



UPS Supply Chain Solutions®

UPS Mail Innovations®

GLOSSARY OF TERMS DOMESTIC

BPM Flats (Bound Printed Matter)

Mail weighing at least 1 ounce, but not more than 15.99 ounces, that consists of permanently bound sheets of which at least 90% are printed with advertising, promotional, directory or editorial matter (or any combination of such matter) that is wrapped, unwrapped, sleeved or enveloped with a height of 6 1/8" to 12"; a length of 11 1/2" to 15" and a thickness of at least 1/4", but not more than 3/4".

BPM Parcels (Bound Printed Matter)

Mail weighing at least 1 pound, but not more than 15 pounds that consists of permanently bound sheets of which at least 90% are printed with advertising, promotional, directory or editorial matter (or any combination of such matter) that is wrapped, unwrapped, sleeved or enveloped with a height of 3" to 17"; a length of 6" to 34"; and a thickness of more than 1/4", but not more than 17".

Cost Center

Any part of a business (i.e. marketing, operations, finance, etc.) that can be segmented to allow costs to be more easily assigned.

Delivered

To take mail from the Post Office or delivery unit to the customer or to provide customer pickup through a Post Office Box or at a window or dock. It is the opposite function of collect, which is the transfer of mail from the customer to USPS.

Destination Delivery Unit (DDU)

The delivery unit or other postal facility designated by USPS as a delivery unit where a mailer enters mail destined for addresses served by the carriers of the unit.

eVS® (Electronic Verification System)

Electronic manifesting and postage payment of parcel mailings with the USPS through transmission of electronic manifest files to the PostalOne!® eVS database. A highly automated method that allows a parcel shipper to document and pay postage for parcel mail, transmitting electronic manifest files to the USPS. Postage is electronically deducted from the shipper's postage payment account.

First-Class Mail®

TA mail class that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account and all matter sealed or otherwise closed against inspection. First-Class Mail comprises six products: (1) single-piece letters/postcards; (2) presorted letters/postcards (non-machinable, machinable and automation prices); (3) flats (single-piece, presorted and automation prices); (4) parcels (Retail, Commercial Base and Commercial Plus prices); (5) outbound single-piece First-Class Mail International, and (6) inbound single-piece First-Class Mail International. Any mailable matter may be sent by First-Class Mail service. First-Class Mail service is a market-dominant product.

Flats

Wrapped, unwrapped, sleeved or enveloped mail that is not less than: 6 1/8" in height, 11 1/2" in length and 1/4" in thickness. Maximum size requirement is 12" in height, 15" in length and 3/4" in thickness.

IMpb

A parcel barcode similar to the Intelligent Mail barcode for letters and flats. The IMpb uses the same barcode GS1-128 symbology and similar data constructs used for USPS Tracking and Signature Confirmation services.

Irregular Parcel

A mail processing category for a non-machinable parcel that does not meet the dimensions or minimum weight of a machinable parcel. This processing category includes parcels that cannot be processed by NDC parcel sorters, including rolls and tubes up to 26 inches long, merchandise samples that are not individually addressed and are not letter-size or flat-size, unwrapped, paper-wrapped or sleeve-wrapped articles that are not letter-size or flat-size and articles enclosed in envelopes that are not letter-size, flat-size or machinable parcels because of an irregular shape. The term is most generally applied to non-machinable Standard Mail parcels.

Machinable Parcel

A mail piece that is of the correct size, shape and weight to be safely sorted by mail-processing machinery, such as a parcel-sorting machine.

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GLOSSARY OF TERMS DOMESTIC

Continued

Manifest

Postage is applied to the mail piece and is ready for induction into the U.S. Postal Service.

Non-Machinable & Oversize

A parcel that exceeds any of the maximum dimensions for a machinable parcel and whose content includes and/or its characteristics are, but are not limited to: high density parcels; liquid in glass, metal or plastic containers; cans, paints, rolls and tubes; metal-band strapped boxes, metal or wood boxes; articles not mailed in boxes or other containers; harmful matter; hazardous materials, and machinable parcels, whose ability to slide on a smooth surface is restricted.

Parcels

Mail that does not meet the mail processing category of letter-size mail or flat-size mail and is usually enclosed in a mailing container such as a carton. (Also, see Irregular Parcel and Machinable Parcel.)

Parcel Select Light Weight and Parcel Select

A USPS class of mail. Parcel Select Lightweight (Irregular & Machinable) refers to packages weighing between 1-15.99 oz. Parcel Select refers to packages weighing between 1-70 pounds.

Payment Terms

The agreed-upon period of time for submission of payment, due upon invoice.

Regional Processing Facility (RPF)

A UPS Mail Innovations facility, where packages are processed and prepared for induction into the US Postal Service.

Sectional Center Facility (SCF)

A postal facility that serves as the processing and distribution center for post offices in a designated geographic area, as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one three-digit ZIP Code range.

Shipment Control Form (Bill of Lading)

A form that must be completed when shipping with UPS Mail Innovations. Form contains information regarding the type and quantity of mail being sent. A Shipment Control Form is similar to a Bill of Lading.

Transit Time

The period measured from when a package is picked up from a shipper until it is delivered to the addressee, or a first delivery attempt is made.



UPS Supply Chain Solutions®

Canadian Border Program

UPS Mail Innovations provides a seamless means of delivery through low-cost mail solutions and pre-payment of all duties and taxes. It's as if your customer has purchased within Canada. A Canadian B2C program provides you with the tools to penetrate the Canadian market, one of the largest trade partners with the U.S.. Average transit time is 4-8 days, with full door-to-door tracking visibility offered.

Direct Injection

A method by which mail is inducted into a foreign postal authority directly from the United States, so these mail pieces have the countries of destination indicia (stamp) posted on each piece.

Economy Service

Utilizes a mix of foreign postal options as well as the USPS to optimize postal savings. Takes mail pieces up to 4.4 pounds. Average transit time is 10-17 business days from the processing facility.

ePacket

A first class parcel mail service from the USPS that offers door-to-door tracking to 28 destinations. For all other destinations not listed, limited tracking is available up to induction to the USPS. This service takes mail pieces up to 4.4 pounds. Average transit time is 4-8 business days from the processing facility.

IPA (International Priority Airmail)

First class international mail service from the USPS with average transit times of 4-8 business days from the processing facility. Limited tracking available up to induction to the USPS. This service takes mail pieces up to 4.4 pounds.

UPS Mail Innovations® GLOSSARY OF TERMS INTERNATIONAL

ISAL (International Service Airlift)

An economy mail service from the USPS with average transit times of 7-14 business days from the processing facility. Limited tracking available up to induction to the USPS. This service takes mail pieces up to 4.4 pounds.

PMI (Priority Mail International)

A parcel service for packages over 4.4 pounds. Average transit times are 7-10 business days from the processing facility. Door-to-door tracking for more than 100 destinations.

Priority Service

Utilizes a mix of foreign postal options as well as the USPS to optimize postal savings. Takes mail pieces up to 4.4 pounds. Average transit time is 5-10 business days from the processing facility.