code and Destination Carrier Route.  <b>Note:</b> If Bundle ID Barcode (field 49) is populated then this field must be populated.  If unique Bundle ID Barcodes are used then there will only be one bundle for each Bundle ID Barcode so this value will be 1.  If unique Bundle ID Barcodes are not used then the same Bundle ID Barcode can be placed on different bundles. If the mailer only knows the bundle information to the 5 digit level (i.e. Destination Carrier Route field will be unpopulated), then the value for this field would be the number of bundles with the given Bundle ID Barcode destined for the given ZIP Code. If the mailer knows the bundle information to the carrier route level (i.e. the carrier route is populated in the EMD) then the value for this field would be the number of bundles with the given Bundle ID Barcode destined for the given Destination ZIP Code and Destination Carrier Route combination (i.e. destined for the specific carrier).

Position	Field	Length/Format	Description
53. *	Piece Count of the Coded Bundle(s)	9/Numeric	<p>The piece count for the bundle(s) with this Bundle ID Barcode for the given Destination ZIP Code (and Destination Carrier Route if it is populated).</p> <p>If unique Bundle ID Barcodes are used then the value for this field will be the piece count for the one bundle that has the given Bundle ID Barcode.</p> <p>If unique Bundle ID Barcodes are not used then the value for this field will be the cumulative piece count of all the bundles containing the same Bundle ID Barcode for the given Destination ZIP Code (and Destination Carrier Route if it is populated). For example, if two bundles have the same Bundle ID Barcode (and those bundles are destined for the same carrier) then the value for this field will be the sum of the piece count of both of those bundles.</p>
54. *	Number of non-Barcoded Bundles	9/Numeric	The number of bundles that are not barcoded for the given Destination ZIP Code (and Destination Carrier Route if it is populated).
55. *	Piece Count of the non-Barcoded Bundles	9/Numeric	The piece count of bundle(s) that are not barcoded for the given Destination ZIP Code (and Destination Carrier Route if it is populated).

\*Indicates that populating the field is optional.

## Using the EMD

### Unique Mailings

There are four fields in the EMD that uniquely identify a mailing:

- Mailer's D-U-N-S Number
- Mailer's Job Number
- Mail Owner's D-U-N-S Number
- Mail Owner's Job Number

Changing any one of the four fields listed above will result in the creation of a new mailing.

**Note:** Mailing Name is not used as an element to uniquely identifying a mailing. This is merely a name for the mailer to label their mailings. Different mailings are allowed to have the same Mailing Name.

### Update Shipment Elements

A shipment is saved/created given the unique combination of two elements:

- Shipment ID (element 1 in EMD)
- Customer DUNS Number/Creator Number

A shipment is saved/created given the new, unique combination of Shipment ID and Creator Number. The Creator Number is defined as the Customer DUNS Number of EMD submitter. The EMD file name positions 4-12 provide the DUNS Number of the customer submitting pre-shipment data. For submission of pre-shipment data online, this is considered the DUNS Number of the Customer selected/working with. For EMD via Mail.dat, the DUNS Number in the EMD filename is the DUNS Number - Mailing Facility submitted via the Component (.cpt) file in Mail.dat. If the combination of Shipment ID and Creator Number already exist (and an Entry Scan does not already exist for this Shipment ID), the shipment elements in the EMD (fields 3-8: Drop Location Facility ZIP Code, Drop Location Facility Type Code, DSAS Appointment Number, Transportation Owner's DUNS Number, Drop Date, DSAS Appointment Time) will be updated.

While shipment elements noted may be updated using the EMD, the Shipment ID (that uniquely identifies the shipment) cannot. The only way to change the Shipment ID of a shipment is via the create/edit shipment page through the Mail Tracking & Reporting website.

Note: Shipments with Entry Scans cannot be updated. Shipments having already received an Entry Scan are indicated as such through the Mail Tracking & Reporting website, via the shipment details page. If an Entry Scan already exists for a Shipment ID, and the EMD was submitted via upload, FTP, or Mail.dat, the row in the file will not be processed. The file will not be rejected, however, and processing will resume on the subsequent row in the EMD. Similarly, if an Entry Scan exists, Shipment elements cannot be updated online.

In summary:

- If a customer submits a Shipment ID that doesn't already exist in Mail Tracking & Reporting, then it will be saved to the database.
- If a customer submits a Shipment ID that already exists in Mail Tracking & Reporting (and the shipment does not have an Entry Scan) then the information related to that shipment (excluding Shipment ID) will be updated.
- Shipments with Entry Scans cannot be updated.

## Update Mailing Elements

A mailing is saved/created given the unique combination of four elements in the EMD:

- Mailer's DUNS Number (element 2)
- Mail Owner's Job Number (element 9)
- Mail Owner's DUNS Number (element 11)
- Mailer's Job Number (element 12)

Therefore, these data elements cannot be updated using the EMD. The only way to change a unique mailing identifier (Mailer's Job Number, Mail Owner's Job Number, Mailer's DUNS Number, and Mail Owner's DUNS Number) for an existing mailing is via the create/edit mailing page through the Mail Tracking & Reporting website. Changing one of the unique mailing identifiers online will update the selected mailing only. All mailings containing the same unique identifier will not be updated.

If the combination of these four elements already exist, and an entry scan is not present for the associated Shipment ID for this mailing, then the mailing attributes of the EMD (fields 10, 13-20: Mailing Name, Mail Class Code, Mail Type Code, Presort Level, In Home Delivery Start Date, In Home Delivery End Date, Permit Account Number, Permit ZIP Code, Piece Count of the Mailing) will be updated.

Should the combination of these four elements already exist, and an entry scan is present for the associated Shipment ID for this mailing, then the row will be skipped in the EMD. The file will not be rejected, however, and processing will resume on the subsequent row in the EMD.

Note: Mailing elements may be updated online via the create/edit mailing page even where an Entry Scan is present for the associated Shipment ID.

In summary:

- If a customer submits a mailing record in the EMD with a combination of unique mailing identifiers that doesn't already exist in Mail Tracking & Reporting (and the shipment it is associated with does not have an Entry Scan) then a new mailing will be saved and associated to the shipment it is paired with.

- If a customer submits a record in the EMD with a combination of unique mailing identifiers that already exists in Mail Tracking & Reporting (and all of the shipments the mailing is on do *not* have Entry Scans) then the information related to that mailing (excluding the mailing elements that uniquely identify the mailing) will be updated.
- A mailing cannot be updated via EMD once any of the shipments it is associated to receives an Entry Scan. The mailing may be updated online, however, even when an associated shipment does have an Entry Scan.

## Update PLANET Codes

For an EMD containing PLANET Codes, the PLANET Code cannot be updated using the EMD, Mail.dat or upload, however the number of pieces associated with that PLANET code can be updated via EMD, Mail.dat and upload. The EMD does *not* provide a way for the customer to change a PLANET Code that already exists in Mail Tracking. PLANET Codes may be updated or deleted via the Mail Tracking & Reporting website, through the Add PLANET Codes to Shipment page.

In summary:

- If a customer submits a PLANET Code, shipment (Shipment ID), and mailing (Mailer Job Number, Mail Owner Job Number, Mailer's DUNS Number, and Mail Owner's DUNS Number) combination that doesn't already exist in Mail Tracking then a new record will be saved for that PLANET Code and it will be associated to the respective shipment and mailing.
- If a customer submits a PLANET Code, shipment (Shipment ID), and mailing (Mailer's Job Number, Mail Owner's Job Number, Mailer's DUNS Number, and Mail Owner's DUNS Number) combination that already exists in Mail Tracking and the shipment does not have an Entry Scan, then the given PLANET Code attribute (field 23: Number of Mail Pieces PLANET Coded) will be updated. Therefore, the Number of Mail Pieces PLANET Coded may be updated, however, not the PLANET Code itself.
- PLANET Codes may be updated or deleted online only, via the Add PLANET Codes to Shipment page.
- PLANET Codes cannot be updated online once the shipment it is on receives an Entry Scan.

## Pre-Shipment Update via Mail.dat

EMDs contained in Mail.dat file sets are processed by the Mail Tracking & Reporting application when the Header record status is "Current", the Container record status is "Ready to Pay" or "Transportation Information Update", and a Confirm Barcode is present in the Container Summary (.csm) file. Mail.dat file sets meeting these conditions are transformed into an EMD by a third party transformation engine. The EMD files are then transferred for processing to the Mail Tracking & Reporting application. Update capability in Mail.dat mirrors that of upload or FTP EMD.

Therefore just as in upload or FTP of EMD, a change in Mail.dat to the Shipment ID, unique mailing identifiers (Mailer's Job Number, Mail Owner's Job Number, Mailer's DUNS Number, and Mail Owner's DUNS Number), or PLANET Code, will be regarded as a new submission to Mail Tracking. The previous shipment, mailing or PLANET Code data will not be overwritten, but rather a new shipment, mailing, and/or PLANET Code record will be created. A submission to PostalOne!, with a Header file status for the appropriate record of "Update" will not update the existing, previously submitted information in Mail Tracking necessarily.

For changes to these unique identifiers aforementioned, updates must be made online in Mail Tracking & Reporting. All other updates to shipment, mailing or PLANET Code attributes may be made through Mail.dat.

Reference the Mail.dat specifications provided by Mail Tracking & Reporting for EMD to Mail.dat mapping for key fields. This information is available online through the Mail Tracking & Reporting application at <https://mailtracking.usps.gov/mtr/resources/entryInformation/testMailDat.pge>.

### **Delete Shipment, Mailing PLANET Code Elements**

Shipments, mailings and PLANET Codes can only be deleted by going on-line and deleting the records using the website. A shipment, mailings, or PLANET Codes cannot be deleted once the shipment has received an Entry Scan.

The EMD does not provide for a way to delete information (shipment, mailing, PLANET Code, and bundles) that was previously submitted. EMD may not be deleted via Mail.dat. A Mail.dat with "Delete" record status does not delete the corresponding shipment and mailing information maintained in Mail Tracking & Reporting. Shipments, mailings, and PLANET Codes submitted initially via Mail.dat through PostalOne! must be deleted online through Mail Tracking.



- 43339990002,2000,4.0,.....
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990002,2000,4.0,.....
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990002,2000,4.0,.....

**Update:** Drop Date (field position 7) and Mailer’s DUNS Number (field position 2) altered. In this example, as one of the four key mailing identifiers (Mailer’s Job Number, Mail Owner’s Job Number, Mailer’s DUNS Number, and the Mail Owner’s DUNS Number) was altered, the “update” submission will be considered as containing a new mailing. The existing shipment, with Shipment ID UT101231234000000021, will be updated, however, to reflect the new Drop Date. Shipment with Shipment ID UT101231234000000021 will now be associated to two mailings of Mailing Name Business Catalog, with Mailer’s DUNS 101231234 and 101231291, though only one unique mailing has been included in this file submission. To change the Mailer’s DUNS Number in a previous EMD submission, the mailing must be updated online only.

- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,, 10000,10000,43339990001,3000,4.0,.....
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,, 10000,10000,43339990001,3000,4.0,.....
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,, 10000,10000,43339990002,2000,4.0,.....
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,, 10000,10000,43339990002,2000,4.0,.....
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031,M0100000057490000203,3,FL,101,10262002,10312002,,, 10000,10000,43339990002,2000,4.0,.....

**Edit Capability Summary**

The following table lists each method available for submitting EMDs and when updates can or cannot be performed on shipment and mailing information (based on the Entry Scan being received or not). For detailed information on updating shipments and mailings, please see additional sections below.

	No Entry Scan Received for Shipment		Entry Scan Received for Shipment	
<b>EMD via FTP</b>	Allowed to update shipment?	Via FTP	Allowed to update shipment?	No
	Allowed to update mailing?	Via FTP	Allowed to update mailing?	Via Online
	Allowed to delete shipment?	Via Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Via Online	Allowed to delete mailing?	No
<b>EMD via Upload</b>	Allowed to update shipment?	Via Upload	Allowed to update shipment?	No
	Allowed to update mailing?	Via Upload	Allowed to update mailing?	Via Online

	Allowed to delete shipment?	Via Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Via Online	Allowed to delete mailing?	No
<b>EMD via Mail.dat</b>	Allowed to update shipment?	Via Mail.dat	Allowed to update shipment?	No
	Allowed to update mailing?	Via Mail.dat	Allowed to update mailing?	Via Online
	Allowed to delete shipment?	Via Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Via Online	Allowed to delete mailing?	No
<b>Online</b>	Allowed to update shipment?	Online	Allowed to update shipment?	No
	Allowed to update mailing?	Online	Allowed to update mailing?	Yes
	Allowed to delete shipment?	Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Online	Allowed to delete mailing?	No

## Electronic Mailing Data (EMD) Examples

**Example 1:** A shipment to one facility that has one mailing. This shipment does not include bundle element information. None of the pieces for the mailing that are on this shipment have PLANET Codes.

Shipment Elements (1-8)								Mailing Elements (9-20)												Drop (21)	Planet Code (22-23)		Version (24)																																							
UT101231234000000021	Shipment ID (1)	101231234	Mailers D-U-N-S Number (2)	22303	Drop Fac ZIP Code (3)	B	Drop Fac Type (4)	DSAS3456789	Appointment # (5)	666777888	Transporters D-U-N-S Number (6)	10242002	Drop Date (7)	1345	DSAS Drop Time (8)	M019999957490000203	Mail Owner's Job Nbr (9)	Business Catalog	Mailing Name (10)	901021031	Mail Owner's D-U-N-S Number (11)	M010000057490000203	Mailing Job Number (12)	3	Mail Class Code (13)	FL	Mail Type Code (14)	101	CIN (15)	10262002	In Home Start (16)	10312002	In Home End (17)	USG9000	Permit Account Number (18)	30045	Permit ZIP Code (19)	10000	Piece Count of Mailing (20)	10000	Piece Count of Drop (21)	PLANET Code (22)	Number of Mail Pieces PLANET Coded (23)	4.0	Version (24)																	
Additional Shipment Elements (25-48)																									Bundle Elements (49-55)																																					
22004	Origin Plant Location (25)		Identical/Non-identical-Weight Pieces (26)	.005	Single Piece Weight (27)	200	Total Gross Wgt. of Shipment (28)	2	# of Palletized Packages (29)	2	# of Palletized Trays (30)	2	# of Palletized Sacks (31)	2	# of Palletized Parcels (32)	2	# of Non-Palletized Packages (33)	2	# of Non-Palletized Trays (34)	2	# of Non-Palletized Sacks (35)	2	# of Non-Palletized Parcels (36)	2	# of Other Containers (37)	220409999	Origin Post Office (38)	D	Verification Location (39)		Postage Payment Method (40)	P	Total Weight of Mailing (41)	100	Vehicle PVDS Seal Number (42)	S456	Vehicle ID Number (43)	R233	USPS Employee Verifying Mail (44)	John Smith	Employee's Phone Number (45)	800555777	USPS Contact Name (46)	Jenn Murphy	USPS Contact Phone Number (47)	8005556666	Comments (48)		Bundle ID Barcode (49)		Destination ZIP Code (50)		Destination Carrier Route # (51)		Number of Bundles Barcoded (52)		Piece Ct. of Coded Bundles (53)		# of Non-Barcoded Bundles (54)		Pc. Ct. of Non-Barcode Bund (55)	



**Example 3: A shipment to 1 facility that has multiple mailings.**

Example 3a: One PLANET Code was used on each piece in one of the mailings that is on this shipment.  
The pieces for the other two mailings do not have PLANET Codes.  
The submitted EMD does not include any bundle information.

**File Data:** Bullet points were added for readability, they will not be in the Electronic Mailing Data (EMD) file.

- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000106,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300, 12345678,Fall Fashions,903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,3000, 43123450001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000106,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,83937634HI8940402936,Home Improvements,904637893,HOME8779312987645392,3,LT,101,10262002,10312002,,,400000,24000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000106,22000,0100,1,100,6,600

Example 3b: One PLANET Code was used on each piece in one of the mailings that is on this shipment.  
The pieces for the other two mailings do not have PLANET Codes.  
The shipment includes a unique Bundle ID Barcode for each bundle sent to a DU. One mailing has multiple barcoded bundles.

**File Data:** Bullet points were added for readability, they will not be in the Electronic Mailing Data (EMD) file.

- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000203,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000212,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300, 12345678,Fall Fashions,903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,3000,43123450001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000226, 22100,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,83937634HI8940402936,Home Improvements,904637893,HOME8779312987645392,3,LT,101,10262002,10312002,,,400000,24000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000231,22100,0200,1,100,6,600



- UT101231234000000033,101231234,91902,M,,,10242002,, 11111111,AOL version 500.1,901021031,M0100000057490000203,3,MP,101,10262002,10312002,,,10000,3000,42567890001,3000, 4.0,,,,,,,,,,,,,,,,,,,,, UB00061111111000352,91902,2,1,,,,
- UT101231234000000034,101231234,91903,B,,,10252002,, 98765432,Home Improvements,904637893,HOME8779312987645392,3,LT,101,10262002,10312002,,,400000,40000, 42957381111,400, 4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

## File Naming Standards

The file should be named as follows: EMD[EMD Creator's D-U-N-S Number][Date][Serial No].txt  
Where:

Field	Length/Format	Description
EMD Prefix	Fixed Alphanumeric (always use the value EMD)	An identifying prefix to note that the file is an Electronic Mailing Data (EMD) file.
EMD Creator's D-U-N-S Number	9/Numeric	The 9 digit D-U-N-S Number (issued by Dun and Bradstreet) of the company responsible for submitting the Electronic Mailing Data (EMD).
Date	8/Numeric (MMDDYYYY)	Date this file was created.
Serial No	5/Numeric	Customer incremented number used to differentiate files created on the same date. Field should be padded from the left with zeroes. Ex: 00123.

Sample File Name: EMD0000123450117200200001.txt

## Data Purge Schedule

Mailing data that is not associated with any shipments will be maintained in the Entry Information system for 180 days after its last edit/update. Mailing data that is associated with a shipment(s) will be maintained until either 180 days after the last edit/update or until the shipment(s) to which it is associated is deleted. Mailing data that fall into this category will be deleted from the system on the later of the two dates.

Shipment data that has not been inducted into the Postal Service will be maintained by the Entry Information system for 180 days after its scheduled induction date. Shipment data that has been inducted into the Postal Service will be maintained by the Entry Information system for 180 days after its actual induction scan date.

## EMD to ASN Mapping

The following table shows relationship between the EMD and ASN elements.

EMD v4.0 Field	ASN Field
Shipment ID	Shipment ID
Mailer's D-U-N-S Number	N/A
Drop Location Facility ZIP Code	Facility Code
Drop Location Facility Type Code	N/A
DSAS Appointment Number	Appointment Number
Transportation Owner's D-U-N-S Number	N/A
Drop Date	Estimated Drop Date
DSAS Appointment Time	Estimated Drop Time
Mail Owner's Job Number	Mailing ID
Mailing Name	Mailing Name
Mail Owner's D-U-N-S Number	N/A
Mailer's Job Number	N/A
Mail Class Code	N/A
Mail Type Code	N/A
Presort Level*	N/A
In Home Delivery Start Date	Delivery Window Start Date
In Home Delivery End Date	Delivery Window End Date
Permit Account Number	N/A
Permit ZIP Code	N/A
Piece count of the Mailing	N/A
Piece Count of Mailing on the Shipment	Total Number of Mail Pieces Dropped
PLANET Code	PLANET Code
Number of Mail Pieces PLANET Coded	Number of Mail Pieces PLANET Coded
EMD Version	N/A
8125 Elements (Fields 25-48)	N/A
Bundle Elements (Fields 49-55)	N/A

\* Different Presort Levels are used in the EMD (compared to the ASN). CINs (Content Identifier Numbers) are used as the Presort Level for the EMD.

Several fields in the ASN are not captured in the EMD because either the data is duplicated (i.e. Subscriber ID and Service Code elements) or the data can be internally calculated from the data within an EMD (i.e. Number of PLANET Codes in Mailing).

## **Barcode Specification**

Please refer to the Barcode Specification for Entry Information document for the details of creating the Shipment ID Barcode to be placed on the PS Forms 8125 or 3152-A for each shipment.

## **XML capabilities request for comment:**

USPS is currently requesting comments from customer's planning to implement the Electronic Mailing Data (EMD) data specification as to their ability to implement the data file in an XML format. USPS is in the process of investigating XML for the file and methods of accepting the data. Early investigation indicates that Electronic Mailing Data (EMD) file size may be reduced in some cases with use of an XML file format.

Please submit comments in writing via email to Pat Laffey, USPS Information Platform. (PLAFFEY@email.usps.gov)

<b>Revision History</b>		
<b>Version Number</b>	<b>Document Location</b>	<b>Document Change</b>
Updates to EMD Specifications 4.0	Page 9, Positions 29-32, Field and Description columns	Changed EMD field name and description from "Number of Palletized Packages" to "Number of Pallets Containing Packages". Made identical changes for Trays, Sacks, and Parcels.
	Pages 9-10, Positions 33-37, Field and Description columns	Changed EMD field name and description from "Number of Non-Palletized Packages" to "Number of Non-Palletized Containers Containing Packages". Made identical changes for Trays, Sacks, Parcels, and Other.
	Page 14, Updating Shipments and Mailings section	Removed text outlining update rules for the EMD.
	Pages 15-20, Update EMD Capability in EMD added, Table of Contents	Expanded Update EMD section of document, includes Mail.dat segment, PLANET Codes, examples.