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PAVE™ (Presort Accuracy Validation & Evaluation)

**Quality Mail starts
with Certified Software**

**Technical Guide
Cycle G**



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Purpose

The Presort Accuracy, Validation, and Evaluation (PAVE) program is a process designed in cooperation with the mailing industry to evaluate presort software and determine its accuracy in sorting address files according to *Domestic Mail Manual* (DMM) standards. PAVE is available **only** to software developers, i.e., companies that develop presort software for resale or internal use. Participation in the program is purely voluntary. Although this program evaluates and validates presort products manufactured by developers, PAVE **does not guarantee acceptance** of mail prepared using PAVE-certified software; however, PAVE does provide national approval of computer generated facsimiles of United States Postal Service (USPS) postage statements, standardized documentation, and other presort documentation.

Overview

The USPS defines a PAVE-certified software product as a presorting product specifically written to operate on a particular platform or operating system and assigned a specific version number. Many products use different language compilers to process files within different operating systems or on different hardware platforms. Therefore, to maintain the highest quality standards, PAVE will certify a **developer's product that operates on a particular platform at the current version number**. The developer may submit all platforms, or as many as are desired, for certification. PAVE will evaluate each presort product platform on its own merits and will issue a specific certification for that platform if warranted.

Note: Throughout this manual, any reference to a "presort product" implies a product written for a specific hardware/software platform at the current version number.

Example:

Developer	Presort Product	Platforms	Version
Presort R Us	FASTsort	Windows NT for PC	1.2

Types of Certification

PAVE Gold Certification

Presort products that choose to participate in both electronic *and* hardcopy documentation testing will receive Gold certification upon successful completion of all presort tests taken. Electronic testing allows tracking and verification of every mailpiece within a test file. Developers must append each test address record with the specific presort information as described in "PAVE Test File

Description” (see Appendix A & B). Developers who support the electronic file format undergo closer scrutiny.

PAVE provides the following benefits for developers seeking Gold certification:

1. All Gold certified presort products will be listed before all Standard certified products in the PAVE Certified Products List (see <http://ribbs.usps.gov/files/PAVE/PUBS>).
2. All certificates issued to presort products will indicate Gold Certification.
3. Re-testing fees are assessed after three free electronic attempts and/or two free hardcopy attempts.
4. Review and grading of products attempting Gold certification will be expedited over products attempting Standard certification during the testing cycle.

MLOCR Certification

Presort products that choose to participate in MLOCR Certification must return both electronic *and* hardcopy documentation together for each test. Electronic testing allows tracking and verification of every mailpiece within a test file. Developers must append each test address record with the specific presort information as described in “Universal File Format” (see Appendix A and Appendix B).

MLOCR Certification provides the following benefits for developers seeking certification:

1. All MLOCR certified presort products will be listed after PAVE Gold products listing (see <http://ribbs.usps.gov/files/PAVE/PUBS>).
2. All certificates issued to presort products will indicate MLOCR Certification.
3. Re-testing fees are assessed after three free electronic/hardcopy attempts.
4. Review and grading of products attempting MLOCR certification will take priority over products attempting Standard certification during the testing cycle.

PAVE Standard Certification

Presort products submitting only hardcopy testing documentation will receive Standard certification upon successful completion of all presort tests taken. Developers will process test files through their presort product and return hard copy results for examination in the form of the USPS Qualification Report, postage statement facsimiles, barcoded container labels, etc. Hardcopy

evaluation is labor-intensive and limited because each individual mailpiece cannot be tracked to its ultimate location within the final presort outcome. Therefore, all Standard certified presort products will be listed after the Gold certified products in the PAVE Certified Developers List. Furthermore, all products submitted for Standard certification will have tests processed after the Gold certified products during the testing cycle. Re-testing fees for Standard participants are assessed after two free hardcopy attempts.

Version Number Policy

All PAVE certifications are awarded to specific versions of presort products. To receive PAVE certification, these guidelines should be followed:

- If all submitted tests are completed successfully with in one testing round, without the need for any corrections or changes, the original version number of the presort product submitted will be certified.
- After grading and before certification, if corrections or changes to presort logic are required for any of the test categories, a new version number will be specified by the developer of the presort products after all corrections and modifications are successfully completed.
- Developer will provide PAVE with an estimated release date for the certified version.
- Changing a PAVE-certified product's version number requires recertification of the product at the new version number.

The components of the version number are as follows:

Field A	Field B	Field C	Field D
Version No.	Revision No.	PAVE Cycle	Manufacturer No.
2.01	.03	G	.96.09

Field A contains the software version number assigned by the developer. The number left of the decimal point represents the major release number, and the number to the right of the decimal point represents the version of the presort logic code. Any change to an existing software product's presort logic must be reported in writing to the BMA Certification Department at the National Customer Support Center (NCSC) before release. The change will be evaluated to determine whether the product requires recertification.

Field B contains the software revision number representing any non-presort logic change to the software product. A change in the revision number would be enacted by, but not limited to, an update of postage rate tables, labeling lists, or

zone charts; enhancements to the user interface; updates to print drivers; or other types of revisions or updates.

Field C contains the PAVE cycle indicator assigned by the BMA Certification Department.

Field D contains the manufacturer number, which may be used by the manufacturer to indicate other internal tracking information such as monthly or quarterly database releases. *Note: If Field D is used to indicate database release dates, the USPS recommends using a 2-byte number to indicate the year followed by a decimal and another 2-byte number to indicate the month of the database.*

Reporting of Product and Version Number

For the purpose of PAVE certification, the USPS **requires** developers to indicate the product name and version number at the bottom of postage statement facsimiles and in the header portion of the USPS Qualification Report. Doing so will facilitate efficient resolution of errors or problems encountered when the presorted mail is presented for acceptance.

Licensing Certified Products

If the PAVE-certified software is licensed to or from another company, the USPS National Customer Support Center (NCSC) must be informed in writing and complete testing must be conducted successfully to obtain certification for the new product.

Multiple Products with Same Presort Engine

If you use your PAVE-certified product as the presort engine for other products within your company's product line, we recommend that you pursue certification for each individual product. However, you may choose to inform the NCSC of this product interrelationship in writing on company letterhead. Certification will be granted to all products after successful completion of testing of the original product. The NCSC reserves the right to conduct random tests on any certified product at any time.

PAVE Phraseology and Logo

The USPS prohibits the use of the PAVE logo and any PAVE phraseology on all official USPS forms and required documentation, including postage statement facsimiles and the USPS Qualification Report. However, PAVE-certified developers may use the PAVE logo and the phrase "PAVE-Certified" on marketing materials, packaging, advertisements and other user documentation if

it corresponds to and identifies a **specific** presort category for which the product is certified. In other words, if you advertise that your product is “PAVE-Certified”, you **MUST** list all the presort categories that your product is certified for. If there are space constraints to the advertisement, you must state “Certified for ## presort categories see our (website, users manual, certificate etc.) for details”. When an advertisement directs a customer to Websites, user manuals, certificates etc for additional information it **MUST** plainly state each presort category certified. On web sites all references to PAVE should link to the list of presort categories that your product is certified for.

After certification is awarded, a camera-ready PAVE logo sheet will be provided for use in developing advertising, packaging, and marketing materials. It is suggested that you consult the BMA Certification department when designing materials where the PAVE logo and phrase will be used.

Duplication or reproduction of the logo is authorized under the following conditions:

- All certified presort categories are specified as above
- The logo is not altered in any way If the logo is reproduced or duplicated in color, you must use the following color scheme: the blue interior is Pantone 294CVC; the red interior is Pantone 485CVC; the gold color is 130CVC; and the black and white colors are process.

PAVE Advertising Policy

Only Pave certified developers may use the PAVE logo and the phrase “PAVE-certified” on marketing materials, packaging, advertisements, websites, and any other user documentation. If you advertise that your product is “PAVE-certified”, you **MUST** list all the presort categories that your product is certified for. If there are space constraints to the advertisement you must state “Certified for # presort categories see our (website, users manual, certificate etc.) for details.” The location you direct the consumer to **MUST** plainly state each category certified. If you choose to pre-produce mass quantities of promotional materials user’s guides, CD with graphics, etc. using the PAVE logo. **BE PREPARED** to suspend use of these items if your certification is not current.

Violation Consequences

Any examples of misrepresentation of PAVE certification will be turned over to Postal Legal Department and the Postal Inspection Service.

1st Offense warrants a “cease and desist” letter from the National Customer Support Center. Postal Inspection Service and Legal Department will be notified.

2nd Offense warrants a temporary suspension of certification (removal from PAVE certified list on the USPS website) until correction can be made.

3rd Offense warrants a suspension of certification privileges for a period of time to be determined depending on the severity of the infraction (decided upon by NCSC Management).

Examples of Corrective Actions

1. Retraction
2. Withholding advertising or marketing literature
3. Postponement of product catalog mailings
4. Removal of PAVE Logo from exhibitor displays
5. Removal of PAVE reference from Website

Field Error Detection and Resolution

It is the BMA Certification Department's goal, to assist developers in achieving the highest quality presort product possible. The field error detection and resolution policy is used by both the BMA Certification department and the developer to ensure presort product quality. Regardless of cycle schedules, quality assurance remains an ongoing part of the PAVE certification program. Occasionally, presort errors are detected and reported by USPS field personnel or mailers after a PAVE-certified product has been distributed to customers. If this situation occurs, the following protocol is followed to resolve the problem:

1. The BMA Certification Department starts an incident report file for the product and version number.
2. The BMA Certification Department tries to determine if the problem is a presort error or some other problem such as a user setup issue.
3. The BMA Certification Department alerts the developer to the existence of a possible problem.
4. The BMA Certification Department and the developer collaborate in determining a reasonable time frame in which to correct the problem. ***If the time frame is exceeded, PAVE certification may be revoked or suspended.***
5. The BMA Certification Department will keep all appropriate parties informed of the status and progress.
6. The BMA Certification Department reserves the right to request that the developer retest any applicable test files before release.

7. When the BMA Certification Department determines that the problem has been corrected, the developer will release a patch to all customers.

Selection Rationale

The BMA Certification Department evaluates the accuracy of presort products by testing a variety of presort scenarios each certification cycle. The USPS selects different scenarios based upon, but not limited to, three key factors:

1. Presort categories most often used by different mailers (to cover the widest range of presorted mailings).
2. Presort categories in which significant errors are being detected by business mail entry units (BMEUs).
3. Presort categories that are relatively new.

Upon successful completion of the PAVE testing process, each product is awarded a certificate specifying each presort category for which PAVE certification is awarded.

PAVE Cycle G Calendar

September 15, 2003 Cycle G begins
December 31, 2003 Certifications for Cycle F expire
January 15, 2004, testing fees take effect
March 15, 2004 Cycle G testing ends
Fall 2004 Cycle H begins testing
December 31, 2004 Cycle G PAVE certifications expire

Out-of-Cycle and Retesting Fees

The PAVE certification program is free-of-charge, at this time, to developers participating during the normal testing cycle or when a DMM, initiated PAVE cycle is conducted. However, a fee is charged for:

- any developer initiating testing in the PAVE program outside the normal test cycle
- any product that has failed the combined electronic/hard copy testing three times in any one test category

This fee is assessed as follows:

- Minimum fee for first Out of Cycle, or Retest is \$250.00. This is made up by the initial evaluation fee of \$200 and Initial test (file generation) fee of \$50.00.
- Each additional test has a fee of \$35.00 each. This is made up by the evaluation fee of \$25.00 and test file generation for \$10.00.
- **Example 1:** If you are taking one out of cycle/retest the charge is \$250.00, as explained above.
- **Example 2:** If you are taking three out of cycle/retests the charge is \$320.00. This is made up of the \$250.00 of the initial testing fee and the \$70.00 from the additional 2 tests.

Note: PAVE certifications obtained “out-of-cycle” have the same expiration date as all “in-cycle” certifications.

Data Products Available

The NCSC has a variety of data products and services available for developers to utilize in creating a comprehensive presort product. For information regarding the availability, applicable costs, etc. of these items, contact the NCSC at 800-238-3150 and request a free copy of *The official Guide to Postal, Products, Services, and Publications*. Products and Services include, but are not limited to:

- Carrier Route File
- City State File
- Delivery Statistics File
- Enhanced Line of Travel (ELOT)
- Zone Chart Matrix
- Module L Electronic Label Lists
- Zip+4

The PAVE Certification Process

The developer has the choice of testing in any or all of the available categories. Due to the complexity of programming presort software products, the USPS requests that all files (i.e., a suite) the developer intends to certify be submitted together. All developers are required to complete and return their test files (electronic or hardcopy) within 30 days. Developers attempting Gold certification must successfully complete both the electronic AND hardcopy testing process. Electronic files should be submitted zipped. The PAVE preferred method for returning files is via the PAVE File Transfer Protocol (FTP) site. IF desired, files can be submitted via CD-ROM, or ZIP disk. When using the FTP the developer

should e-mail the BMA Certification department at pncsc@email.usps.gov to inform them that the file has been uploaded to the FTP site. All hardcopy documentation must be submitted to the USPS via Express or Priority Mail*. To expedite the return of hardcopy documentation to the evaluators, vendors are encouraged to utilize specific neon green labels that are available at no-cost from the BMA Certification department.

Developers utilizing their own labeling must ensure the phrase “Deliver Immediately, PAVE Tests Enclosed” is posted conspicuously on the outside of the mailing container. Return ALL test files to:

BMA CERTIFICATION DEPARTMENT
PAVE
US POSTAL SERVICE
NATIONAL CUSTOMER SUPPORT CENTER
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

****WARNING*: PAVE test file output returned by commercial carriers will not be accepted.***

Test data is provided in the form of address files. Each presort scenario has its own address file and has specific characteristics and attributes, such as mailpiece dimensions, specific entry point, sortation levels allowed, processing category, etc. Each file is processed as a specific presort job with explicit parameters. PAVE is a certification standard of excellence; therefore, we will certify and list your product’s required and optional mail preparation standards for each presort category.

Note: Whether pursuing Gold, Standard, or MLOCR certification, it is imperative that developers follow all rules and parameters stated in “General Testing Instructions” (see page 19) to achieve certification. Failure to do so will warrant an outright rejection of your test submission before any actual grading of presort. Furthermore, this will count towards one of the three electric or two hardcopy tests for the free evaluations given.

The following presort test categories are available for Cycle G

- First-Class Automation Mail
- First-Class Machinable Mail
- First-Class Presorted Mail
- First-Class Presorted Parcels
- First-Class Co-Trayed Flats
- Periodicals Automation Mail
- Periodicals Presorted Mail
- Periodicals Co-Sacked Flats

- Standard Mail Automation Mail
- Standard Mail Machinable Mail
- Standard Mail Presorted Mail
- Standard Mail Enhanced Carrier Route Mail
- Standard Mail Irregular Parcels
- Standard Mail Co-Sacked Flats
- Optional Presort Preparations under M920, M930, and M940

Each file is graded individually for its accuracy of presort and compliance with current DMM regulations. The evaluation includes inspection of standardized documentation; container labels, computer-generated postage statement facsimiles, and other presort documentation. If the electronic file and/or documentation presented is deemed 100 percent accurate and in compliance with current DMM regulations, certification is awarded for the specific presort category tested. If any errors preventing certification are detected, an evaluation report identifying the specific violations and their appropriate DMM references will be provided to the developer. After the proper changes and/or adjustments are made to the software, the developer is responsible for ordering a new test file. Reprocessing the original test is prohibited. In some instances, the BMA Certification Department may request that a product be retested in certain categories if a failure or modification affects another category.

Cycle G certifications are effective until **December 31, 2004**.

Developers whose products have completed all intended tests and have been certified for any or all presort categories receive an official PAVE certificate and will have their name, address, and presort product name and version number included in the list of PAVE-certified software. The list is published periodically in the *Postal Bulletin*, and reprints are available through the NCSC. Weekly updates are available electronically through the USPS Web site. To access the list go to <http://ribbs.usps.gov/file/PAVE/PUBS>.

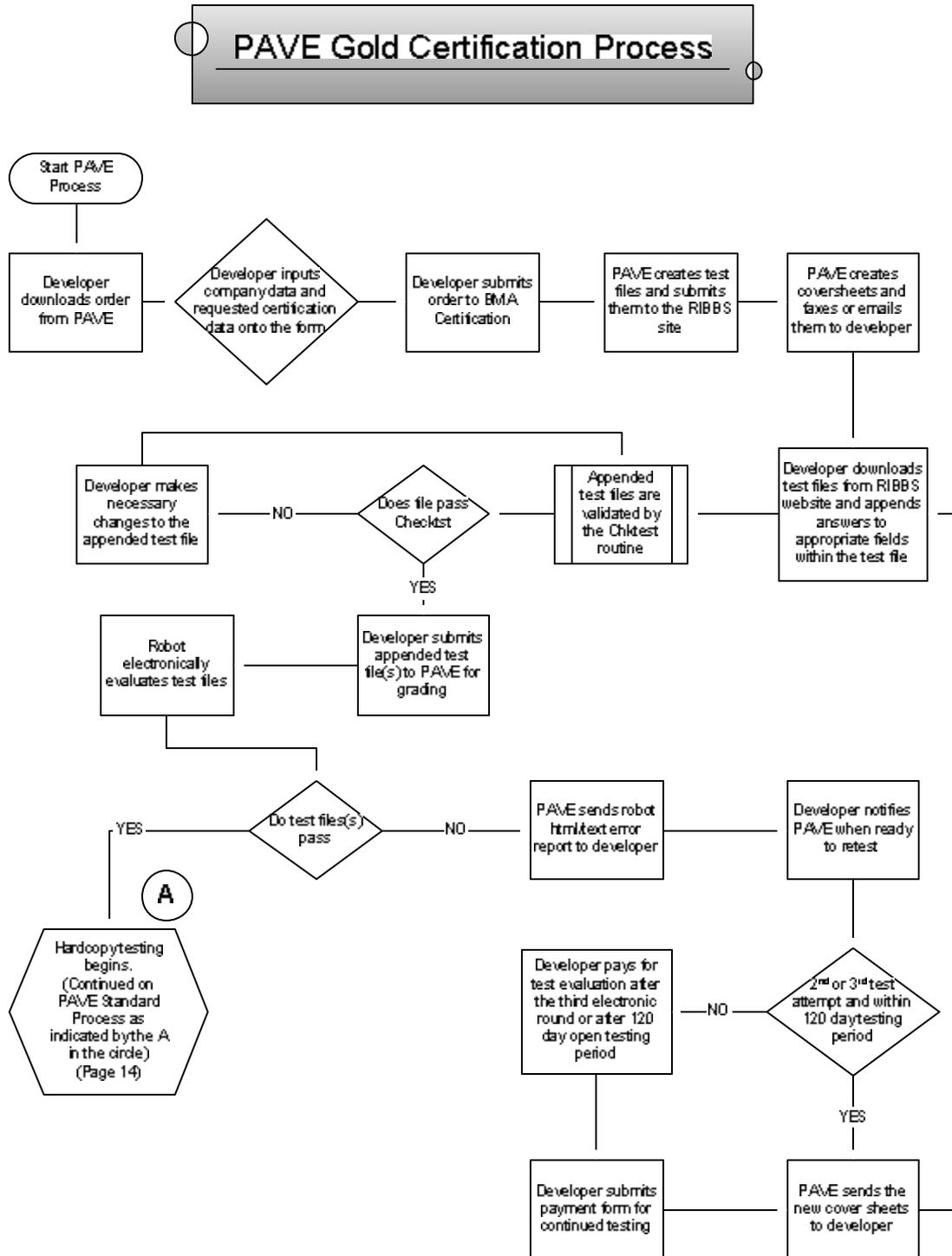
Naming of Files

In Cycle G we will be using a two-character field in the test file name that will be the Set Identifier. The set identifier will start with H or E representing hardcopy or electronic tests respectively. A four character Test Identification Number will follow the Identifier. (ex. HB_G209 will break down to Set HB, Cycle G, Test 209). All downloaded test files will end in a .set suffix. When files are worked and saved they are to be saved as a .tst file. This file must be saved as a .tst file prior to running check test and submission for grading. Text files that are generated as a result of electronic grading will be in a .htm format with a specific Mail Split Stream Indicator attached to the end of the File number. Examples would be: EA_G216AL.HTM and EA_G238AU.HTM.

Products Attempting Gold Certification

After processing the test, the developer returns (within 30 calendar days of the date on the cover sheet) the appended electronic test file. The test file will be processed through PAVE's electronic grading program. The computerized grading program is designed to search for specific violations of presort rules and USPS regulations. If any errors are discovered, the developer is notified (robot report information will be provided) and asked to retest. The retest will count towards one of the three free attempts. If no errors are detected, then the developer is notified that he or she has passed electronic grading and will be required to process and submit a complete set of hardcopy documentation from a newly assigned test series. That documentation is then reviewed and graded in the same manner as it would be for Standard certification (see "Products Attempting Standard Certification," page 16). If passed, the developer becomes Gold certified; otherwise, the developer will be asked to retest hardcopy (which could also include electronic re-testing, depending upon the errors detected).

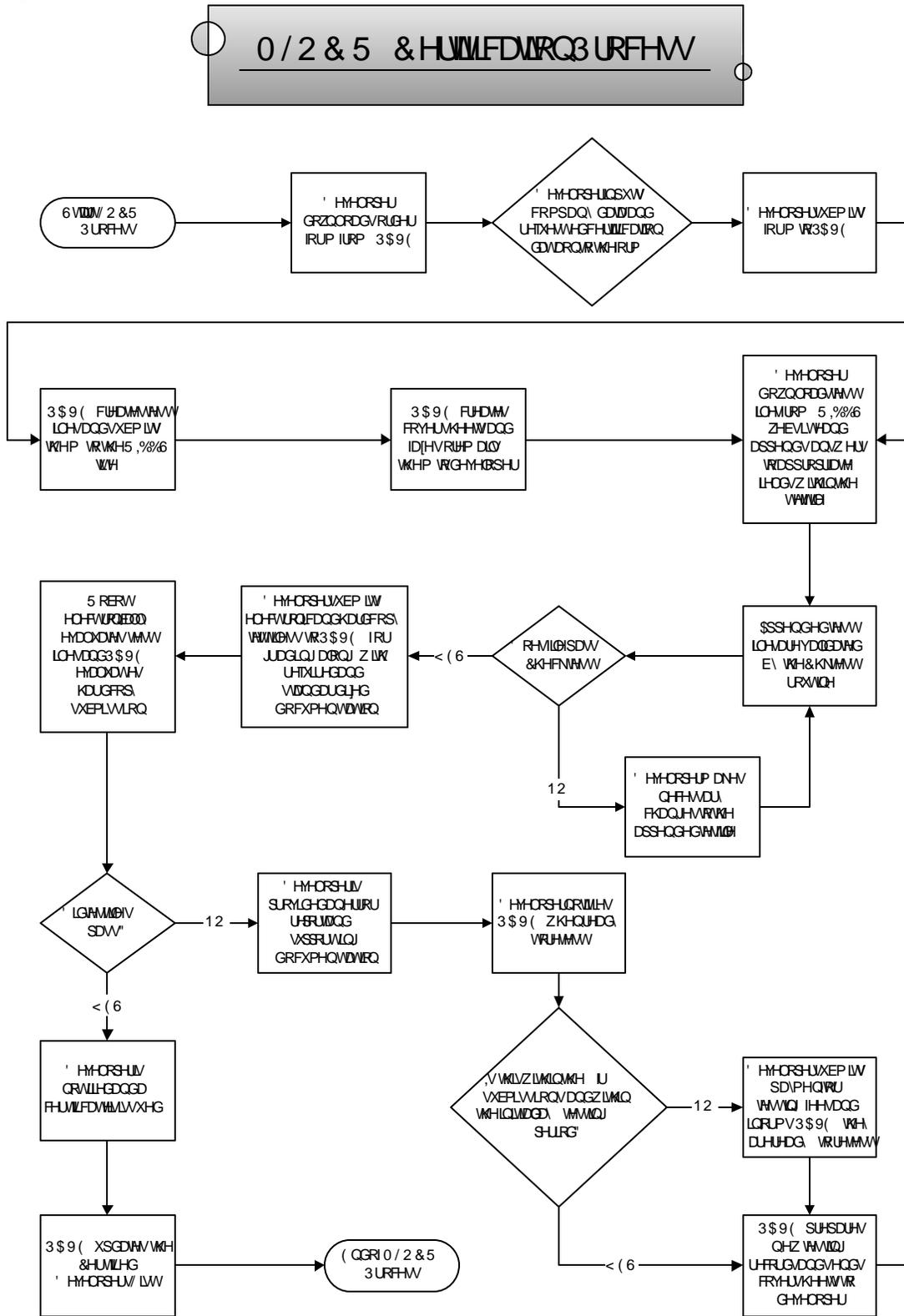
Figure 1. PAVE Gold Certification Process



Products Attempting MLOCR Certification

After processing the test, the developer returns (within 30 calendar days of the date on the cover sheet) the appended electronic test file and hard copies of all required presort documentation produced by the presort product. The test electronic file will be processed through PAVE's electronic grading program, and the hard copy will be manually reviewed to determine compliance with DMM regulations and proper formatting of reports and postage statement facsimiles. The computerized grading program is designed to search for specific violations of presort rules and USPS regulations. If any errors are discovered, the developer is notified and asked to retest. The new test will count towards one of the three free attempts. If no errors are detected, then the developer is notified that he or she has passed electronic grading and we will then process the returned hardcopy documentation from the test series. That documentation is then reviewed and graded in the same manner as it would be for Standard certification (see "Products Attempting Standard Certification," page 16). If passed, the developer becomes MLOCR certified; otherwise, the developer will be asked to retest (which will also include electronic re-testing).

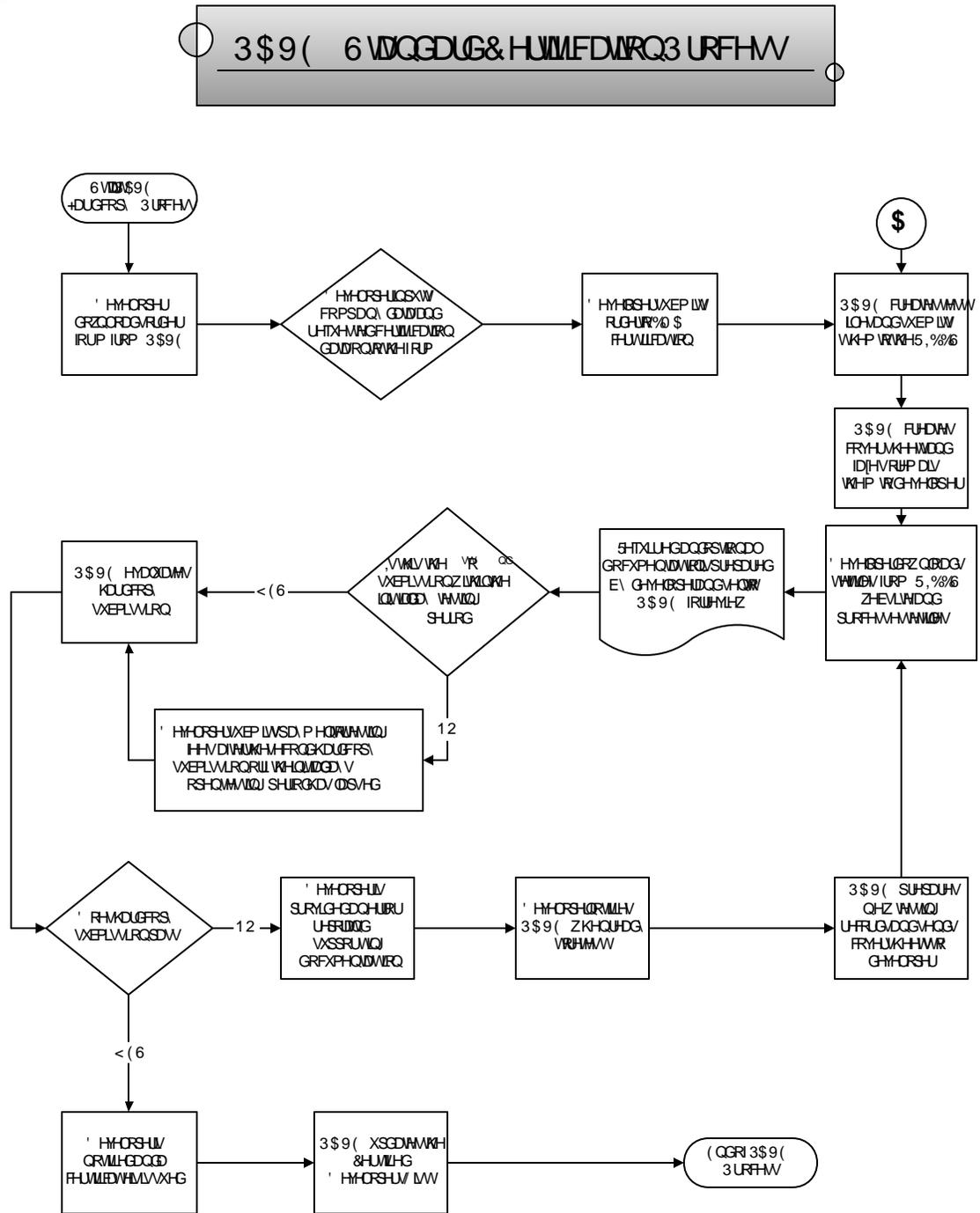
Figure 3. MLOCR Certification Process



Products Attempting Standard Certification

After processing the test, the developer returns (within 30 days of the date on the cover sheet) hard copies of all required presort documentation produced by the presort product (see “Required Hard Copy Output, page 21). PAVE will manually review the documentation to determine compliance with DMM regulations and proper formatting of reports and postage statement facsimiles. If any errors are detected, retesting is required. When the output is determined to be accurate, Standard certification is awarded (see Figure 2, PAVE Standard Certification Process, page 16).

Figure 2. PAVE Standard Certification Process



List of Presort Scenarios

For PAVE Cycle G, the USPS offers the following domestic presort categories for testing:

Table 1: Presort Scenarios

PRESORT CATEGORY	DMM Ref.	TEST #
PREREQUISITE TESTS		
(Required for Products Not Previously Certified in Cycle F)		
1. First-Class Mail Letters or Flats	M130/M810/M820	G010
2. First-Class Multi-Presort File for Co-trayed Flats	M910	G011
3. First-Class Multi-Presort File for Co-trayed Flats	M910	G012
4. First-Class Multi-Presort File for Co-trayed Flats	M910	G013
5. Standard Mail Letters or Flats	M610/M810/M820	G020
6. Standard Mail Flats	M610/M820	G021
7. Standard Mail Multi-Presort File for Co-sacked Flats	M910	G023
8. Standard Mail Multi-Presort File for Co-sacked Flats	M910	G024
9. Standard Mail Multi-Presort File for Co-sacked Flats	M910	G025
FIRST-CLASS MAIL TESTS		
10. First-Class Multi-Presort File for Auto and Machinable Ltrs	M130/M810	G101
11. First-Class Automation Letters	M810	G102
12. First-Class Presorted Non-Machinable Letters	M130	G103
13. First-Class Automation Flats	M820	G104
14. First-Class Presorted Flats	M130	G105
15. First-Class Presorted Parcels	M130	G106
16. First-Class Automation Flats – Tray Based Option	M820.3	G107
17. First-Class Multi-Presort File for Co-trayed Flats	M910	G108
18. First-Class Automation Letters for MLOCR	M810	G109
19. First-Class Automation Flats for MLOCR	M820	G110
PERIODICAL TESTS		
20. Periodicals Multi-Presort File for Letters	M210/M810	G201
21. Periodicals Carrier Route Letters - ELOT	M220	G202
22. Periodicals Carrier Route Letters – Walk Sequence	M220	G203
23. Periodicals Automation Flats	M820	G204
24. Periodicals Presorted Flats	M210	G205
25. Periodicals Carrier Route Flats – ELOT	M220	G206
26. Periodicals Carrier Route Flats – Walk Sequence	M220	G207
27. Periodicals SCF Package Reallocation YYY	M045.4	G208
28. Periodicals SCF Package Reallocation YNY	M045.4	G209
29. Periodicals Multi – Presort File for Packages on Pallets	M045	G210
30. Periodicals Multi – Presort File for Co-sacked Flats	M910	G211
31. Periodicals Multi – Presort File for merged Flats	M920	G212
32. Periodicals Merged Packages on Pallets	M920	G213
33. Periodicals 5% Threshold Merged Packages on Pallets	M930	G214
34. Periodicals 5% Threshold Merged Packages on Pallets **	M940	G215

STANDARD MAIL TESTS	DMM. REF#	TEST #
33. Standard Multi-Presort File for Auto and Machinable Letters	M610/M810	G301
34. Standard Mail Automation Letters	M810	G302
35. Standard Mail Presorted Non-Machinable Letters	M610	G303
36. Standard Mail Enhanced Carrier Route Letters – ELOT	M620	G304
37. Standard Mail Enhanced Carrier Route Letters – Walk Sequence	M620	G305
38. Standard Mail Automation Flats	M820	G306
39. Standard Mail Presorted Flats	M610	G307
40. Standard Mail Enhanced Carrier Route Flats – ELOT	M620	G308
41. Standard Mail Enhanced Carrier Route Flats – Walk Sequence	M620	G309
42. Standard Mail Enhanced Carrier Route Automation Letters	M810	G310
43. Standard Mail Irregular Parcels	M610	G311
44. Standard Mail Irregular Parcels	M610	G312
45. Standard Mail SCF Package Reallocation YYY	M045.4	G313
46. Standard Mail SCF Package Reallocation YNY	M045.4	G314
47. Standard Mail Packages on Pallets - ASF/BMC Package Reallocation	M045.5	G315
48. Standard Mail Multi-Presort File for Packages on Pallets	M045	G316
49. Standard Mail Multi-Presort File for Co-sacked Flats	M910	G317
50. Standard Mail Multi-Presort File for Merged Flats	M920	G318
51. Standard Mail Merged Packages on Pallets	M920	G319
52. Standard Mail 5% Threshold Merged Packages on Pallets	M930	G320
53. Standard Mail 5% Threshold Merged Packages on Pallets **	M940	G321
54. Standard Mail Automation Letters	M810	G322
55. Standard Mail Enhanced Carrier Route Letters – ELOT	M620	G323

Note: Process any applicable prerequisite test or required test only once.

*** indicates using City/State File*

General Testing Instructions

To achieve PAVE certification, the following instructions, guidelines, and parameters must be followed explicitly:

Many presort categories require successful completion of multiple tests to achieve certification. If you choose to test in more than one scenario, the required tests only need to be processed once.

Below is the testing structure for Cycle G. The prerequisite tests G010 through G025 are mandatory **only for products that are not currently PAVE certified**. Certain tests require additional tests to also be taken. These additional required tests can be found on the Parameter Box in Appendix E.

File G010 – *only for products not PAVE certified in Cycle F* A prerequisite test, for certification in any First-Class Mail presort category along with any applicable First-Class test(s) (G101-G108) of your choice. (If you choose to take more than one First-Class Mail test, process File G010 only once).

File G011, G012, G013 – *only for products not PAVE certified in Cycle F*
Prerequisite tests for certification of First-Class Co-trayed Flats (M910)

File G020 – *only for products not PAVE certified in Cycle F* A prerequisite test, for certification in any Standard Mail presort category along with any applicable Standard Mail test(s) (G301 – G323) of your choice. (If you choose to take more than one Standard Mail test, process File G021 only once).

File G021 – *only for products not PAVE certified in Cycle F*
A prerequisite test for certification in any Standard Mail flats presort category along with any applicable Standard Mail flats test(s) of your choice. (If you choose to take more than one Standard Mail flats test, process File G021 only once).

File G023, G024, G025 – *only for products not PAVE certified in Cycle F*
Prerequisite tests for certification of Standard Mail Co-Sacked Flats (M910)

Files G101 - G108

First-Class Mail tests including automation, presorted, machinable, and co-trayed presort categories. Tests will cover a variety of processing categories including letters, flats, and parcels. Also included is the optional preparation for tray based auto flats.

Files G201– G215

Periodical Mail tests including automation, presorted, carrier route, and co-sacking, presort categories. Tests will cover a variety of processing categories including letters, flats, and packages on pallets. Also included are optional preparations such as package re-allocation, and merging of carrier-route mail in sacks or on pallets.

Files G301-G323

Standard Mail tests including automation, presorted, machinable, irregular, carrier route, and co-sacked presort categories. Tests will cover a variety of processing categories including letters, flats, parcels, and packages on pallets. Also included are optional preparations such as package reallocation and merging of carrier-route mail in sacks or on pallets.

Each test file commands different logic flows; one test might employ the minimum piece rule, while another could use the maximum and minimum pound rules. Each presort scenario is supplied with specific parameters and requirements. If your product cannot comply with any particular requirement as it is defined, you are **required** to notify the BMA Certification Department at the NCSC before processing the file. An exception may be granted **ONLY** if the BMA Certification Department is contacted in advance and determines that a substituted value will not compromise the integrity of the test.

For the purposes of PAVE testing, The BMA Certification department will provide all developers with a data set including all pertinent files used to create the address file test. These files include the appropriate Labeling Lists, Address Management System (AMS) II data, City-State file, and applicable zone charts. ALL tests processed by your software MUST utilize the data files provided. Failure to do so may result in test errors.

Documentation

Required Hard Copy Output

An integral requirement of the PAVE certification process is the manual review of hard copy documentation. This review is performed for Gold, MLOCR and Standard testing. After processing the presort scenario, ALL developers must return an USPS Qualification Report. As an added benefit of the PAVE program, the BMA Certification department will also examine any additional presort documentation generated by the software, as well as container labels, and computer generated facsimiles.

To determine which, if any, of the additional documentation is necessary for any given test, consult the specific cover sheet provided by PAVE for the test.

HARDCOPY OUTPUT REQUIRED

HARDCOPY OUTPUT	REQUIRED
USPS Qualification Report	Each Test
Job Setup Parameter Report (JSP)	Each Test IF the information is not submitted on the PAVE Cover Sheet.
PAVE Cover Sheet	ONLY if no JSP is provided
Completed Postage Statement Facsimile	ONLY if produced by software AND indicated as necessary on the PAVE cover sheet
Barcoded Tray and Sack Tags	ONLY if produced by software AND indicated as necessary on the PAVE cover sheet
Non-Barcoded Tray and Sack Tags	ONLY if produced by software AND indicated as necessary on the PAVE cover sheet
MLOCR Reports (see appendix D)	Required for MLOCR testing
Additional User Documentation	ONLY if produced by software AND indicated as necessary on the PAVE cover sheet.

PAVE Cover Sheet

Each test ordered includes an individualized cover sheet. The cover sheet indicates any necessary optional processes (electronic and/or hard copy testing) and/or documentation requirements (hard copy testing) for that specific test. The parameter section lists the parameters of the piece used for the test. If the developer uses these parameters **exactly**, indicate this by checking the boxes beside the measurement used in the space provided. If the parameters are not used exactly, the developer must provide the measurements used. Additional parameters are needed for accurate grading. The developer must fill in all remaining information. It is crucial to the process to have the cover sheet completed in full. The cover sheet also includes vital information concerning your company and product. This information will be reported directly on the PAVE Certified Software List. When certification is awarded. You are responsible for confirming the accuracy of your listing on each cover sheet. It is imperative that you review each listing carefully.

Job Setup Parameter Report

Presort products that produce a Job Setup Parameter (JSP) report are exempt from returning the completed PAVE Cover Sheet IF the following components are included, and easily identified, in the JSP:

- Class of mail, DMM reference
- Mail piece height, length, thickness, and weight
- Container type (do not use with MLOCR)
- Max pieces per container
- Entry point
- Product name and version number
- Total Pieces Processed
- Full Tray Default Setting (do not use with MLOCR)
- Full Tray Default set by (do not use with MLOCR)
- Maximum Package Width (do not use with MLOCR)

Attach the JSP or cover sheet to your hard copy results, and return it with the other required hard copy output for each test. Remember that upon successful completion of product testing, the information on the cover sheet will be used for your listing on the *PAVE Certified Software List*. Regardless if the presort product supports the JSP format or utilizes the PAVE cover sheet – the developer is responsible for confirming all company and product information.

Postage Statement Facsimile

PAVE reviews all computer-generated postage statement facsimiles for form and content. Developers must submit hard copy facsimiles when indicated by the PAVE Cover Sheet (*Do not submit with electronic test*). For the purpose of PAVE

certification, each PS Form facsimile is required to have “Facsimile” on the bottom of each page next to the form number. Developers are also **required to include the product name and version number on each facsimile.**

Within Cycle G, the PAVE Certification process will include the verification of postage calculations on any and all submitted postage statement facsimiles. Consult DMM P013 for guidelines to these computations.

Tray and Sack Labels

The PAVE certification process includes analysis of both barcoded and non-barcoded tray and sack labels. If your presort product produces tray and sack labels, they should be returned when indicated by the PAVE Cover Sheet with any other required documentation for review. The BMA Certification Department will examine labels for correct usage of labeling list tables and formatting of line 1 (destination), line 2 (contents), and line 3 (office of mailing or mailer information) based on DMM M031 and DMM M032 standards. Barcoded labels will be analyzed for the utilization of the Interleaved 2/5 Barcode. Barcode scanners and microscopic equipment will be used to analyze and verify the point size of alphanumerics, bar height, and bar width according to DMM M032. A compliance report will be provided to you, and all products that properly produce barcoded labels will be indicated on the *PAVE Certified Software List*

Standardized Documentation

Standardized documentation (i.e., USPS Qualification Report) must meet the USPS standards set forth in DMM P012. The following is a brief description of the requirements of the USPS Qualification Report and steps for preparing the report. Numbers 1-8 describe the header information required on the top of each page of the standardized documentation. The sample on page 25 shows an example of a qualification report for First Class Automation Letters (M810). For additional samples, go to ribbs.usps.gov, select PAVE on the left hand side, select Publications on the right under the PAVE logo.

1. **Report:** USPS Qualification Report (Only acceptable name for the report)
2. **Entry:** Memphis TN 38115 (5-digit ZIP Code where your mail is being entered)
3. **Sort:** First-Class, DMM M810 (Presort category and DMM reference)
4. **Mailer:** Gump’s Mailing Service (Name of the mailer)
5. **Mail ID:** 12345ABC (Job ID applicable to the mailer)
6. **Date:** 9/15/03 (Date that the mailing is deposited)
7. **Page:** 1 (Each page is required to be numbered sequentially)
8. **Product and Version Number:** FASTsort v1.2 (Required)

Under the heading of the report, information that will be needed to verify your mail is listed in columns.

9. **Tray/Sack #** (Numbers the containers for verification)
10. **Tray Size** (Applicable to letter trays only; indicate 1’ or 2’ for MM trays and ‘E’ for EMM trays)
11. **Tray Level** (Informs acceptance clerk of contents of the container; may be found in DMM P012)

12. **Tray ZIP** (Container destination, according to the labeling list)
13. **Group Dest.** (Groups within the container)
14. **Rates** (Actual names of the rate level or corresponding abbreviations can be found in DMM P012.) Codes that inform the clerk of the rate claimed within the container: CB (Carrier Route Barcoded), 5B (5-digit Bar-coded), 3B (3-digit Barcoded), AB (AADC Automated), MB (AADC Mixed)
15. **Running Total** (Total number of pieces added by containers)
16. **Totals** (Total pieces by rate; must equal running total)
17. **Rate Summary** (Lists each rate category and total pieces claimed at each rate—total must equal the grand total of your running total).

Per DMM P012.2.2c(7), information may be reported in either of the following formats:

- 1) (*PAVE Preferred*) Container sortation level and by ZIP code destination within each container or
- 2) ZIP Code destination and, within each ZIP Code, by container sortation level.

If reporting containers by ZIP Code destination within sortation level – the pieces within the containers should be also reported by ZIP Code destination within sortation level. For example, an ADC tray may hold 5-digit, 3-digit and ADC packages. Within that tray, the 5-digit packages would be reported in ZIP Code sequence, followed by the 3-digit packages (in sequence) and, finally, the ADC package(s). **Whichever format is selected by the developer, the reporting of the mail pieces must be consistent.**

Standardized Documentation Sample
For First-Class Mail Automation - Letters/Cards, DMMM810

Periodical Standardized Documentation

Zip code where mail is being entered

Only Acceptable Name for Report - USPS Qualification Report

Name of Mailer

Job ID applicable to the mailer

Product and Version Number

REPORT: USPS QUALIFICATION REPORT
 ENTRY: CHICAGO, IL 606
 SORT: FIRST CLASS, DMM 810

MAILER: GUMP'S MAILING SERVICE
 MAIL ID: T2345ABC
 DATE: MM/DD/YY

FASTSORT V1.2
 PAGE 1

Presort category and DMM reference

TRAY #	TRAY SIZE	TRAY LEVEL	TRAY ZIP	GROUP DEST	CB	5B	3B	AB	MB	RUNNING TOTAL
1	1 CRD		74102	B050	148					148
2	1 CR5		74102	B050	25					173
3	1 CR5		87103	C002	151					324
4	1 CR3		752							324
			75221	C080	15					339
			75237	R009	20					359
			75237	B090	30					389
5	2 5DGS		82033	82033		200				589
			82034	82034		200				789
6	2 5DG		92011			384				1,173
7	1 3DGS		840	840			100			1,273
			841	841			20			1,293
			843	843			58			1,351
8	1 3DGS		923	923			91			1,442
			924	924			12			1,454
			925	925			56			1,510
9	1 3DG		606					84		1,594
10	2 3DG		802				450			2,044
11	1 3DG		802				131			2,175
12	1 AADC		550	550				76		2,251
			551	551				75		2,326
			556	556				14		2,340
13	2 AADC		870	865				48		2,388
			871	871				79		2,467
			872	872				32		2,499
			877	877				111		2,610
			884	884					93	2,703
14	1 MAAD		606	A507					12	2,715
				A630					6	2,721
				A702					42	2,763
TOTALS					<u>389</u>	<u>784</u>	<u>918</u>	<u>519</u>	<u>153</u>	<u>2,763</u>

Lists each rate category and total pieces claimed at each rate

RATE SUMMARY	PIECES
AUTOMATION CARRIER ROUTE (CB)	389
AUTOMATION 5-DIGIT (5B)	784
AUTOMATION 3-DIGIT (3B)	918
AADC AUTOMATION LETTERS (AB)	519
AADC MIXED RATE (MB)	153
TOTAL AUTOMATION (LTRS/CARDS)	2,763

Total pieces by rate; must equal running total

Codes that inform the clerk of the rate claimed within the container - DMM P012

Groups within container

Numbers the containers for verification

Applicable to letter trays only - 1, 2, or E

Informs acceptance clerk of contents of container - DMM P012

Container Destination according to labeling list

Total number of pieces added by containers

Page Number

* Report tray number and tray size if information is available.

** In Group Dest column, report each separate group within a tray level, including carrier routes, 3- and 5-digits, or AADCs.

Periodical Standardized Documentation

Summary Reporting

For Periodicals, a summary of the total number of copies mailed to each zone is included at the end of the documentation. This summary is not required if the presort software produces a PAVE-certified postage statement, but PAVE does encourage the use of this summary for all periodicals mailings. A similar report, the Detailed Zone Listing for Periodicals, is required by P012.3.0 to support the presorted mailing and is to be maintained by the mailer but is not a required part of Standardized Documentation. Therefore, the Detailed Zone Listing will be reviewed during Cycle G for PAVE certification. If the developer wants this listing reflected as an available option on the PAVE Certified Developers Listing, it must be submitted for evaluation during the certification process. The Detailed Zone Listing reports number of copies mailed to each 3-digit ZIP Code destination. Examples of these summary listings are shown below:

Table 2 – Zone Summary Report

Sample Zone Summary Report (P012.2.2(e))	
(not required if presort software produces a PAVE-certified Postage Statement)	
<u>Zone</u>	<u>Copies</u>
ICD	432
IC	215
DDU	435
DADC	13
SCF	86
1&2	120
3	33
4	120
5	56
6	42
7	0
8	0
M	48
Total Copies:	1,600

Table 3 – Detailed Zone Listing

Sample Detailed Zone Listing for Periodicals (P012.3.0)**Table 3 – Detailed Zone Listing**

Sample Detailed Zone Listing for Periodicals (P012.3.0)												
<u>3-digit</u>	<u>ICD</u>	<u>IC</u>	<u>DDU</u>	<u>SCF</u>	<u>1&2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>Totals</u>
015			215			33						248
120	432			86	70							836
124		215			50							1,101
214			220									1,321
455							120					1,441
690								56				1,497
814									42			1,539
932										35		1,574
950											13	1,587
Zone Totals:	432	215	435	86	120	33	120	56	42	35	13	1,587

Standardized Documentation – Pallets

Only one Rate Summary Report per “mailing job” is necessary for mailings of packages on pallets. Separate Qualification Reports can be submitted for the resulting pallets and sacks that are created during processing of the mailing and Qualification Reports can be separated by entry points for PVDS mailings but only one consolidated rate summary is required. This summary should appear after the last logical pallet of the detail portion of the USPS Qualification Report.

Package Preparation

The basic standards for package preparation are contained in DMM M020. An individual package is prepared whenever the number of mail pieces for a presort destination meets the minimum volume standards for the rate claimed. For nonletter Periodicals, low-volume packages may be prepared that contain fewer than the minimum volume required but such packages can only be claimed at basic rates when there are no previously prepared qualifying packages to the same destination.

Firm Package Reporting

A firm package is two or more copies for the same address placed in one physical package creating one mail piece for delivery. Firm packages are used in Presorted Periodical mailings only. Each physical firm package must be claimed as a single piece for postage rate calculation purposes. It must be accompanied by, and physically separate from, five other Presorted pieces packaged to the same destination to satisfy a six-piece package requirement, regardless of the number of copies in the firm package.

Standardized Documentation – Reporting Routine for Containers/Groups/Packages

The Domestic Mail Manual section P012.2.2.c.7 describes two distinctly different reporting routines for the sortation order of containers and for packages/groups as well:

- A. report information either in ZIP Code order and by sortation level **OR**
- B. by sortation level and, within each sortation level, by ZIP Code.

Whichever reporting routine is chosen for the container level, it must be adhered to for all containers throughout the USPS Qualification report. Likewise, whichever reporting routine is chosen for the package/group level, it also must be adhered to for all package/groups throughout the USPS Qualification report. Maintaining consistency throughout the documentation is vital to the acceptance process as well as your PAVE evaluation. DMM also reflects two different ways of reporting origin SCF containers. In sections M130 and M200, for example, the origin/optional entry 3-digit tray preparation is addressed within (as part of) the 3-digit sortation level. Under section M610, the origin 3-digit tray is listed as a distinctly separate sortation level prepared and reported between the 3-digit and ADC sortation levels. Either way of reporting these origin/optional entry pieces has been, and will continue to be, acceptable but consistency within the mailing is necessary. Within the M900 presorts, the sequencing of rate columns across the heading of the Qualification Reports allows two different options. One option is to sequence the rate columns by rate category (carrier route rates, automation rates, presorted rates) and another technique is to sequence them by sortation level (Carrier Route Rate codes, 5-digit and 3-digit or 3/5 rate codes, AADC rate, and mixed rate).

Below is a list of PAVE preferred guidelines for standardized documentation. Adherence to these standards is NOT mandatory. The provisions and rules contained within the DMM **remain** the ruling guidelines that determine if a software product achieves PAVE certification.

The minimum *PAVE Preferred* guidelines for standardized documentation are:

- 1) Containers are separated and reported by sortation level sequence and by ZIP Code destination within sortation level
- 2) Where applicable, packages within containers are also reported by sortation level sequence and by destination ZIP Code sequence within sortation level
- 3) To ensure packages to the same destination are sequenced and reported together within a co-trayed or co-sacked mailing, the preferred sequencing of the rate code column headings on a Qualification Report is by sortation level: Carrier Route Rates – 5-digit rates – 3-digit rates – etc.