



What Is MAC?

The United States Postal Service® (USPS®), in cooperation with the mailing industry, has developed a certification program, known as MAC™ (Manifest Analysis Certification), to evaluate manifesting software. MAC is a software certification program that sets the standard of excellence for manifest software products. The certification process provides a common platform to measure the quality of manifest products and determine their accuracy in accordance with requirements set forth in the *Domestic Mail Manual (DMM)* and Publication 401, *Guide to Manifest Mailing*. Software products that successfully complete the MAC testing process are granted MAC certification.

Who is eligible for MAC certification?

MAC is a developer-level certification program. Testing is available to all companies that produce manifesting software regardless of whether the product is available for sale to the general public or is intended for in-house use. Users are not required to certify individually. If you develop your own manifesting software and are interested in MAC certification, contact the National Customer Support Center (NCSC) at 800-238-3150 (x4473) to request a copy of the MAC/MAC Gold Manifest Certification Technical Guide.

What if I am not a software developer?

Manifest software is available for purchase from many software developers in the mailing industry. The NCSC maintains a list of manifesting software products that are MAC-certified: the MAC/MAC Gold Manifest Certified Software Products List. Products are listed by type of certification and then organized alphabetically by company name. Each product's listing includes sales contact information and indicates the certified manifest categories and options supported. Hardware, software platforms, and price range are indicated when appropriate. This list is available upon request or can be obtained online at http://ribbs.usps.gov/files/MAC/CSP/MAC_PRODUCTS.PDF.

Am I required to use MAC-certified software?

According to the regulations set forth in the DMM and Publication 401, to manifest mail, you must have a current authorization for a Manifest Mailing System (MMS), a minimum volume of 200 pieces or 50lbs. of mail, appropriate standardized manifest documentation, and accurate postage statement

facsimiles. Currently, you have the option of using MAC-certified software to produce the required documentation or generating the required documentation with another automated manifest system. Using MAC-certified software, while not required, provides a higher level of quality assurance and expedites the authorization process.

Is the software expensive?

The MAC™/MAC Gold Manifest Certified Software Products List includes a variety of products available in a wide spectrum of price ranges and platforms. You may contact the developers directly to learn more details about any listed products in which you are interested.

What if I don't manifest a large volume of mail?

The USPS® recognizes that some new businesses often need a “ramp-up” period to build their mail volumes to the required minimums. As a result of this need, the Minimum Volume Reduction Provision (MVRP) option was implemented to make manifest mailing available to customers who previously were not able to participate. If you are submitting mail under the terms of the MVRP, MAC-certified software is required.

What is the MVRP?

This provision allows manifest mailers, when authorized, to mail less than the minimum volume for a specified period of time. The provision also allows mailers the flexibility of meeting the minimum volumes either by aggregating volumes from various mailing sites or by averaging the number of pieces from a single site mailed during a specified period of time. Taking advantage of the MVRP provision requires the use of MAC-certified software.

Why should I use MAC-certified software?

MAC does not guarantee acceptance of mail prepared using certified software. It does, however, provide a higher level of quality assurance and expedites the MMS authorization process. MAC certification also provides national approval of computer-generated facsimiles of USPS postage statements, standardized manifest documentation, labels, and summaries.

What is Standardized Manifest Documentation?

DMM P910 contains the specific guidelines for standardized manifest documentation, also known as the manifest or manifest listing. Publication 401 contains a multitude of format samples. This report provides the mail acceptance clerk a complete breakdown of your mailing, including a manifest listing, summary (when required), and postage statements.

Do I need to present a MAC certificate with my mailing?

You should present only the standardized manifest documentation and your postage statement(s) with your mailing.

How long is MAC certification valid?

Each year the USPS® conducts a testing cycle for MAC™ certification. Each certification is valid only for the current cycle for which it is granted. The traditional cycle is based on the calendar year, with certifications expiring on December 31. Occasional changes in mailing requirements, such as the implementation of a Rate Case, may sometimes result in changes in the cycle calendar.

If a product is MAC-certified, is it certified for every class of mail?

All manifesting products differ in some way. During each testing cycle, the USPS examines a number of different manifesting scenarios, and each developer chooses the tests in which they will participate. The MAC/MAC Gold Manifest Certified Software Products List details each specific manifest category that the product has successfully completed. For example, if you mail First-Class, you should check the list to ensure that the product about which you are inquiring is certified for First-Class Mail®. Check with your developer and ask to see the official MAC certificate awarded to the product, which reflects each specific manifest category for which the product is certified.

What if a manifest software product is not listed on the official list?

The MAC/MAC Gold Manifest Certified Software Products List is updated frequently as we receive requests from developers to test their manifest products. Visit http://ribbs.usps.gov/files/MAC/CSP/MAC_PRODUCTS.PDF for the most current list or ask your developer for a copy of the MAC certificate awarded for their product.

Who should I contact if I have more questions?

For questions concerning MAC testing and certification, contact the MAC Certification staff at the NCSC. If you have additional questions concerning standardized manifest documentation, or the manifesting of your mail, contact your local post office. The NCSC MAC certification staff can provide the phone number to reach a manifest specialist from the “Quick Response Team” (QRT) in your area. You will need to provide the ZIP Code® of the Post Office where you will deposit your manifest mailings.

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