

User's Guide Package Intercept Commercial Service

January 2015

Version 2.0



Contents

Overview of USPS Package Intercept Commercial Service	3
Purpose of this User Guide	3
Getting Started	4
Eligibility for USPS Package Intercept Commercial Service	4
Using the Service	5
Accessing the Application	5
Overview of the USPS Package Intercept Commercial Service Home Page	7
Placing Requests for Service	8
Uploading a USPS Package Intercept Commercial Service File	8
USPS Package Intercept Commercial Service Types	20
Extra Services	24
Troubleshooting	25
Account History	26
Viewing Your Most Recent Requests	26
Reporting	
Billing Statements	
Frequently Asked Questions	
Questions or Comments	



Overview of USPS Package Intercept Commercial Service

You can use the United States Postal Service's (USPS's) Package Intercept Commercial Service application to intercept a package through the Business Customer Gateway at USPS.com. Using this application will give you the option to return to sender, redirect to a new domestic address, or Hold For Pickup at a domestic Post Office. You can also add certain extra services to the package.

This publication is a user's guide for the USPS Package Intercept Commercial Service application.

Purpose of this User Guide

The purpose of this User Guide is to aid customers in signing up for and using the USPS Package Intercept Commercial Service application. This service can be accessed through the Business Customer Gateway (BCG).



Getting Started

Eligibility for USPS Package Intercept Commercial Service

In order to use the USPS Package Intercept Commercial Service Application, you must first meet the following requirements:

Requirement	Information and Resources
Register as a Business Customer Gateway (BCG) User	If you do not already have a BCG account, go to <u>https://gateway.usps.com/eAdmin/view/signin</u> and click the "Register for free" button. Information and help for BCG registration can be found here: <u>https://ribbs.usps.gov/intelligentmail_gateway/document</u> <u>s/tech_guides/BusinessCustomerGateway.pdf</u>
Establish a Centralized Automated Payment System (CAPS) Account	If you do not have a CAPS account, go to <u>https://caps.usps.gov/</u> for more information.
Establish a Permit Imprint account and link it to a CAPS account	If you do not have a permit imprint account, go to: <u>http://pe.usps.com/businessmail101/postage/applyPer</u> <u>mit.htm.</u> For information on linking your permit imprint account to your CAPS account, go to: <u>http://caps.</u> <u>usps.gov/capshome.asp</u>
Establish a Customer Registration ID (CRID) for each location and link the CRID to a CAPS account	For more information about getting a CRID, go to: https://ribbs.usps.gov/intelligentmail_mail_id_app/docu ments/tech_guides/MIDCRIDAcquisitionQuickStep.pdf.
Obtain access to the Mailer ID (MID) and Manage Mailing Activity business services in BCG	For more information on Mailer IDs, go to: https://ribbs.usps.gov/index.cfm?page=intellmailmailida pp



Using the Service

The following pages will describe how to access the USPS Package Intercept Commercial Service.

Accessing the Application

1. Navigate to <u>https://gateway.usps.com/eAdmin/view/signin</u> and log into the Business Customer Gateway. Then click on "Shipping Services" in the column on the left-hand side of the screen.





2. In the Shipping Services menu, click the "Go To Service" button for USPS Package Intercept.

	Shipping Services
Welcome Inbox Mailing Services Shipping Services	Shipping services help you deliver packages. Shipping online services allow customers to enroll and manage the various package product lines the USPS has to offer. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not. Your Locations:
Other Services	All Locations
Support	Balance & Fees (PostalOne!) more info > GO TO SERVICE GO TO SERVICE
Manage Account	Click-N-Ship Business Pro™ more info > Geraccess Dashboard (PostalOne!) more info > Go To SERVICE Electronic Data Exchange (PostalOne!) more info > Go To SERVICE Electronic Verification Service (eVS) more info > Go To SERVICE Incentive Programs more info > Go To SERVICE Mailer ID more info > Go To SERVICE Mailing Reports (PostalOne!) more info > Go To SERVICE Mailing Reports (PostalOne!) more info > Go To SERVICE Manage Permits (PostalOne!) more info > Go To SERVICE Online Enrollment more info > Go To SERVICE Parcel Return Service (PRS) more info > Go To SERVICE Postal Wizard (PostalOne!) more info > Go To SERVICE Scap Devect Purson (SBP) more info > Go To SERVICE Scap Devect Purson (SBP) more info > Go To SERVICE Scap Devect Purson (SBP) more info > Go To SERVI

3. To use the service, you must agree to the Terms and Conditions. Use the scrollbar on the right to read the Terms and Conditions. If you accept, click the checkbox and then the "Agree" button.

CDC Daskans Internet®	Debite Touche (344410
USPS Package Intercepts	Fed out more.
turne > Terma & Conditiona	the strong of the strong of
There is a fee to initiale retrieval pursuent to the USPS Package Intercept Service. This fee is charged per malpace and is nonvertinitiality interception of a malpace promite delivery a not guaranteed.	
A Central set Account Payment System (CAPS) Settl account, or a similar successor service, a required to be in pace prior to the culotomer's participation in the Service.	
VEPS Package Interset Service is available for all domastic real classes except Standard that and	

3. You will then be directed to the USPS Package Intercept Commercial Service home page.

Overview of the USPS Package Intercept Commercial Service Home Page

Below is a sample USPS Package Intercept Commercial Service home page with the main functional areas marked with accompanying descriptions beneath the illustration.

USPS Package intercepto	0		Find out more How It Works > F/	AQs → Payments →
New Package Intercept Request Upload a Package Intercept file Browse Upload OR If you dont have a file, enter a unique USPS Trace	king #: 🔊	Additional Resou Are you a first-time us information? These r Jownload USPS	urces ser of USPS Package Intercept o esources can help you get starte Package Intercept User Guide (Package Intercept Application f	r need more ed. (PDF) Requirements (PDF)
Junin				
Most Recent Requests (see more) USPS TRACKING # There are no existing requests.	CREATED ON	STATUS	INTERCEPT TYPE	FILE NAME
Most Recent Requests (see more) USPS TRACKING # ⊕ There are no existing requests. Large File Upload Requests FILE NAME ⊕ There are no existing requests.	CREATED ON	STATUS	INTERCEPT TWPE	FILE NAME

Diagram Key:

- (A) Browse for and upload a USPS Package Intercept file.
- B Enter individual USPS Tracking numbers.
- C View your most recent requests.
- D View the status of large file upload requests.

Placing Requests for Service

Uploading a USPS Package Intercept Commercial Service File

USPS distinguishes between "regular" and "large" file uploads. A "regular" file contains up to 25 records. A "large" file contains between 26 and 100,000 records. *Note: All records in a single upload will be charged to the same permit number.*

To upload your file, first you must ensure that it is in the proper format. Instructions for the proper file format can be found at: <u>http://pi.usps.com/media/manuals/USPS-Package-Intercept-Application-Requirements.pdf</u>.

Regular File Upload

Once you have the file in the proper format, follow these steps to upload the file:

1. Click the "Browse" button. You will be prompted to search your computer's files for the one you would like to upload.

SPS Package Intercept Request How It Works > FAQs > Payments > Vpload a Package Intercept Request Additional Resources Upload a Package Intercept Request Additional Resources can help you get started. Upload Browse Browse Download USPS Package Intercept or need more information? These resources can help you get started. If you don't have a file, enter a unique USPS Tracking # (PDF) Download USPS Package Intercept Application Requirements (PDF) Most Recent Requests (see more) Status INTERCEPT TYPE USPS TRACKING # () CREATED ON STATUS INTERCEPT TYPE		1				Welcome,
New Package Intercept Request Upload a Package Intercept Request Upload Upload Upload OR If you don't have a file, enter a unique USPS Tracking #. () Submit Most Recent Requests (see more) USPS TRACKING # © STATUS © STATUS © INTERCEPT TYPE PILE NAME	ISPS Package In	itercept®			Find	out more It Works > FAQs > Payments >
Upload a Package Intercent Re- Information? These resources can help you get started. Upload OR If you don't have a file, enter a unique USPS Tracking #: Submit Most Recent Requests (see more) USPS TRACKING # © If you don't have a file, enter a unique USPS Tracking #: Most Recent Requests (see more) USPS TRACKING # © If you don't have a file, enter a unique USPS Tracking #: If you don't have a file, enter a unique USPS Tracking #: Submit Most Recent Requests (see more) USPS TRACKING # © CREATED ON STATUS © PILE NAME	New Package Intercept F	Request		Additional R	esources	
Upload Download USPS Package Intercept User Guide (PDF) Download USPS Package Intercept Application Requirements (PDF) If you don't have a file, enter a unique USPS Tracking #: Submit Submit Most Recent Requests (see more) USPS TRACKING # CREATED ON STATUS INTERCEPT TYPE FILE NAME 	Upload a Package Intercept file	-		Are you a first-ti information? Th	me user of USPS Packa lese resources can help	age Intercept or need more p you get started.
OR If you don't have a file, enter a unique USPS Tracking #. ① Submit Most Recent Requests (see more) USPS TRACKING # © OR	Upload			🕹 Download L	ISPS Package Intercep	ot User Guide (PDF)
If you don't have a file, enter a unique USPS Tracking #. Submit Submit USPS TRACKING # CREATED ON STATUS FILE NAME FILE NAME	OR				ISPS Package Intercep	ot Application Requirements (PDF)
Submit Most Recent Requests (see more) USPS TRACKING# © CREATED ON STATUS © FILE NAME	lf you don't have a file, enter a ur	nique USPS Tracking #: 🕐				
Submit Most Recent Requests (see more) USPS TRACKING # CREATED ON STATUS FILE NAME FILE NAME						
Most Recent Requests (see more)						
USPS TRACKING # CREATED ON STATUS CREATED ON STATUS	Submit					
	Submit Most Recent Requests	i (see more)				
	Submit Most Recent Requests USPS TRACKING # \updownarrow	(see more)	STATUS	\$	INTERCEPT TYPE	FILE NAME
	Submit Most Recent Requests JSPS TRACKING # \oplus	(see more)	STATUS	\$	INTERCEPT TYPE	FILE NAME
	Submit Most Recent Requests USPS TRACKING # \Rightarrow	(see more) CREATED ON	STATUS	¢	INTERCEPT TYPE	FILE NAME
	Submit Most Recent Requests USPS TRACKING # \oplus	CREATED ON	STATUS	¢	INTERCEPT TYPE	FILE NAME



2. Use the browser to locate and select the file you wish to upload. Then click the "Open" button.

🏉 Choose File to Upload	I		ß
		✓ ✓ Search	λ 🔎
Organize 👻 New 🕯	folder		III • 🔟 🔞
🙀 Favorites	Name	Date modified	Type Size
🔜 Desktop 🚺 Downloads 🗐 Recent Places		7/10/2014 12:51 PM 7/10/2014 1:30 PM	Text Document Text Document
 ➢ Libraries ☑ Documents ☑ Music ☑ Pictures ☑ Videos 	E		
🐏 My Computer 🏭 OSVol (C:)			
👊 Network		m	
F	ile name:	→ All Files (Ope	n Cancel

3. Click the "Upload" button.





4. Once your file has been uploaded, you will be taken to the Detailed View, where you can see the status of each request in your file. Any invalid USPS Tracking numbers will not be stored, and you will see an error message with an explanation of the problem.

e > Create your request > Enter de	How It Works > F	How It Works > FAQs > Payments >		
tep 3: Review Package I	ntercept Request Details			
Details				
JSPS TRACKING #	CREATED ON	STATUS Ready to Submit (a)	INTERCEPT TYPE	FILE NAME
-\$\$ 185560020040055002201255	01-10-2014 @ 12 PM CD1	Ready to Submit 2	Redirect	
9415201200450078901202	07-10-2014 @ 12 PM CDT	Invalid	Mailpiece with this Tracking# cannot be intercepted	Redirect
-xx12391234567812345670 -9212391234567812345670	07-10-2014 @ 12 PM CDT 07-10-2014 @ 12 PM CDT	Invalid Invalid	Invalid Origin Address Extra Services are not available for Return to Sender intercepts on	Redirect Return to Sender
	07 10 2014 @ 12 DM CDT	lau alta	this mail class	D-shirts
-9212391234507612345070	07-10-2014 @ 12 PM CDT	Invalid	Duplicate Tracking# in same File	Redirect Return to Sender
-xx12391234567812345670	07-10-2014 @ 12 PM CDT	Invalid	Duplicate Tracking# in same File	Redirect
-9212391234567812345670	07-10-2014 @ 12 PM CDT	Invalid	Duplicate Tracking# in same File	Return to Sender
-xx12391234567812345670	07-10-2014 @ 12 PM CDT	Invalid	Duplicate Tracking# in same File	Redirect
-9212391234567812345670	07-10-2014 @ 12 PM CDT	Invalid	Duplicate Tracking# in same File	Return to Sender
-xx12391234567812345670	07-10-2014 @ 12 PM CDT	Invalid	Duplicate Tracking# in same File	Redirect
-9212391234567 <mark>812345670</mark>	07-10-2014 @ 12 PM CDT	Invalid	Duplicate Tracking# in same File	Return to Sender
-xx12391234567812345670	07-10-2014 @ 12 PM CDT	Invalid	Duplicate Tracking# in same File	Redirect
-9212391234587812345870	07-10-2014 @ 12 PM CDT	Invalid	Duplicate Tracking# in same File	Return to Sender
ur request(s) will be saved an	d you cannot make changes afte	r you confirm		



5. Click the "Confirm" button to proceed without including USPS Tracking numbers with errors, or the "Cancel" button if you would like to fix the errors in your file and resubmit.

rou cannot make char	nges after y	you confirm
1		

6. Once you click the "Confirm" button, the website will display a Final Confirmation message and prompt you to submit your request. Click the "Submit" button to submit your request.

Step 4: F	inal Confirmation
By clicking s fee will be c Package Int refundable. See Terms	ubmit, your request will be processed. If your package is successfully intercepted, a narged to your account. Your request cannot be changed or cancelled. The USPS ercept fee is \$11.50 per request, it is automatically charged to your account, and is no Additional postage fees may apply to complete the request. and Conditions
Submit	Cancel



Large File Upload

A "large" file contains between 26 and 100,000 records and requires more system processing time.

1. Follow the directions for a regular file upload. If you have uploaded a file containing between 26 and 100,000 records, you will receive a message from the system asking you to confirm or cancel your large file upload request, as seen in the diagram below. Click the "Confirm" button.

VINITED STATES POSTAL SERVICE:	USPS.COM GATEWAY HELP SIGN OUT
USPS Package Intercept® Home > File Upload	Find out more How It Works > FAQs > Payments >
Large File Upload You have uploaded a file containing records - it will take some time to process. You will receive an email once processing is complete. Please hit confirm to continue, or cancel to exit.	

- 2. Once you click the "Confirm" button, you can follow the progress of your upload in the service homepage (see the area labeled D—Large File Upload Requests). As seen in the diagram below, the status of your file will be one of the following:
 - In Progress—your file was successfully uploaded and the system is currently processing it. You must wait until the file status is complete.
 - Completed—your file was successfully uploaded and you are ready to proceed with the USPS Package Intercept process. You must still complete the USPS Package Intercept request following the steps below in order to have your packages intercepted.

Large File Upload Requests					
FILE NAME 👙		CREATED ON 🌲	STATUS		
20166654_201305182333.txt		05-14-2014 @ 6 AM CDT	In Progress		
20166654_201305182331.txt		03-20-2014 @ 1 PM CDT	Completed		
159010_201310041004.txt	File Names Are	10-08-2013 @ 8 AM CDT	Completed		
200793_201301011011.txt	Samples Only	09-19-2013 @ 1 PM CDT	Completed		
200793_201301011012B.txt		09-19-2013 @ 11 AM CDT	Completed		
159010_201308011210.bt		08-07-2013 @ 1 PM CDT	Completed		
159010_201308011200renamed.	txt	08-06-2013 @ 8 AM CDT	Completed		
900001472_201307230922.bd		07-23-2013 @ 3 PM CDT	Completed		
900001472_201307221647.txt		07-23-2013 @ 11 AM CDT	Completed		
900001472 201307161015.btt		07-18-2013 @ 8 AM CDT	Completed		

3. Once your file has been uploaded and its status is "Completed", click on the file name in the list to go to the Detailed View, where you can see the status of each package in your file.

FILE NAME O		CREATED ON C	STATUS	
20166664_201306182333.txt		05-14-2014 @ 6 AM CDT	Completed	
20166654_201305182332.bxt		03-20-2014 @ 1 PM CDT	Completed	
20166654_201305182331.txt	File energy	03-20-2014 @ 1 PM CDT	Completed	
159010_201310041004.txt	rife names	10-08-2013 @ 8 AM CDT	Completed	
200793_2013010110128.txt	are samples	09-19-2013 @ 11 AM CDT	Completed	
159010_201308131322.bd	and a	08-16-2013 @ 5 PM CDT	Completed	
159010_201308011210.txt	only	08-07-2013 @ 1 PM CDT	Completed	
900001472_201307221647.txt		07-23-2013 @ 11 AM CDT	Completed	
900001472_201307161015.txt		07-18-2013 @ 8 AM CDT	Completed	
900001472_201307120915.bd		07-18-2013 @ 7 AM CDT	Completed	

4. Any invalid USPS Tracking numbers will not be stored, and you will see an error message with an explanation of the problem.

				USPS.COM	I GATEWAY HELP S
				Pad	ckage Intercept (344
SPS Package Inte	ercept®		F	Find out more Iow It Works > FAQs > Pa	ayments)
e Intercepts Placed in the last:	Select Days 👻 🛛 Go	Filename: 20186854_2013051	82333.bd	Enter a label	Search
Most Recent Requests					
JSPS TRACKING #	CREATED ON 05-14-2014 @ 7 AM CDT	STATUS 🗇	INTERCEPT TYPE Redir Ct	FILE NAME 20166654_20130	5182333.txt
	-				
ne item touna.		/			
Failed Large File Upload	d Requests				
Failed Large File Upload	t Requests	ERROR MESSAGE	INTERCEPT TYPE	FILE NAME	
Failed Large File Upload	2 Requests CREATED ON 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address	INTERCEPT TYPE Redirect	FILE NAME 20166654_201302	5182333.txt
Failed Large File Upload	1 Requests CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address	INTERCEPT TYPE Redirect Redirect	FILE NAME 20168654_201305 20168654_201305	5182333.txt 5182333.txt
Failed Large File Uploa(J8P8 TRACKING # →xrt2391234667812346670 →xrt2391234667812346670 →xrt2391234667812346670 →xrt2391234667812346670	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address Invalid Origin Address	INTERCEPT TYPE Redirect Redirect Redirect	FILE NAME 20166854_201306 20166854_201306 20166854_201305	5182333.txt 5182333.txt 5182333.txt
Failed Large File Upload SPS TRACKING # → xx12391234567812345670 → xx12391234567812345670 → xx12391234567812345670 → xx12391234567812345670	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address Invalid Origin Address Invalid Origin Address	NITERCEPT TYPE Redirect Redirect Redirect Redirect	FILE NAME 2016854_201302 2016854_201302 2016854_201302 2016854_201302	5182333.bd 5182333.bd 5182333.bd 5182333.bd
Tealled Large File Upload JsPS TRACKING # → → x12391234567812345670 → x12391234567812345670 → x12391234567812345670 → x12391234567812345670 → x12391234567112345670	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address Invalid Origin Address Invalid Origin Address Invalid Origin Address	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect	FILE NAME 20168654_201302 20168654_201302 20168654_201302 20168654_201302 20168654_201302	5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt
Failed Large File Upload	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address Invalid Origin Address Invalid Origin Address Invalid Origin Address Invalid Origin Address	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect	FILE MAME 20168654_201300 20168654_201300 20168654_201300 20168654_201300 20168654_201300	5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt
Failed Large File Upload SPS TRACKING # ●	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address Invalid Origin Address Invalid Origin Address Invalid Origin Address Invalid Origin Address Invalid Origin Address	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect Redirect	FILE NAME 20166854_201305 20166854_201305 20166854_201305 20166854_201305 20166854_201305 20166854_201305	5162333.bxt 5162333.bxt 5162333.bxt 5162333.bxt 5162333.bxt 5162333.bxt 5162333.bxt
Failed Large File Upload IsPs TRACKING # -xx12391234567812345670 -xx12391234567812345670 -xx12391234567812345670 -xx12391234567812345670 -xx12391234567812345670 -xx12391234567812345670 -xx12391234567812345670 -xx12391234567812345670	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address	WITERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect	FILE NAME 20168654_201300 20168654_201300 20168654_201300 20168654_201300 20168654_201300 20168654_201300 20168654_201300 20168654_201300	5182233.bt 518233.bt 518233.bt 5182233.bt 5182233.bt 5182233.bt 5182233.bt 5182233.bt
Failed Large File Upload JaPS TRACKING # →	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect	FILE MAME 20166654_201302 20166654_201302 20166654_201302 20166654_201302 20166654_201302 20166654_201302 20166654_201302 20166654_201302	518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt
Failed Large File Uploa(JSP5 TRACKING # →xx12391234607812346070 →xx12391234607812346070 →xx12391234607812346070 →xx12391234607812346070 →xx12391234607812346070 →xx12391234607812346070 →xx12391234607812346070 →xx12391234607812346070 →xx12391234607812346070	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invaild Origin Address Invaild Origin Address	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect	FILE NAME 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300	5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt
Failed Large File Upload JSP3 TRACKING # → → →	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect	FILE NAME 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302	5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt
Failed Large File Upload SP3 TRACKING #	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect	FILE NAME 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300 20166654_201300	5182233.bt 5182233.bt 5182233.bt 5182233.bt 5182233.bt 5182233.bt 5182233.bt 5182233.bt 5182233.bt 5182233.bt 5182233.bt 5182233.bt
Failed Large File Uploa(JSP3 TRACKING # ← 	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invaild Origin Address Invaild Origin Address	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect	FILE MAME 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302	5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182233.bxt 5182233.bxt 5182233.bxt 5182233.bxt 5182233.bxt 5182233.bxt
Failed Large File Upload SPS TRACKING # ●	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invalid Origin Address Invalid Origin Address	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect	FILE NAME 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302 20166854_201302	518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt 518233.bt
Failed Large File Uploa(JBP3 TRACKING # ← -xxt2391234607812346070 -xxt23912346078123460781234070 -xxt23912346078123460781234070 -xxt23912346078123460781234070 -xxt23912346078123460781234070 -xxt23912460781234070 -xxt2391246078123407 -xxt239123460781234078 -xxt2391234607812346078123407 -xxt2391246078123407 -xxt2391234607812346078123407 -xxt23912 -xxt23912 -xxt23912346078123407 -xxt239124607812346078123407 -xxt2391 -xxt2391 -xxt23912460781234607812	CREATED ON 05-14-2014 @ 7 AM CDT 05-14-2014 @ 7 AM CDT	ERROR MESSAGE Invailo Origin Address Invailo Origin Address	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect	FILE MAME 20166854_201300 20166854_201300 20166854_201300 20166854_201300 20166854_201300 20166854_201300 20166854_201300 20166854_201300 20166854_201300 20166854_201300 20166854_201300 20166854_201300	5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182333.bxt 5182233.bxt 5182233.bxt 5182233.bxt 5182233.bxt



Individual Manual Entry

To place a USPS Package Intercept Commercial Service request for a single USPS Tracking number:

1. Enter the USPS Tracking number for the package, and click the "Submit" button.

	Browse	
Upload		
05		
you don't have a	file, enter a unique USI	PS Tracking #: 🕐

2. Select the CRID to which you want to charge this USPS Package Intercept request from the dropdown menu.

Step 2:	Enter Package Intercept Details
Tracking	Number
CRID: 🕐	Select crid



3. Once the CRID has been selected, the rest of the USPS Package Intercept Commercial Service details will appear.

otep 2. Enter Fackage intercept Details	
Tracking Number:	
CRID: ②	
Permit: 🕐 📃 🗸	
MailerID:	
Please enter the address information for this page	skage:
* indicates a required field	
Sender: 🕐	Original Destination: <a>2
Name / Company	*Name / Company
Street Address:	*Street Address:
Apt / Suite / Other 💿	Apt / Suite / Other 💿
City	*City
*State *ZIP Code™	*State *ZIP Code™
Select State	Select State
CHECK ADDRESS	* CHECK ADDRESS
Select a Request Type:	

4. Select a Permit and a Mailer ID from the dropdown menus provided.

Step 2: Enter Package Intercept Deta	ils
Tracking Number:	
CRID:	
Permit: 🕐 💮 🗸	~
MailerID: 7	



5. Enter the original sender information. Then click the "Check Address" button to validate the address. Fields marked with an asterisk (*) are required.

Sender: 2		Original Destination:	>
Name / Company		*Name / Company	
Jane Doe		John Smith	
*Street Address:		*Street Address:	
Apt / Suite / Other 💿		Apt / Suite / Other 💿	
*City		*City	
Washington		New York	
*State	*ZIP Code™	*State	*ZIP Code™
District of Columbia	▼ 20260	New York	

6. Enter the original destination information. Then click the "Check Address" button to validate the address. Fields marked with an asterisk (*) are required. If you do not use the "Check Address" button to validate the addresses, you will get an error message and your request may be unsuccessful if you choose to proceed.

indicates a required field			
Sender: 🕐		Original Destination: 👔	K
Name / Company		*Name / Company	
Jane Doe		John Smith	
Street Address:		*Street Address:	
Apt / Suite / Other 💿		Apt / Suite / Other 👔	
City		*City	
Washington		New York	
State *Z	IP Code™	*State	*ZIP Code™
District of Columbia	20260	New York	▼ 10016

7. Select the request type for your USPS Package Intercept Commercial Service.

Select a Request	Туре:	
C Hold For Pickup 🕐	Return to Sender	C Redirect ③



- If desired, select any extra services you would like to add to your USPS Package Intercept Commercial Service request. Additional fees will be charged for any extra services selected. (Please refer to the section in this document labeled "Extra Services" for more information.)
- 9. Click the "Submit" button to submit your request.



10. For certain USPS Package Intercept Commercial Service requests, you will be prompted to provide additional information needed to complete the request. For example, if you selected "Hold For Pickup," you will follow the on-screen prompts to specify where you would like the package held for pickup. Please see the Package Intercept Types section for more information.



11. Once your request is complete, click the "Confirm" Button.

12. Click the "Submit" button to begin the USPS Package Intercept process. Once you click "Submit," your CAPS account will be charged for postage and fees.

refutuable. Additiona	nostane fees may apply to complete the request
See Terms and Cond	itions



USPS Package Intercept Commercial Service Types

Hold For Pickup

1. If desired, select the extra services you wish to add. Then click the "Submit" button.



2. Enter the ZIP Code where you would like your package held. Click the "Find Post Office" button to locate a Post Office location.

iome > Create your request > Enter details > Hold For Pickup details	Find out more How It Works > FAQs > Payments >
Step 2: Hold For Pickup Details (continued)	
Tracking Number:	
Origin:	
Destination:	
Please input the ZIP Code™ where you would like to Hold For Pickup:	
*ZIP Code	



3. From the dropdown list, select the Post Office location that is most convenient.



Return To Sender

1. If desired, select the extra services you wish to add, and then click the "Submit" button. Registered Mail can be intercepted, but can only be returned to the sender. Once intercepted, the package will keep its original Registered Mail number.





2. Click the "Confirm" button to save your Return to Sender request. You will not be able to make changes to the request after you click the "Confirm" button.

letails				
SP 5 TRACKING #	CREATED ON	STATU S	INTERCEPT TYPE	FILE NAME
		Ready to Submit (7)	Return to Sender	
		instant in comme (1)	I SCALIN IN COUNCI	

3. Read the Final Confirmation message and click the "Submit" button to complete your Return to Sender Request.

Step 4: Fi	nal Confirmation
By clicking su fee will be cha Package Inter refundable. Ac See Terms an	omit, your request will be processed. If your package is successfully intercepted, a irged to your account. Your request cannot be changed or cancelled. The USPS cept fee is \$11.50 per request, it is automatically charged to your account, and is no Iditional postage fees may apply to complete the request.
Submit	Cancel



Redirect to a Domestic Address

1. You will need to enter your new domestic destination address. Then, if desired, select the extra services you wish to add.

○ Hold For Pickup ³ ○ Return	n to Sender 3 🔍 🍳 Redire
You have selected to REDIRE	CT your package.
Please enter the new destination add	ress to redirect this packag
* indicates a required field	
*Name / Company	
*Street Address	
Apt / Suite / Other 🕐	
*Citv	
*State	*7IP CodeTM
Salact State	Zir Code
Select State	
* CHECK ADDRESS	
Add Extra Services	
Signature Confirmation	Insurance
No Signature Service	No Insurance
C Signature Confirmation	C Insurance
C Adult Olenahura Desuined	
Adult Signature Required	

2. Click the "Confirm" button to save your Redirect to a Domestic Address request.

etalls				
BP & TRACKING #	CREATED ON	STATU S	INTERCEPT TYPE	FILE NAME
		Ready to Submit (7)	Return to Sender	
		and the second sec		



3. Read the Final Confirmation message and click the "Submit" button to complete your Redirect to a Domestic Address request.

By clicking a	ubmit your request will be processed. If your package is successfully intercented a
fee will be o Package Int refundable. See Terms	arged to your account. Your request cannot be changed or cancelled. The USPS arcept fee is \$11.50 per request, it is automatically charged to your account, and is no Additional postage fees may apply to complete the request. and Conditions

Extra Services

For each USPS Package Intercept request type, you can choose to add extra services for your package. Extra services are optional. Additional fees will be charged for any extra services selected.

All intercepted items are redirected using Priority Mail and, as such, are insured for up to \$50. If insurance coverage above \$50 was purchased as part of the original mailing, such coverage does <u>not</u> automatically carry forward and must be repurchased as part of the intercept request, if desired. Insurance cannot be added after the package intercept request, and a package cannot be insured for an amount greater than that of the original mailing.



Troubleshooting

This section describes common errors and why they may occur.

1. O Unable to locate information on tracking number, please check and try again.

This error message may occur when you have entered a USPS Tracking number that is not recognized in the system. Please check the USPS Tracking number and re-enter it.

2. Invalid

This error status indicates that the USPS is unable to accept your request due to incorrect entry.

3. Canceled

This error status indicates that the user cancelled the request before submitting it.

Not Interceptable

This error status indicates that the package cannot be intercepted. Some causes for this error might be that the package has already been delivered or is out for delivery.

5. Payment Failed (PI Fee)

This error status indicates that your payment was unable to be processed.



Account History

Viewing Your Most Recent Requests

This section allows you to access your most recent requests. You can view the USPS Tracking number, the date the request was created, the status of the request, the USPS Package Intercept Commercial Service type, and whether the USPS Tracking number was entered manually or submitted in a file upload. If it was submitted in a file upload, you will be able to view the name of the file it was submitted in.

				Welcome,
SPS Package Int	ercept®		Find ou	it more
			How It	Works > FAQs > Payments >
Dealana Interact Dea		Addisional D	tine	
ew Package Intercept Req	uest	Additional R	esources	
pload a Package Intercept file	2	Are you a first-	time user of USPS Packag	e Intercept or need more
Browse		1 Dec 1	uene resources can help y	une outre (DDD)
Upload		- Download	USPS Package Intercept	User Guide (PDF)
		A Download	USPS Package Intercept	Application Requirements (PD
OR				
you don't have a file, enter a ur	nique USPS Tracking #: 👔			
Submit				
Submit	e morel			
Submit Most Recent Requests (see	e more)	status	SUTERCEPT TYPE	FL 5 NAME
Submit Most Recent Requests (see USP3 TRACKING # 	e more) criteAfED ON 07-10-2014 @ 2 PM CDT		MTERCEPT TYPE Redirect	PLE NAME Manual
Submit Most Recent Requests (see UIPE TRACKNOF =	e more) CREATED ON 07-10-2014 @ 2 PM CDT 07-10-2014 @ 2 PM CDT	BTATU B Invalid 20 Canceled 20	INTERCEPT TYPE Redirect Return to Sender	FILE NAME Manual Manual
Submit	e more) CREATED ON 07-10-2014 @ 2 PM CDT 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT	STATUS Inselid 22 Canceled 23 In Progress 22	WriteRcearr type Redirect Return to Sender Redirect	PILE NAME Manual Manual 20166554_201407101400.bt
Submit	e more) OFEATED 0N 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT	ETATU A Inselid (2) Canceled (2) In Progress (2) In Progress (2)	Invitiance Prf Type Rectired Return to Sender Redired Redired	PILE NAME Manual 20166554_201407101400.bt 20166554_201407101353.bt
Submit	CREATED ON 07-10-2014 @ 2 PM CDT 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 12 PM CDT	STATU S Inselid (2) Canceled (2) In Progress (2) Not increastable (2)	Intercerr type Redirect Return to Sender Redirect Redirect Redirect	FILE NAME Manual Manual 2016654_201407101400.tt 2016654_201407101333.tt 2016654_201407101330.tt
Submit Most Recent Requests (see -95734354655416 -3543516575413871562715387	e more) 07-10-2014 @ 2 PM CDT 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 12 PM CDT 07-09-2014 @ 10 AM CDT	STATU 5 Invalid 22 Canceled 23 In Progress 22 In Progress 22 Not Interceptable 20 Payment Failed (PL Feet) 23	INTERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect	FILE NAME Manual 20166554_201407101400.bt 20166554_201407101330.bt 20166554_201407101330.bt Manual
Submit	e more) OFEATED ON 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-09-2014 @ 10 AM CDT 07-09-2014 @ 10 AM CDT	BTATU B Invalid (2) In Progress (2) In Progress (2) Not interceptable (2) Payment Palled (PF Fee) (2) Payment Palled (PF Fee) (2)	Instancesm nyme Redirect Resturn to Sender Redirect Redirect Redirect Redirect Redirect	PILE NAME Manual 20166554_201407101400.bt 20166554_201407101333.bt 20166554_201407101330.bt Manual Manual
Submit Most Recent Requests (ser USP I TRACKING = -057345345055415911362715387 -05453158755413871358715387 -0119309620045053552201295 -0119309620045053552201295 -0119309620045053552201295 -0119308204505352201295 -0119308204505352201295 -0119308204505352201295 -0119308204505352201295 -011930820450555201295 -0119308204505 -011930820450555201295 -0119508204505 -0119508204505 -0119508204505 -011950820450 -011950820450 -01195082045 -01195082045 -0119508204 -0119508 -0119508 -0119 -0119 -0119 -0119 -0119 -011 -011	CONCENTED ON OT-10-2014 @ 2 PM CDT OT-10-2014 @ 2 PM CDT OT-10-2014 @ 1 PM CDT OT-10-2014 @ 1 PM CDT OT-30-2014 @ 10 AM CDT OT-30-2014 @ 10 AM CDT OT-30-2014 @ 10 AM CDT OT-30-2014 @ 10 PM CDT	EXATU 8 Incallo 2 Canceled 2 In Progress 2 Not Interceptable 2 Payment Falled (PI Fee) 2 Payment Falled (PI Fee) 2 Incallo 2	Interactient type Realised Return to Sender Realised Realised Return to Sender Return to Sender Return to Sender	PILE NAME Manual Manual 2016654_201407101400.bt 2016654_201407101333.bt 20166654_201407101333.bt 20166654_201407101330.bt Manual Manual Manual
Submit Most Recent Requests (see USP I TACKNO # -9573643546565416 -05435105735414371362716387 -04119330620045053552201295 -04119330620045053552201295 -04119330620045053552201295 -04119330620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -04119380620045053552201295 -0411938062004505352201295 -0411938062004505352201295 -0411938062004505352201295 -0411938062004505352201295 -0411938062004505352201295 -0411938062004505352201295 -0411938062004505352201295 -0411938062004505352201295 -0411938062004505352201295 -0410498 -04354525542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356520542752 -04356545 -0435654 -0435654 -0435654 -0435 -04356 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -0435 -043 -0435 -043 -043 -043 -043 -043 -043 -043 -043	CIREATED ON 07-10-2014 @ 2 PM CDT 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-39-2014 @ 10 AM CDT 07-39-2014 @ 1 PM CDT 07-39-2014 @ 1 PM CDT 07-39-2014 @ 1 PM CDT	STATUS Incello 22 In Progress 22 In Progress 22 Not herceptable 32 Paymert Falled (PI Fee) 22 Incello 23 Paymert Falled (PI Fee) 22	Retarce Prove Retirect Return to Sender Retairect Retairect Retairect Retairect Retairect Return to Sender Return to Sender	FILE NAME Manual Manual 20166554_201407101400.bt 20166554_201407101333.bt 20166554_201407101333.bt Manual Manual Manual Manual Manual
Submit Most Recent Requests (ser -98734354655416 -98734354655416384331567354136713587135874119338020045053552201295411933802204505355220129541193380220450535522012954119380220450535522012954119451beaps43434235542752be35428542752be3549541beapsbe35428542752be3549542752be3549542752be3549542752be3549541be3549542752be3549542752be3549542752be3549542752be3549542752be3549542752be3549542752be3549542752be3549542752be3549542752be3549544544542752be35495445445445445445445445445445445445445	CONTRACTOR ON OFFIC-2014 @ 2 PM CDT OFFIC-2014 @ 2 PM CDT OFFIC-2014 @ 1 PM CDT OFFIC-2014 @ 1 PM CDT OFFIC-2014 @ 1 PM CDT OFFIC-2014 @ 1 AM CDT OFFIC-2014 @ 1 AM CDT OFFIC-2014 @ 1 AM CDT	NTATU 1 Invalid (2) Canceled (2) In Progress (2) In Progress (2) Paymert Falled (PI Fee) (2) Paymert Falled (PI Fee) (2) Invalid (2) Paymert Falled (PI Fee) (2) Paymert Falled (PI Fee) (2)	Interaction of the second of t	PILE NAME Manual Manual 2016654_201407101400.bt 2016654_201407101333.bt 2016654_201407101333.bt Manual Manual Manual Manual Manual Manual
Submit Most Recent Requests (see USP1 TRACKNO + -957345345655416 -95734514571582715387 -011933062004505355201295 -011933062004505355201295 -011933062004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -01193962004505355201295 -0119396200450535201295 -0119396200450535201295 -0119396200450535201295 -01193962045045555201295 -01193962045045555201295 -01193962045045555201295 -01193962045045555201295 -01193962045045555201295 -011939620450455 -011939620450455 -010919 -04595 -0459 -04595 -0459 -0459 -04595 -0459 -0459 -0459 -0459 -0459 -0459 -0459 -0459 -0459 -0459 -0459 -0459 -0459 -045 -045 -045 -045 -045 -045 -045 -045	CREATED ON 07-10-2014 @ 2 PM CDT 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-39-2014 @ 10 AM CDT 07-39-2014 @ 1 AM CDT 06-10-2014 @ 1 AM CDT	ETATU 8 Invalid (2) Canceled (2) In Progress (2) In Progress (2) Not Interceptable (2) Payment Palled (PI Fee) (2) Payment Palled (PI Fee) (2) Payment Palled (PI Fee) (2) Payment Palled (PI Fee) (2)	Interacterr type Realirect Resum to Sender Realirect Realirect Realirect Resum to Sender Resum to Sender Return to Sender Return to Sender Hold For Pickup	PILE NAME Manual Manual 20166654_201407101400.bt 20166654_201407101333.bt 20166654_201407101333.bt 20166654_201407101330.bt Manual Manual Manual Manual Manual
Submit	CONTRACTOR CONTRACTOR 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-09-2014 @ 10 AM CDT 07-09-2014 @ 10 AM CDT 07-09-2014 @ 10 AM CDT 07-09-2014 @ 11 AM CDT 06-10-2014 @ 11 AM CDT	BTATU B Invalid (2) Canceled (2) In Progress (2) In Progress (2) Not inerceptable (2) Payment Pailed (PI Fee) (2) Payment Pailed (PI Fee) (2) Payment Pailed (PI Fee) (2) Payment Pailed (PI Fee) (2)	Instance Primme Redirect Reburn to Sender Redirect Redirect Reburn to Sender Reburn to Sender Reburn to Sender Reburn to Sender Hold For Pickup	PILE NAME Manual Manual 2016654_201407101400.bt 2016654_201407101333.bt 2016654_201407101333.bt Manual Manual Manual Manual Manual Manual
Submit Most Recent Requests (set Partacking - artiss200000000000000000000000000000000000	CIREATED ON 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-09-2014 @ 10 AM CDT 07-09-2014 @ 10 AM CDT 07-09-2014 @ 1 AM CDT 06-10-2014 @ 11 AM CDT	ETATU 5 Invalid (2) Canceld (2) In Progress (2) In Progress (2) Payment Pailed (PI Fee) (2) Payment Pailed (PI Fee) (2) Payment Pailed (PI Fee) (2) Payment Pailed (PI Fee) (2)	Intercervityve Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redirect Redurn to Sender Redurn to Sender Hold For Pickup	PILE NAME Manuai Manuai 2016664_201407101400.bt 2016664_20140710133.bt 2016664_20140710133.bt 2016664_201407101330.bt Manuai Manuai Manuai Manuai Manuai Manuai
Submit	CREATED ON 07-10-2014 @ 2 PM CDT 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-09-2014 @ 10 AM CDT 07-09-2014 @ 1 AM CDT 06-10-2014 @ 11 AM CDT	NATU N Invalid () In Progress () In Progress () Not interceptable () Payment Failed (PI Fee) () Payment Failed (PI Fee) () Payment Failed (PI Fee) () Payment Failed (PI Fee) ()	WITERGERF TYPE Redirect Return to Sender Redirect Redirect Return to Sender Return to Sender Return to Sender Return to Sender Hold For Pickup	PILE NAME Manual Manual 2016654_201407101400.bt 2016654_20140710133.bt 2016654_20140710133.bt Manual Manual Manual Manual Manual Manual
Submit Most Recent Requests (see USP3 TRACKING # -957345345545513971359715387 -9554531597359271285	CONSTRUCTOR CONST	STATUS institut 2 Canceled 2 In Progress 2 Not Interceptable 2 Payment Falled (PI Fee) 2 Payment Falled (PI Fee) 2 Payment Falled (PI Fee) 2 Payment Falled (PI Fee) 2	Interacting for the second sec	PLE NAME Manual Manual 2016654_201407101400.bt 2016654_201407101333.bt 2016654_201407101333.bt Manual Manual Manual Manual Manual Manual Manual
Submit Submit Submit Submit Submi	CORRATED ON OF-10-2014 @ 2 PM CDT OF-10-2014 @ 2 PM CDT OF-10-2014 @ 1 PM CDT OF-10-2014 @ 1 PM CDT OF-10-2014 @ 1 PM CDT OF-00-2014 @ 10 AM CDT OF-00-2014 @ 10 AM CDT OF-00-2014 @ 11 AM CDT S CREATED CREATED	NATULE Invalid () Canceled () In Progress () In Progress () Not interceptable () Payment Palled (PI Fee) () Payment Palled (PI Fee) () Payment Palled (PI Fee) () Payment Palled (PI Fee) ()	WITERGEPT TYPE Redirect Return to Sender Redirect Return to Sender Return to Sender Return to Sender Return to Sender Return to Sender Hold For Pictup	PILE NAME Manual Manual 20166654_201407101400.bt 20166654_201407101333.bt 20166654_201407101333.bt Manual Manual Manual Manual Manual Manual
Submit Most Recent Requests (set UPP TRACKNO -957545345554554159 -95754534575555201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -01193002004505355201295 -0119300200450535201295 -0119300200450535201295 -0119300200450535201295 -0119300200450535201295 -0119300200450535201295 -0119300200450535201295 -0119300200450535201295 -0119300200450535201295 -0119300200450535201295 -0119300200450535201295 -0119300200450535201295 -01193002004505 -01193002004505 -01193002004505 -0119300200450 -0119300200450 -0119504 -01195 -0119 -	CREATED ON 07-10-2014 @ 2 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 1 PM CDT 07-10-2014 @ 10 AM CDT 07-09-2014 @ 10 AM CDT 07-09-2014 @ 10 AM CDT 06-10-2014 @ 1 AM CDT 06-10-2014 @ 11 AM CDT S CREATED	STATU 8 Invalid 22 Canceled 2 In Progress 22 In Progress 22 Payment Pailed (PI Fee) 2 Payment Pa	PATERCEPT TYPE Redirect Redirect Redirect Redirect Redirect Redirect Reduret Reduret Redure to Sender Redure to Sender Redure to Sender Hold For Pickup	PILE NAME Manual Defects_201407101400.bt 20166654_201407101330.bt 20166654_201407101330.bt Manual Manual Manual Manual Manual Manual



1. Click on one of the listed USPS Tracking Number hyperlinks to go to a detailed view of that request.

Most Recent Requests (see	e more)			
USPS TRACKING #	CREATED ON	STATUS -	INTERCEPT TYPE	FILE NAME
-987354354685416	07-10-2014 @ 2 PM CDT	Invalid (7)	Redirect	Manual
354351365735413871358715387	07-10-2014 @ 2 PM CDT	Canceled 7	Return to Sender	Manual

2. You will be taken to a view of the individual request for additional details associated with that request, as in the view below.

	1		
PS Package In	tercept®		Find out more How It Works > FAQs > Payments >
Package Intercept Request	Details		
ackage Intercept Requ	est Details		
Request Info		Cost Info	
Request Date:	7/10/14	and the second	
Request ID:		PI Fee:	N/A N/A
racking Number:		Postage:	IN/A
New Tracking Number:	Dedicat	1	
Package Intercept Type.	Manual		
lass of Mail:	wanuar	Statue /Drogroom	
Stass of Mall.	Signature Confirmation: No	statusterogres	2 U
LAUG VEIVIVES.	Adult Required: No	1. Invalid 🕑	
	Registered: No Includes \$50 insurance		
Sender's Address			
Name / Company:			
Street Address:			
Apt / Suite / Other:			
City, State, ZIP Code™:			
Driginal Destination Address			
Name / Company:			
otreet Address:			
Apt / Suite / Other:			
Sity, State, ZIP Gode			
You are requesting to have th	his mailpiece REDIRECTED:		
vame / Company:			
oueer Address: het / Suite / Other			
Piper Suite / Other:			
State:			



Reporting

As a USPS customer, you have access to several helpful reports. This section describes how to access reports associated with your account.

1. Navigate to <u>https://gateway.usps.com/eAdmin/view/signin</u> and log into the Business Customer Gateway. Then click on "Mailing Reports" under Favorite Services on the right-hand side of the screen.

UNITED STATES POSTAL SERVICE ©	Business Customer Gateway
	Welcome,
Welcome Inbox Mailing Services Shipping Services Other Services Support	Need help getting started with Full-Service Intelligent Mail*? LEARN MORE
Manage Account	The Business Customer Gateway is your central hub for managing your USPS activity for your Business.
	Messages If you are a Mail Service Provider at any of your locations, you can now indicate yourself as such from the Manage Locations tab by clicking the Edit button. Set but button. You have 1 pending service requests. You may review them here.



2. You will be taken to the Mailing Reports homepage, where you can access reports associated with your account.

UNITED STATES POSTAL SERVICE®	HOME HELP CUSTOMER CARE SIGN OU
Manage Mailing Activity	
> Home	Home > Mailing Reports
-	Mailing Reports
Summary	
Balance and Fees	View Transactions Mailing Summary Report
> Postal Wizard	Pending Postage Statements Mail Quality Reports
> Electronic Data	Induction Activity Report (eInduction) Mailer Scorecard
Exchange	Electronic Verification Activity (EVS) View Historical Permit Transactions
Mailing Reports	Parcel Return Service (PRS) Carbon Accounting Statement
> Dashboard	BRM Invoice Detail Report Tech Credit Report
Managa Permits	Customer MRS Detail Report OBRM Verification Assessment Report
- Manager ennis	Customer MRS Summary Report OBRM Additional Postage Due Report
IMsb Tool	Mail Entry Invoice Report
e-VS Customer	
 e-VS Monthly Account and Sampling Summary 	Full Service
eVS/PRS Dashboard	Data Distribution/Informed Visibility Dashboard Push Subscription Profile
Manifest Search	<u>Full Service Seamless Acceptance Failure Jobs</u>
Mailer ID Report	
 Third Party Billing Reports 	eVS/PRS Reports
> Dispute Queue	<u>Carbon Accounting Statement</u> <u>Manifest Confirmation Report</u>
> eVS Alerts	<u>Manifest Error Report</u> <u>Postage Statement Summary</u>
evo Aleio	Sampling Reports Unmanifested Records Report
 Call Tag Service Report 	
PRS Customer	
PRS Monthly Account and Sampling Summary	
> eVS/PRS Dashboard	
> Manifest Search	
> Mailer ID Report	
> Call Tag Service Report	



Billing Statements

This section describes billing statements and how to access them. All USPS Package Intercept Commercial Service fees and postage are automatically debited against your CAPS account. The USPS Package Intercept Commercial Service flat fee is assessed at the time the request is placed. Priority Mail postage and applicable extra services fees are assessed to your account when the mailpiece has been successfully located and is being redirected as requested.

1. From the Mailing Reports Homepage, click the "View Transactions" Link.

POSTAL SERVICE.	HOME I HELP I CUSTOMER CARE I SIGN OUT
Manage Mailing Activity	A A A
> Home	Home > Mailing Reports
> Summary	Mailing Reports
> Balance and Fees	View Transactions Mailing Summary Report
> Postal Wizard	Pending Postage Statements Mail Quality Reports
 Electronic Data Exchange 	Induction Activity Report (eInduction) Mailer Scorecard Electronic Verification Activity (EVS) View Historical Permit Transactions
> Mailing Reports	Parcel Return Service (PRS) Carbon Accounting Statement
> Dashboard	BRM Invoice Detail Report Tech Credit Report
> Manage Permits	<u>Customer MRS Detail Report</u> <u>QBRM Verification Assessment Report</u>
> IMsb Tool	<u>Customer MRS Summary Report</u> <u>QBRM Additional Postage Due Report</u>
e-VS Customer	Mail Entry Invoice Report
 e-VS Monthly Account and Sampling Summary 	Full Service
> eVS/PRS Dashboard	Data Distribution/Informed Visibility Dashboard Push Subscription Profile
> Manifest Search	Full Service Seamless Acceptance Failure Jobs
> Mailer ID Report	
Third Party Billing Reports	eVS/PRS Reports
> Dispute Queue	<u>Carbon Accounting Statement</u> Manifest Confirmation Report
> eVS Alerts	Manirest Error Report Postage Statement Summary Sampling Reports Unmanifested Records Report
> Call Tag Service Report	
PRS Customer	
PRS Monthly Account and Sampling Summary	
> eVS/PRS Dashboard	
> Manifest Search	
> Mailer ID Report	
> Call Tag Service Report	



2. From the Transactions page, select "Adjustments" from the Transaction Type dropdown menu.

Home > Mailing Reports > View Transactio	ns											
Transactions												
The date range for any search must be 125 da if you need to retain this data for a longer peri	ays or lod of	less. Transactions only time, please download t	appe he da	ear on this repo Ita while it is av	allable	1 year and 1 mor e and store the in	nth after the transaction of formation on your compu	late. .ter.				
Search for Transactions												
Location	1	Transaction Type			Acor	ount Type			Permit /	Pub Number		
CPI One	/	All 💌	$\mathbf{\Lambda}$		All				starts	with 💌		
Customer Reference Number		All			End	Date						
		Adjustments]-	07	/11/2014			SEAR	СН		
If you encounter an error or slow performance	e durir	Fees	the to	owing: Enter a	a valu	e, select an optic	in, and/or reduce the date	e range of the search.	_			
NOTE: These are the 10 most recent transa	ctions	Mailings	. The	/ do not reflect	the "f	Start Date" and "	End Date" range.	-				
Recent Transactions		Refunds									DOWN	LOAD
Account # Permit / Pub CRID PO of Perm	ni F	Reversals	10	an Type	Petg	Stmt # Job ID Ci	ust Ref # CAPS Tran #	Begin Balance/	Amount E	nd Balance Pleces Vi	erifications (User Detalls
	N	Transfers	Add	djustment	N/A	N/A				Debit	5	pIS
	LI	ATTOON, IL 07/10/20	14 <u>A</u> d	djustment	N/A	NA				Debit	1	pIS
	LA	ATTOON # 07/10/20	14 <u>Ad</u>	djustment	N/A	N/A				Debit	1	pIS
	L	05/23/20	14 Eg	ee Payment	N/A	N/A				Debit	1	SYS
	LI	MATTOON, IL 05/14/20	14 46	djustment	N/A	N/A				Debit	F	pis
CONTRACTOR OF CO	С	04/18/20	14 Ee	ee Payment	NA	NA				\$0.00	1	SYS

3. Clicking on a hyperlink for an individual Adjustment will take you to a detail view for that record.

					1		
NOTE: These are the 10 most r	recent transactic	ons from the past 3 months.	They do not refi	ect the "	"Kart Date" and "End Date" range.		
Recent Transactions							DOWNLOAD
Account # Permit / Pub CRID	PO of Permit	PO of Mailing Date	Tran Type	Patg	Stmt # Job ID Cust Ref # CAPS Tran #	Begin Balance Amount End Balance Pleces	Verifications User Details
		MATTOON, IL 07/10/2014	Adjustment	N/A	N/A	Debit	pis
		MATTOON, L 07/10/2014	4Adjustment	NA	N/A	Debit	pis
		MATTOON, IL 07/10/2014	4Adjustment	N/A	N/A	Debit	pIS
		05/23/2014	4 Fee Payme	ent N/A	N/A	Debit	SYS
		MATTOON, IL 05/14/2014	4Adjustment	NA	N/A	Debit	pis
		04/18/2014	Fee Payme	ant N/A	N/A	\$0.00	SYS



4. The detail view for each adjustment will provide additional information for that transaction.

Account Information			
Account			
Number:		Current	
Permit.		Balance:	
Company:		Contact:	
Address:		Phone	
		Number:	
Where		Finance	
Issued:		Number:	
Comments:			
Adjustment Transacti	on		
Transaction Number:			
Date of Adjustment:	07/10/2014		
Referenced Trans. Number:	N/A	Referenced Trans. Date: N/A	
Amount of Adjustment:			
New Balance:	CAPS Debit		
Reason:	Package intercept flat	t fee	
AIC:			
1 1			
Location:			
Clerk's Initials:			

Frequently Asked Questions

For a list of frequently asked questions about the USPS Package Intercept Commercial Service, please navigate to: <u>https://pi.usps.com/cpi/faq.jsp</u>.



Questions or Comments

Please submit questions or comments to:

ShippingServices@usps.gov

