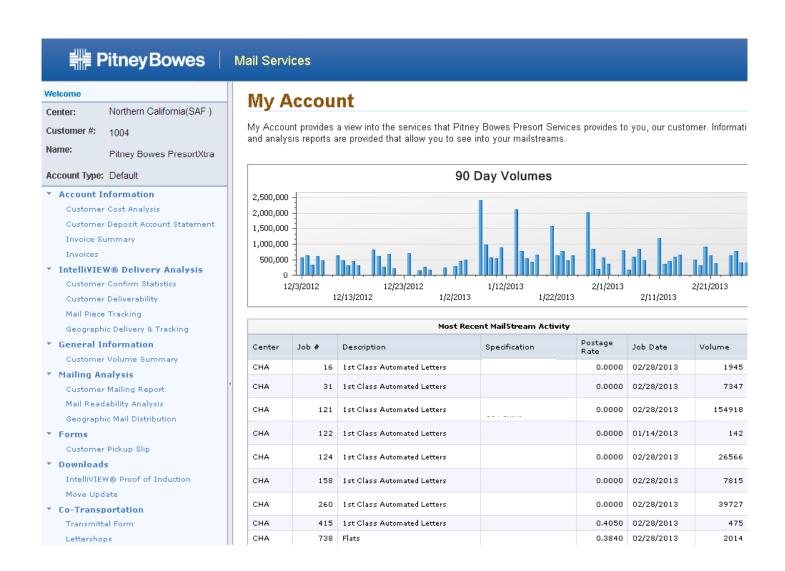
# PBPS My Account



# My Account is Pitney Bowes Presort Services' Online Reporting Tool

# How to sign into My Account

1. Go to www.pb.com/mailservices



### 2. Click on Account Access

Login

#### International Publication and Fulfillment Customers

For customers sending publications globally, or using our international fulfillment services, sign in here to access the PubTrac tool, or for subscriber services (including former Bleuchip customers).

Login

#### International Business Mail Customers

For customers sending business mail globally, sign in here to access PostTrac1 and PostTrac2 (formerly www.mailservices.pb.com).

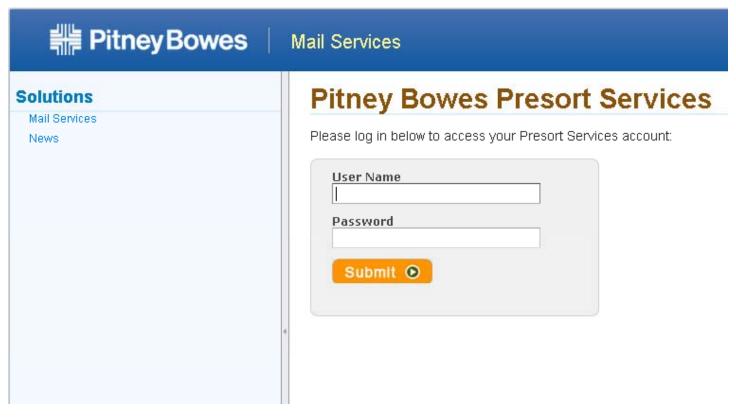
Login

#### **Domestic Presort Services Customers**

r customers using our Presort Services, sign in here to track your mailusing IntelliVIEW™ and other mail tracking services, and get visibility into your mailing costs.

# How to sign into My Account

3. Log in with assigned username and password





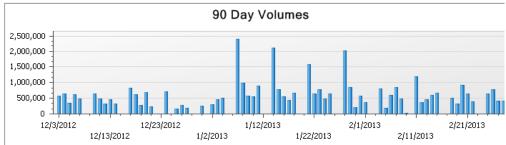
Contact your local Customer Service Manager on questions about your account or to make changes to your PBPS My Account.

# My Account



### My Account

My Account provides a view into the services that Pitney Bowes Presort Services provides to you, our customer. Informati and analysis reports are provided that allow you to see into your mailstreams.



	Most Recent MailStream Activity										
Center	Job#	Description	Specification	Postage Rate	Job Date	Volume					
СНА	16	1st Class Automated Letters		0.0000	02/28/2013	1945					
СНА	31	1st Class Automated Letters		0.0000	02/28/2013	7347					
СНА	121	1st Class Automated Letters		0.0000	02/28/2013	154918					
СНА	122	1st Class Automated Letters		0.0000	01/14/2013	142					
СНА	124	1st Class Automated Letters		0.0000	02/28/2013	26566					
СНА	158	1st Class Automated Letters		0.0000	02/28/2013	7815					
СНА	260	1st Class Automated Letters		0.0000	02/28/2013	39727					
СНА	415	1st Class Automated Letters		0.4050	02/28/2013	475					
СНА	738	Flats	-	0.3840	02/28/2013	2014					

### My Account Highlights

- •My Account is now available on multiple web browsers and mobile devices
- Reports under Account Information, Mailing Analysis, General Information, and Forms are FREE of charge via My Account
- A time lag exists on all of the My Account reports. Most reports are setup on a two business day lag. The Account Information and General Information category reports are available only after invoices for the current week/month have been posted
- Volumes reported on the Recent Mailstream Activity table reflect non-posted activity, and are subject to change due to billing anomalies

- A variety of report parameters allow users to select different date ranges, PBPS centers, job numbers, and/or class of mail. Within selected IntelliVIEW® IMb Tracing reports these parameters can be used to isolate segments of mail or a mail piece by entering in a Job No, ZIP Code, or Mailer ID and Serial Number Range
- Reports have drill down capabilities that provide more specific detail. Underlined data within a report is a hyperlink or drill-down capability. In addition, 

  icon allows the user to expand a report for more detailed information

First Class	<b>±</b> 006-009	SAN JUAN PR 006	21	21
	<b>⊞</b> 013-017	CENTRAL MA 015	89	89
	<b>⊞</b> 018-019,055	MIDDLESEX-ESX MA 018	74	74
	<b>□ 021-022,024</b>	BOSTON MA 021	127	127
	View PostalOne Transportation	BOSTON MA 021	54	54
	View PostalOne Transportation	BOSTON MA 022	22	22
	View PostalOne Transportation	NORTHWEST BOS MA 024	51	51

- Reports are generated as an aggregate of all customer(s) data. However, specific reports have the ability to isolate data by job number, and center under View Parameters
- Account Information and General Information category reports are based on the same invoice cycle as our accounting system. Customers billed monthly will be able to retrieve their reports after invoices have posted the first Saturday of the following month
- Due to the amount of data that our reports retrieve some reports are subject to a maximum date range
- Reports can be exported into several different file formats including PDF, CSV, Excel, and Word

# **Customer Cost Analysis**

#### **Customer Cost Analysis**

Pitney Bowes PresortXtra

02/17/2013 to 03/02/2013

Job Number: 494



Job \$ Affixed					<u>Unit Cost</u>	Quantity	Processing Fees	<u>Postage</u>	Postage Affixed	Ancillary Fees
Northern California (S	SAF )									
⊟ <u>494</u> <u>0.4330</u> P	BMS Posta	ge Disco	unt Program		<u>\$0.403</u>	<u>153,446</u>	<u>(\$4,603.380)</u>	<u>\$0.000</u>	<u>\$66,442.118</u>	<u>\$0.000</u>
<b>±</b>	Postage	:				<u>66</u>	<u>\$0.000</u>	<u>\$0.000</u>	<u>\$0.000</u>	<u>\$0.000</u>
Ξ	Presort					<u>153,446</u>	<u>\$0.000</u>	<u>\$0.000</u>	<u>\$66,442.118</u>	<u>\$0.000</u>
		Tue	02/19/2013	Machine PreSort		11,344	\$0.000	\$0.000	\$4,911.952	\$0.000
		Wed	02/20/2013	Machine PreSort		14,713	\$0.000	\$0.000	\$6,370.729	\$0.000
		Thu	02/21/2013	Machine PreSort		16,582	\$0.000	\$0.000	\$7,180.006	\$0.000
		Fri	02/22/2013	Machine PreSort		22,643	\$0.000	\$0.000	\$9,804.419	\$0.000
		Sat	02/23/2013	Machine PreSort		12,635	\$0.000	\$0.000	\$5,470.955	\$0.000
		Mon	02/25/2013	Machine PreSort		1,145	\$0.000	\$0.000	\$495.785	\$0.000
		Tue	02/26/2013	Machine PreSort		601	\$0.000	\$0.000	\$260.233	\$0.000
		Wed	02/27/2013	Machine PreSort		28,045	\$0.000	\$0.000	\$12,143.485	\$0.000
		Thu	02/28/2013	Machine PreSort		16,823	\$0.000	\$0.000	\$7,284.359	\$0.000
		Fri	03/01/2013	Machine PreSort		1,535	\$0.000	\$0.000	\$664.655	\$0.000
		Sat	03/02/2013	Machine PreSort		27,380	\$0.000	\$0.000	\$11,855.540	\$0.000
Œ	Fast For	ward				<u>153,446</u>	<u>\$0.000</u>	<u>\$0.000</u>	<u>\$0.000</u>	<u>\$0.000</u>
€	Value Ad	dded				<u>153,446</u>	(\$4,603.380)	<u>\$0.000</u>	<u>\$0.000</u>	<u>\$0.000</u>
						153,446	(\$4,603.380)	\$0.000	\$66,442.118	\$0.000

<sup>\*</sup> Postage Affixed does not reflect additional ounce postage

Page 1 of

### **Drill Down Capabilities**

Customer can drill into detailed invoice activity by resource and mailing date.

⊟ <u>494</u>	0.4330 PBMS Posta	age Discoun	t Program		<u>\$0.403</u>	<u>153,446</u>	(\$4,603.380)	<u>\$0.000</u>	<u>\$66,442.118</u>	<u>\$0.000</u>
	⊕ Postage	•				<u>66</u>	<u>\$0.000</u>	<u>\$0.000</u>	<u>\$0.000</u>	<u>\$0.000</u>
	□ Presort					<u>153,446</u>	<u>\$0.000</u>	\$0.000	\$66,442.118	\$0.000
		Tue	02/19/2013	Machine PreSort		11,344	\$0.000	\$0.000	\$4,911.952	\$0.000
		Wed	02/20/2013	Machine PreSort		14,713	\$0.000	\$0.000	\$6,370.729	\$0.000
		Thu	02/21/2013	Machine PreSort		16,582	\$0.000	\$0.000	\$7,180.006	\$0.000
		Fri	02/22/2013	Machine PreSort		22,643	\$0.000	\$0.000	\$9,804.419	\$0.000
		Sat	02/23/2013	Machine PreSort		12,635	\$0.000	\$0.000	\$5,470.955	\$0.000

Customers can pull data historically as far back as the first invoice generated through our POInTS system. This report can be pulled for any date range including a month, quarter, or a year.

<sup>\*</sup> Unit Cost calculation does not include ancillary fees or adjustments

# **Customer Cost Analysis**

### **Customer Cost Analysis**

	Date From	02/17/2013	•
	Date To	03/02/2013	•
THE WAR	Job Number	5-494	•
1150			Submit

- <u>Quantity</u> The total volume billed to a customer for the timeframe selected
- •<u>Processing Fees</u> All fees billed to the customer for the timeframe selected and associated with the processing of customers mail
- •<u>Postage/Postage Affixed</u> Total postage fees associated with customers mail for Permit, Metered, or Pre-Canceled Stamps
- Ancillary Fees All fees billed to the customer, which fall outside the normal processing of the customer's mail such as Transportation, Fuel Surcharges, Metering, Barcoding, and/or Corrections
- <u>Unit Cost</u> A per piece calculation. The Unit Cost excludes Ancillary Fees and is only available on letter job numbers

### **Customer Deposit Account Statement**



**Presort Services** 

#### Pitney Bowes Presort Services, Inc.

125 VALLEY DRIVE BRISBANE, CA 94005-1317 PHONE#: (415) 468-1660 FAX#: (415) 468-0169

ATTENTION: PSX CALL CENTER PITNEY BOWES PRESORTXTRA MS 53-29 1 ELMCROFT ROAD STAMFORD, CT 06926-0700 Customer No: 1004

1004-1 - Revolving

### Deposit Account Summary

Date	Transaction Description	Amount
02/01/2013	Beginning Deposit Balance	\$0.00
03/02/2013	Ending Deposit Balance	\$0.00

4/30/2013 5:20:55 PM Page 1 of 5

### **Customer Deposit Account Statement**



Customers can pull data historically as far back as the first invoice generated through our POInTS system.

# **Invoice Summary**



Presort Services

Los Angeles Operating Center

Suite E San Diego CA 92126-6319

Invoice Number: 2938852 N Invoice Date: 04/16/2011 Period Ending: 04/16/2011 Due Date: 05/16/2011 Customer Number: 30-99996

Please Remit to:

Pitney Bowes Presort Services, Inc.

PO Box 809369

Chicago, IL 60680-9369 Phone#: (310) 763-4615 Fax#: (310) 763-3474

Please reference invoice number on check.

Page 4 of 4

#### Customer Invoice Summary

Date	Description	Quantity	Unit Price	Amount \$
04/11/2011	Machine Presort	164,449	(\$ 0.000000)	\$237.52
04/12/2011	Machine Presort	165,421	(\$ 0.000000)	\$277.00
04/13/2011	Machine Presort	148,796	(\$ 0.000000)	\$193.65
04/14/2011	Machine Presort	152,898	(\$ 0.000000)	\$198.05
04/15/2011	Machine Presort	162,872	(\$ 0.000000)	\$594.13
	Machine Presort	794,436		\$1,500.35
04/11/2011	Permit Postage & Fees	164,449	Postage	\$6,803.53
04/12/2011	Permit Postage & Fees	165,421	Postage	\$7,642.09
04/13/2011	Permit Postage & Fees	148,796	Postage	\$6,150.57
04/14/2011	Permit Postage & Fees	152,898	Postage	\$6,483.93
04/15/2011	Permit Postage & Fees	162,872	Postage	\$17,298.30
	Permit Postage & Fees	794,438		\$44,378.42

Total Invoice(s) for Customer: \$123,426.45

\$0.00

Invoice Summary

Total Due: \$123,426.45

Invoice Date | 03/02/2013

Submit

Customers can pull data historically as far back as the first invoice generated through our POInTS system.

# Invoices



### **Presort Services**

Los Angeles Operating Center

PB Presort Services - San Diego 8221 Arjons Dr Suite E San Diego CA 92126-6319

Invoice No:	2935174
Invoice Date:	4/9/11
Due Date:	5/9/11
Customer No:	30-99996
Job No:	4130
Customer PO:	

Please reference invoice number on check.

Customerlink/SND/4130

Please remit to:

Pitney Bowes Presort Services, Inc.

PO Box 809369

Chicago IL 60680-9369 Phone#: (310) 763-4615 Fax#: (310) 763-3474

— Inv	oice <del></del>					F	aç
Date	Description	Mail Type	Quantity	Unit\$	Amount \$		
/6/2011	Machine PreSort	Letter	5,047	\$ 0.005000	\$25.24	NT	
1/8/2011	Machine PreSort	Letter	3,401	\$ 0.005000	\$17.01	NT	
1/9/2011	Machine PreSort	Letter	3,907	\$ 0.005000	\$19.54	NT	
			12,355		\$81.79		
1/6/2011	Permit Postage & Fees		5,047	Postage	\$1,236.52	NT	
4/8/2011	Permit Postage & Fees		3,401	Postage	\$833.25	NT	
1/9/2011	Permit Postage & Fees		3,907	Postage	\$957.22	NT	
		,	12,355		\$3,026.99		
			Invoice Amount:		\$3,088.78		
			Sales Tax:		\$0.00		
			Total Due:		\$3,088.78		
	luvalasa						
	Invoices						

Invoice Date 03/02/2013

Submit

Customers can pull data historically as far back as the first invoice generated through our POInTS system.

# **Customer Mailing Report**

### **Customer Mailing Report**

### Pitney Bowes PresortXtra (1004)

Start Date: 2/17/2013 End Date: 2/23/2013

Center: Northern California (SAF)

Click on Mail Class to View ZipCodes



**Presort Services** 

Mail Class	Center	Job	Description	Weight	Affixed	Trackable Volume	IMB
First Class	Northern California (SAF)	494	PB-GMS Postage Discount Program	1	\$0.433	69,567	69,565
	Total					69,567	69,565
Total						69,567	69,565

4/30/2013 6:18:28 PM Page 1 of 1

#### **Drill Down Capabilities**

Customers can drill into mailing volumes by AADC ZIP Code, 3-Digit ZIP Code, and 5-Digit ZIP Code detail.

	Ηı	rst	t C	lass
--	----	-----	-----	------

<b>±</b> 006-009	SAN JUAN PR 006	21	21
<b>⊞</b> 013-017	CENTRAL MA 015	89	89
<b>1</b> 018-019,055	MIDDLESEX-ESX MA 018	74	74
<b>□ 021-022,024</b>	BOSTON MA 021	127	127
View PostalOne Transportation	BOSTON MA 021	54	54
View PostalOne Transportation	BOSTON MA 022	22	22
View PostalOne Transportation	NORTHWEST BOS MA 024	51	51

First Class		Trackable Volume	IMB / PlanetCode
View PostalOne Transportation			
	BOSTON MA 021	54	54
	BOSTON MA 02108	1	1
	BOSTON MA 02109	1	1
	BOSTON MA 02114	1	1
	BOSTON MA 02116	3	3
	ROXBURY MA 02119	2	2
	DORCHESTER MA 02122	1	1
	BOSTON MA 02127	2	2

Customers can pull data historically for the past 75 days. Volumes are only retained for the timeframe identified and are purged after this point from our database.

# **Customer Mailing Report**

Customer can also drill into PostalOne Transportation details

### **Air Transportation**

Processing Center	Zip Code	Transportation	Flight	Destination	Description	Weight	Reservation Time
os Angeles (LAX)	021	5X-DFW	DFW	BOS	Air	15	2/20/2013 9:04:58 AM
	021	DL-1406	1406	BOS	Air	16	2/23/2013 3:13:40 AM
	021	DL-1406	1406	BOS	Air	17	2/23/2013 3:29:23 AM
	021	DL-1406	1406	BOS	Air	16	2/23/2013 3:49:09 AM
	021	DL-1406	1406	BOS	Air	16	2/23/2013 3:53:05 AM
	021	DL-1406	1406	BOS	Air	15	2/23/2013 4:01:55 AM
	021	DL-2268	2268	BOS	Air	14	2/19/2013 3:15:29 AM
	021	DL-2268	2268	BOS	Air	13	2/19/2013 3:23:05 AM
	021	DL-2268	2268	BOS	Air	17	2/19/2013 3:44:09 AM
	021	DL-2268	2268	BOS	Air	7	2/19/2013 4:01:53 AM
	021	DL-2268	2268	BOS	Air	17	2/19/2013 4:57:23 AM
	021	DL-2268	2268	BOS	Air	9	2/19/2013 5:02:10 AM
	021	DL-2268	2268	BOS	Air	9	2/19/2013 5:44:00 AM
	021	DL-2268	2268	BOS	Air	19	2/19/2013 5:44:58 AM
	021	DL-2268	2268	BOS	Air	17	2/19/2013 6:33:56 AM
	021	DL-2268	2268	BOS	Air	16	2/19/2013 6:49:01 AM
	021	DL-2268	2268	BOS	Air	16	2/20/2013 2:54:53 AM

### **Surface Transportation**

Surface Transportation						
9	10		940	Surface	2	2/19/2013 1:01:56 AM
S	10		940	Surface	2	2/19/2013 1:01:59 AM
S	10		940	Surface	2	2/19/2013 1:02:05 AM
S	10		940	Surface	2	2/19/2013 1:02:08 AM
s	10		940	Surface	2	2/19/2013 1:02:19 AM
S	10		940	Surface	2	2/19/2013 1:02:29 AM
s	10		940	Surface	0	2/19/2013 1:04:59 AM
S	10		940	Surface	2	2/19/2013 9:38:25 PM
s	10		940	Surface	2	2/19/2013 9:38:45 PM

- •<u>Trackable Volume</u> The customers total automated volume
- •<u>IMB Volume</u> The total volume that has an IMb either sprayed or read off of PBPS sorter equipment
- •PostalOne Transportation scans provide details for each tray of mail destine for a 3-Digit ZIP Code. These details include whether the tray was assigned air or surface transportation. Transportation details are provided including Airline, Flight #, Destination, Weight of the Tray, and Reservation Time

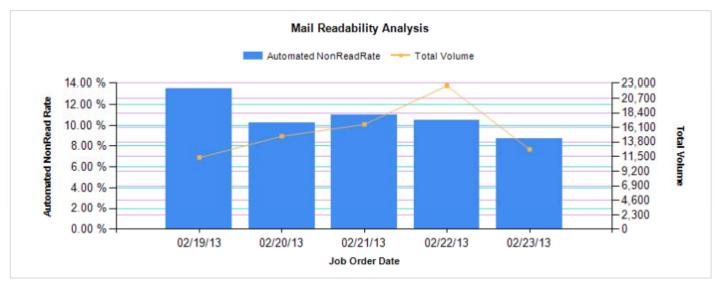
# Mail Readability Analysis

Mail Readability Analysis

### Pitney Bowes PresortXtra (1004)

Sun 2/17/2013 To Sat 2/23/2013





Click on Job Number to View Details

	Automated	Non Automated	Rejects	Read %	${\bf Automated~\%}$
Grand Total	69,566	1	8,350	89.3%	89.3%
Northern California (SAF)					
First					
494 PBMS Postage Discount Program	69,566	1	8,350	89.3%	89.3%
Total	69,566	1	8,350	89.3%	89.3%

### **Drill Down Capabilities**

Customer can drill into 1st pass sorter count details for each job no by day.

				<u>Job Date</u>	<u>Automated</u>	Non Automated	<u>Rejects</u>	Read %	Automated %
Northern Ca	lifornia (SAF)								
First					69,566	1	8,350	89.3%	89.3%
	494 PBMS Postage Discount Program				69,566	1	8,350	89.3%	89.3%
	Sorter Job	<u>Affixed</u>	<u>Weight</u>						
	494	\$0.433	1	2/19/2013	9,808	0	1,536	86.5%	86.5%
				2/20/2013	13,208	0	1,505	89.8%	89.8%
				2/21/2013	14,757	0	1,825	89.0%	89.0%
				2/22/2013	20,263	0	2,380	89.5%	89.5%
				2/23/2013	11,530	1	1,104	91.3%	91.3%
					69,566	1	8,350	89.3%	89.3%

Customers can pull data historically for the past 75 days. Volumes are only retained for the timeframe identified and are purged after this point from our database.

# Mail Readability Analysis

### Mail Readability Analysis

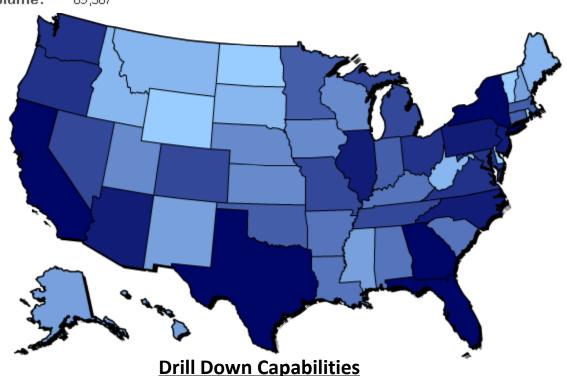
Date From	02/17/2013	•
Date To	02/23/2013	•
		Submit

- •<u>Automated</u> The total volume on 1<sup>st</sup> pass that received an 11-Digit Barcode
- •Non-Automated The total volume on 1st pass that received a 5-Digit Barcode
- •Rejects The total volume that rejected off PBPS sorter machines
- •Read % The percentage of total volume that received either a 11 or 5-Digit Barcode during PBPS 1st pass process (Automated + Non Automated/Total Volume)
- •<u>Automated %</u> The percentage of total volume that received an 11-Digit Barcode during PBPS 1<sup>st</sup> pass process (Automated/Total Volume)
- •Report will only reflect 1<sup>st</sup> pass machines counts for mail processed in the originating facility. If mail is sent via Intercompany, the volumes will not reflect within Mail Readability Analysis unless the destination facility runs it under the originating sites job number

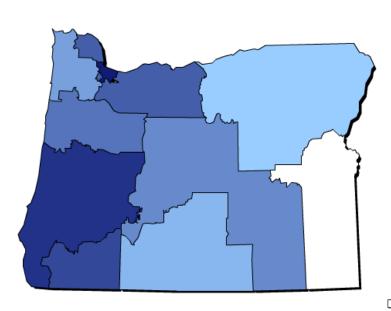
# Geographic Mail Distribution

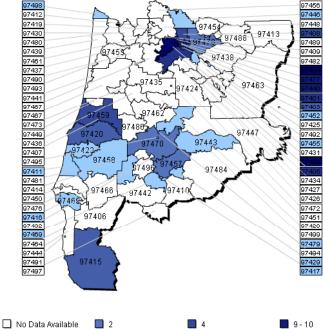
#### Mail Piece Download

Job: All
Mail Class: First
From Date: 2/17/2013
To Date: 2/23/2013
Region: Nationwide
Volume: 69,567



Customers can drill into a 3-Digit ZIP Code, and 5-Digit ZIP Code to view mailing volumes by ZIP.

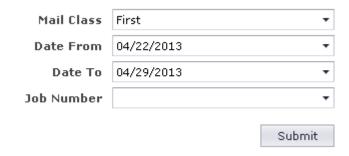




12-14

# Geographic Mail Distribution

### Geographic Mail Distribution



Customers can pull data historically for the past 75 days. IMb Tracing data is only retained for the timeframe identified and is purged after this point from our database.

- Date Range cannot exceed 14 days
   Range cannot exceed 14 days
- •User can hover over state, 3-Digit area, or 5-Digit area to see the total volume destined for the selected area
- •Within the parameters customers can change the View Type from volume to % of total volumes
- •The Geographic Mail Distribution will identify concentrated ZIP Codes where mail volume is destine and highlight potential markets that are not being reached
- •Mail Pieces Download User can export mail piece details including Acronym, Intelligent Mail Identifier, Delivery Point, PBPS 1<sup>st</sup> Process Time, and Class into a .csv file format. These details are available for each mail piece included in the mailing for the date selected

	Α	В	С	D	Е
1	LAX	00-270-000365-187129651	34116-7865-69	10/7/2011 19:30	First
2	LAX	00-270-000365-187129653	95352-4189-89	10/7/2011 19:30	First
3	LAX	00-270-000365-187129654	76133-7628-40	10/7/2011 19:30	First
4	LAX	00-270-000365-187129655	76133-7628-40	10/7/2011 19:30	First
5	LAX	00-270-000365-187129656	77373-6227-11	10/7/2011 19:30	First
6	LAX	00-270-000365-187129657	77049-1583-06	10/7/2011 19:30	First
7	LAX	00-270-000365-187129658	77049-1583-06	10/7/2011 19:30	First
8	LAX	00-270-000365-187129659	75115-3918-16	10/7/2011 19:30	First
9	LAX	00-270-000365-187129660	72206-5694-24	10/7/2011 19:30	First
10	LAX	00-270-000365-187129661	75154-8741-02	10/7/2011 19:30	First

# **Customer Volume Summary**

**Customer Volume Summary** 

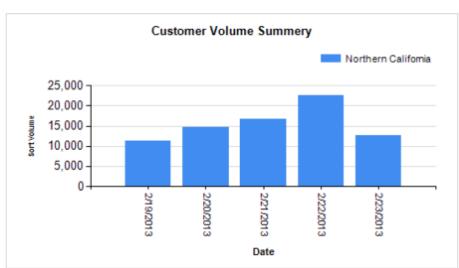
Pitney Bowes PresortXtra

From 2/17/2013 To 2/23/2013



**Presort Services** 





Date	Sort Volume
2/19/2013	11,344
2/20/2013	14,749
2/21/2013	16,623
2/22/2013	22,689
2/23/2013	12,689

Northern California (SAF)				78,094	100.00%
Pitney Bowes PresortXtra	View SortCode Information				
	⊟ Invoice: 3/2/2013			78,094	
	Tue 02/19/2013	494 - Letter	Machine PreSort	11,344	
	Wed 02/20/2013	191 - Letter	Machine PreSort	14,713	
		39 - Non-Letter	Machine Presort - Flats	36	
	Thu 02/21/2013	494 - Letter	Machine PreSort	16,582	
		39 - Non-Letter	Machine Presort - Flats	41	
	Fri 02/22/2013	494 - Letter	Machine PreSort	22,643	
		39 - Non-Letter	Machine Presort - Flats	46	
	Sat 02/23/2013	494 - Letter	Machine PreSort	12,635	
		39 - Non-Letter	Machine Presort - Flats	54	

Total Grand Total: 78,094

Customers can pull data historically as far back as the first invoice generated through our POInTS system. This report can be pulled for any date range including a month, quarter, or year.

# **Customer Volume Summary**

### **Drill Down Capabilities**

Shows the customer volumes by invoice for each Job Number and Mail Type.

Northern California (SAF)				78,094	100.00%
Pitney Bowes PresortXtra	<u>View SortCode</u> <u>Information</u>				
	☐ Invoice: 3/2/2013			78,094	
	Tue 02/19/2013	494 - Letter	Machine PreSort	11,344	
	Wed 02/20/2013	494 - Letter	Machine PreSort	14,713	
		39 - Non-Letter	Machine Presort - Flats	36	

Shows the customer volumes by sort code including meter postage if applicable.

Job	Job Date	Sort Code	Description	Volume	Meter Postage
4157	April 07, 2011	moved from 4130	Sorter Machine	2,502	\$0.0000
				2,502	\$0.000
4130	April 07, 2011	moved to 4157	Sorter Machine	-2,502	\$0.0000
				-2,502	\$0.000
				0	0.000

### **Customer Volume Summary**

Date From	02/17/2013	•
Date To	02/23/2013	•
		Submit

- •Volumes reflect the customer totals for all jobs posted during the invoice dates selected
- •Sort Code Information will reflect volumes that have been entered into POInTS with an assigned sort code. Customers can use sort codes to breakout volumes by department, internal customer, project, etc

# Customer Pickup



### Northern California Customer Pick Up

125 Valley Drive , Brisbane, CA 94005-1317 Phone: (415) 468-1660 Fax: (415) 468-0169

Pickup Address

Cust No: 6-1004 Phone: (866) 624-5724

Name: Pitney Bowes PresortXtra

Attn: George Flannan

Mail PickUp ID: 6

Suite 508395 Oyster Point Blvd

Ρi

Thank you for your business Contact

Brad Dudas

Pickup Date: 4/30/2013

SO San Francisco, CA 94080		
Pickup Location:		

Job No

494

Route

Pickup

Job No	Description	Postage	Letters / Flats	Trays / Tubs	Pallets	Sort Code	Meter Date
494	PBMS Postage Discount Program	0.433	3,750	10	1	1234	4/29/2013
Other Mail:	Please Call your Customer Sales Represe						
Customer	Instruction:						
Comments	<b>:</b>						
Customer Sig Customer No Courier:	hed #\$ gniture (Initials) pt Available for Signiture:  PBPS:  Customer Drop-Of	f:	Serv	vices Inc. C	ustomer Serv	tney Bowes Pres vice at (415) 468 orm(CSO7/95)	
_	ure (Initials):				"Th	e Future of Ma	il Today"



# **Customer Pickup**

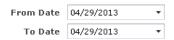
Customers can generate Customer Pickup Slip electronically for any job and pickup date.



- •Jobs may not appear on the Customer Pickup Slip until posted invoice activity exists for said job
- •Mail Type The customer may select if letters or flats are being submitted on job no
- •Piece Count The customer may fill in total volume available for pickup
- •Trays The customer may fill in total number of trays available for pickup
- •Pallet Count The customer may fill in total number of pallets available for pickup
- •<u>Sort Code</u> The customer may fill in assigned sort codes used to track mail during the billing process

# Move Update Download

### **Move Update**

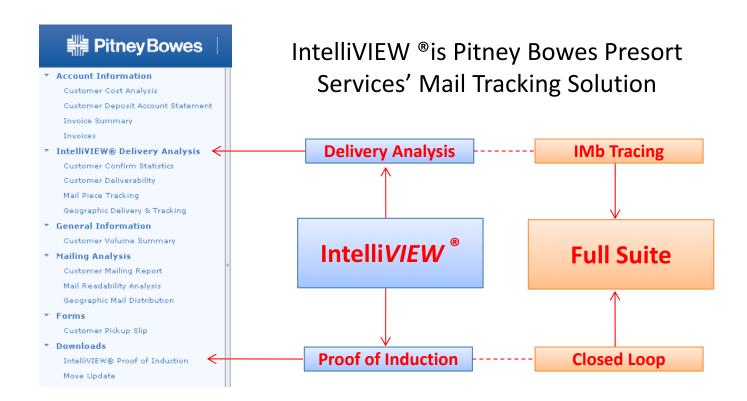


			FFMUN and PAF ID(s)			
Select All	Acronym	Job Number	Name	Description	Specification	Identifier
	SAF	494	Pitney Bowes PresortXtra	PB-GMS Postage Discount Program	PBMS Postage Discount Program	BFNKKGC
	SAF	494	Pitney Bowes PresortXtra	PB-GMS Postage Discount Program	PBMS Postage Discount Program	006042
	SAF		Pitney Bowes PresortXtra	Unassigned		006042

Download

- Customers are downloading data directly from the vendor black boxes, due to this fact no column headers are available within the Move Update download file. Contact your Customer Service Manager for a MPE Move Update template, which will include column headers
- Data is available within 24 hours
- •Data is retained for 75 days
- •Download is formatted as a Comma Separated Values (.csv) file
- •When the data is on the PBPS network it will be encrypted to ensure security levels are attained
- •The link will only be active for customers with Move Update data available
- •Customers can pull data by sorter job and identifier

## Intelli*VIEW*®



### What reports will be included in IntelliVIEW®?

## Intelli*VIEW*® IMb Tracing

#### Account Information

Customer Cost Analysis

Customer Deposit Account Statement

Invoice Summary

invoices

#### ▼ IntelliVIEW® Delivery Analysis

Customer Confirm Statistics

Customer Deliverability

Mail Piece Tracking

Geographic Delivery & Tracking

#### General Information

Customer Volume Summary

#### Mailing Analysis

Customer Mailing Report

Mail Readability Analysis

Geographic Mail Distribution

#### Forms

Customer Pickup Slip

#### Downloads

IntelliVIEW® Proof of Induction Move Update

# Intelli*VIEW* ® Closed Loop

Customer Cost Analysis

Customer Deposit Account Statement

Invoice Summary

Invoices

#### \* IntelliVIEW® Delivery Analysis

Customer Confirm Statistics

Customer Deliverability

Mail Piece Tracking

Geographic Delivery & Tracking

#### **▼** General Information

Customer Volume Summary

#### \* Mailing Analysis

Customer Mailing Report

Mail Readability Analysis

Geographic Mail Distribution

#### \* Forms

Customer Pickup Slip

#### Downloads

IntelliVIEW® Proof of Induction •
Move Update

### Intelli*VIEW* ® Full Suite

#### \* Account Information

Customer Cost Analysis

Customer Deposit Account Statement

Invoice Summary

Invoices

#### ▼ IntelliVIEW® Delivery Analysis

Customer Confirm Statistics

Customer Deliverability

Mail Piece Tracking

Geographic Delivery & Tracking

#### General Information

Customer Volume Summary

#### \* Mailing Analysis

Customer Mailing Report

Mail Readability Analysis

Geographic Mail Distribution

#### \* Forms

Customer Pickup Slip

#### Downloads

IntelliVIEW® Proof of Induction
Move Undate



# **Customer IMb Tracing Statistics**

#### Confirm Statistics

Sun 02-17-2013 To Sat 02-23-2013

First Class

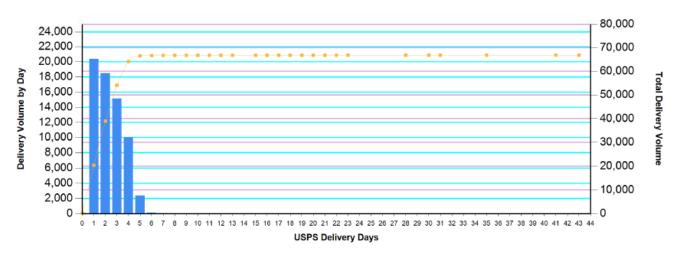
Sequence Range: All Sequence Numbers

Job Number Range: All Jobs

### Pitney Bowes PresortXtra



**Presort Services** 



<sup>\*</sup> Select a State to view Zip Code Details

					Deli	very Windo	w %	USPS C	onfirm De	elivery Scans	Cal	endar Da	ays
	<u>Applied</u>	Scanned	Scan %	Earliest Scan	< 3 Days	3-5 Days	> 5 Days	<u>Volume</u>	<u>%</u>	Avg To Date	Min	<u>Max</u>	<u>Avg</u>
Totals:	69,565	68,162	98.0%	02/19/2013	58.4%	41.3%	0.4%	66,781	96.0%	2.35	0	43	2.42
<u>AE</u>	3	2	66.7 %	02/23/2013	0.0%	0.0%	0.0%	0	0.0%	0.00			0.00
<u>AK</u>	143	143	100.0 %	02/20/2013	5.0%	94.2%	0.8%	120	83.9%	3.73	2	23	3.90
AL	313	311	99.4 %	02/21/2013	4.2%	95.4%	0.3%	306	97.8%	3.69	2	16	3.78
<u>AP</u>	2	2	100.0 %	02/22/2013	0.0%	0.0%	0.0%	0	0.0%	0.00			0.00
<u>AR</u>	307	307	100.0 %	02/22/2013	42.9%	57.1%	0.0%	303	98.7%	2.74	1	6	3.16
<u>AZ</u>	945	940	99.5 %	02/21/2013	2.6%	97.3%	0.1%	899	95.1%	3.07	2	6	3.18
<u>CA</u>	43,563	42,458	97.5 %	02/19/2013	87.9%	11.9%	0.2%	41,958	96.3%	1.66	0	43	1.72
CO	675	667	98.8 %	02/21/2013	2.4%	96.9%	0.6%	654	96.9%	3.05	2	15	3.26
CT	448	447	99.8 %	02/22/2013	1.8%	98.2%	0.0%	442	98.7%	3.52	2	5	3.62

### **Drill Down Capabilities**

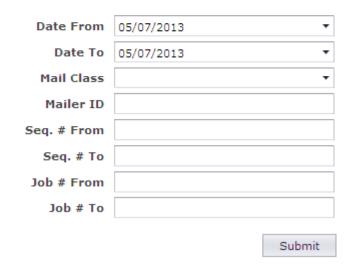
Customer can drill into an individual state and view IMb Tracing details by 3-Digit & 5-Digit ZIP Code.

						Delivery	USPS C	יט ווו וווווט	elivery Scalis	Ca	ienuai Da	iys
		<u>Applied</u>	<u>Scanned</u>	Scan %	Earliest Scan	< 3 Days	<u>Volume</u>	<u>%</u>	Avg To Date	<u>Min</u>	<u>Max</u>	Avg
Totals:		2	2	100.0%	02/22/2013	0.0%	0	0.0%	0.00			0.00
☐ 963 - APO/FPO AP		1	1	100.0 %	02/22/2013	0.0%	0	0.0%	0.00			0.00
	96367 - APO AP	1	1	100.0 %	02/22/2013	0.0%	0	0.0%	0.00			0.00
■ 965 - APO/FPO AP		1	1	100.0 %	02/22/2013	0.0%	0	0.0%	0.00			0.00
	96538 - FPO AP	1	1	100.0 %	02/22/2013	0.0%	0	0.0%	0.00			0.00
Note: Statistics reflect autom	ation volume only.											

Customers can pull data historically for the past 75 days. IMb Tracing data is only retained for the timeframe identified and is purged after this point from our database.

# **Customer Confirm Statistics**

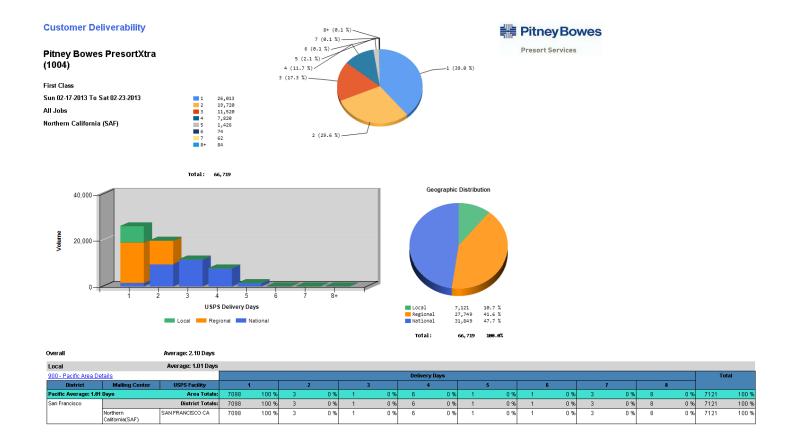
### **Customer Confirm Statistics**



- •Date range cannot exceed 45 days 

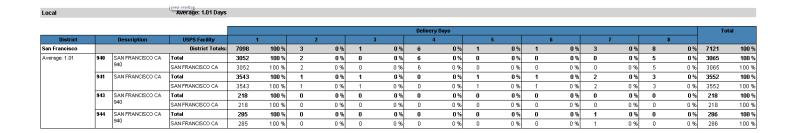
  •Date range cannot exceed 45 days
- •State Codes are listed for each U.S. state, territory, and Military base
- Applied The total automated w/ IMb Tracing Service volume either read or sprayed on a PBPS Sorter Machine
- •<u>Scanned</u> The total automated w/ IMb Tracing Service volume that has received an initial scan on a USPS piece of equipment. The Earliest Scan column reflects the date the first mail piece received the initial scan within the USPS. Delivery Window % is the % of mail that was delivered within the designated delivery window
- •<u>USPS IMb Tracing Delivery Scans Volume/%</u> The total volume and % of mail pieces that have received a final event scan at the destination USPS. This volume is considered out for delivery and is assumed to be delivered the same day
- •Average To Date The USPS average delivery days it took for a mail piece to be delivered. Calendar Days reflect the minimum and maximum number of days one mail piece took to be delivered, and an overall average based on calendar days. There is a difference in the USPS Avg and Calendar days based on the fact that the USPS Avg excludes Sunday's when the final event scan occurs on a Monday
- •Customer IMb Tracing Statistics report can be used to isolate IMb Tracing data by Job, Serial Number (single mail piece), and/or Serial Number range (a series of mail pieces)
  - •The Mailer ID and Serial Number range must be used in tandem to retrieve data back
- •The Mailer ID and Serial Number range can only be used if the IMb is sprayed on the mail piece by the customer
  - •If the customer is the owner of the Mailer ID, they must setup PBPS as a recipient of their scan data through their USPS IMb Tracing account

# **Customer Deliverability**



### **Drill Down Capabilities**

Customer can drill into Area Details and see IMb Tracing statistics by District and 3-Digit ZIP Code.



Customers can pull data historically for the past 75 days. IMb Tracing data is only retained for the timeframe identified and is purged after this point from our database.

# **Customer Deliverability**

### Customer Deliverability

Date From	02/17/2013	-
Date To	02/23/2013	•
Mail Class	First Class	-
Job Number		
		Submit

- Report identifies geographic distributions. These correspond to USPS Delivery Standards. Local = 1 day delivery, Regional = 2 day delivery, National = 3+ day delivery. Delivery Standards are different for Standard Class Mail
- •Report identifies Area Details which include all districts assigned to that area per the USPS
- •Report identifies Mailing Center and USPS Facility the mail was submitted to. The report will show delivery on local mail from the originating center, as well as the mail sent out through Mail Exchange and submitted at the destination center
- •Delivery days are calculated from the mailing date to the final event scan excluding Sundays as a transit day when the final event scan occurs on Monday
- •USPS Goals (stated by Megan Brennan USPS COO 2011)
  - 1 Day 96.5%
  - 2 Day 94.15%
  - 3 5 Day 92.85%

# Mail Piece Tracking

**Mail Piece Tracking** 

#### Pitney Bowes PresortXtra

2/17/2013 to 2/23/2013

**USPS Delivery Point Lookup** 

\*If the link above does not launch a new page, please copy and paste the following into a new browser window: http://zip4.usps.com/zip4/welcome\_jsp



**Presort Services** 

Cust#	Job #	Delivery Point	Intelligent Mail Identifier	Mailing Center	PBPS Process Time	USPS Facility	Operation	USPS Event Date Time	Calendar Days
1004		Delivery Politi	intenigent Man identiner	Mailing Center	Process fille	USPS Facility	Operation	Date Time	Days
	494	68005-3947-02	00-270-201433-351078106	Los Angeles (LAX)	2/21/2013 11:04:00 AM	OMAHA NE	DBCS/DIOSS BCS DPS, 1ST PASS	2/24/2013 8:16:00 PM	4
		68005-3947-02	00-270-201433-351078106	Los Angeles (LAX)	2/21/2013 11:04:00 AM	OMAHA NE	DBCS/DIOSS BCS DPS, 2ND PASS	2/25/2013 3:53:00 AM	4
		68005-4558-16	00-270-201433-209568185	Los Angeles (LAX)	2/20/2013 4:35:00 PM	OMAHA NE	DBCS/DIOSS BCS DPS, 1ST PASS	2/23/2013 2:05:00 AM	3
		68005-4558-16	00-270-201433-209568185	Los Angeles (LAX)	2/20/2013 4:35:00 PM	OMAHA NE	DBCS/DIOSS BCS DPS, 2ND PASS	2/23/2013 5:49:00 AM	3
		68018-4044-73	00-270-201433-447470698	Northern California (SAF)	2/23/2013 9:53:11 AM	OMAHA NE	DBCS/DIOSS BCS MANAGED MAIL	2/25/2013 1:04:00 PM	3
		68018-4044-73	00-270-201433-447470698	Northern California (SAF)	2/23/2013 9:53:11 AM	OMAHA NE	DBCS/DIOSS BCS DPS, 1ST PASS	2/25/2013 11:30:00 PM	3
		68018-4044-73	00-270-201433-447470698	Northern California (SAF)	2/23/2013 9:53:11 AM	OMAHA NE	DBCS/DIOSS BCS DPS, 2ND PASS	2/26/2013 2:39:00 AM	3
		68022-4641-80	00-270-201433-209576318	Los Angeles (LAX)	2/20/2013 4:57:00 PM	OMAHA NE	DBCS/DIOSS BCS DPS, 1ST PASS	2/22/2013 11:15:00 PM	3
		68022-4641-80	00-270-201433-209576318	Los Angeles (LAX)	2/20/2013 4:57:00 PM	OMAHA NE	DBCS/DIOSS BCS DPS, 2ND PASS	2/23/2013 2:03:00 AM	3
		68025-2246-62	00-270-201433-209574717	Los Angeles (LAX)	2/20/2013 4:53:00 PM	OMAHA NE	DBCS/DIOSS BCS DPS, 1ST PASS	2/23/2013 12:24:00 AM	3
		68025-2246-62	00-270-201433-209574717	Los Angeles (LAX)	2/20/2013 4:53:00 PM	OMAHA NE	DBCS/DIOSS BCS DPS, 2ND PASS	2/23/2013 2:08:00 AM	3
		68025-2387-50	00-270-201433-447378777	Los Angeles (LAX)	2/22/2013 2:52:00 PM	OMAHA NE	DBCS/DIOSS BCS DPS, 1ST PASS	2/24/2013 11:10:00 PM	2
		68025-2415-86	00-270-201433-209576079	Los Angeles (LAX)	2/20/2013 4:56:00 PM	OMAHA NE	DBCS/DIOSS BCS DPS, 1ST PASS	2/23/2013 12:24:00 AM	3
		68025-2415-86	00-270-201433-209576079	Los Angeles (LAX)	2/20/2013 4:56:00 PM	OMAHA NE	DBCS/DIOSS BCS DPS, 2ND PASS	2/23/2013 2:38:00 AM	3
		68025-2415-86	00-270-201433-351210780	Los Angeles (LAX)	2/22/2013 4:13:00 AM	OMAHA NE	DBCS/DIOSS BCS DPS, 1ST PASS	2/24/2013 11:10:00 PM	3
		68025-2415-86	00-270-201433-351210780	Los Angeles (LAX)	2/22/2013 4:13:00 AM	OMAHA NE	DBCS/DIOSS BCS DPS, 2ND PASS	2/25/2013 2:21:00 AM	3
		68025-4677-40	00-270-201433-447464127	Northern California (SAF)	2/23/2013 9:53:11 AM	OMAHA NE	DBCS/DIOSS BCS MANAGED MAIL	2/25/2013 1:03:00 PM	3

### Mail Piece Tracking

	Date From	02/17/2013	*
	Date To	02/23/2013	•
	Mail Class	First	•
ZIP Code parameter will allow user to input 3-Digit ZIP Code, 5-Digit ZIP Code,	Zip Code	680	
or an 11-Digit ZIP Code	Mailer ID		
s	eq. # From		
	Seq. # To		

Submit

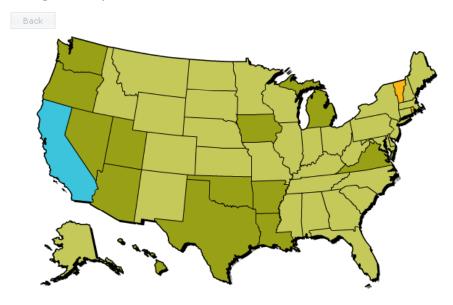
Customers can pull data historically for the past 75 days. IMb Tracing data is only retained for the timeframe identified and is purged after this point from our database.

# Mail Piece Tracking

- •Date Range on report cannot exceed 30 days (1) Range cannot exceed 30 days
- •<u>Delivery Point</u> The 11-digit USPS Delivery Point Barcode. If the customer knows the address of the recipient they can go to <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a> to find the Delivery Point Barcode, and use this information to confirm delivery. If multiple pieces are going to the same Delivery Point (Ex. John Doe and Jane Doe), the system cannot identify which recipient received the piece if only one piece has a final event scan
- •<u>Intelligent Mail Identifier</u> The first twenty digits of the IMb. Customer may use the Mailer ID and Serial Number to uniquely identify a mail piece
- •<u>PBPS Process Time</u> The date and time that the mail ran down a PBPS sorter machine. This is based on the final pass run
- <u>Operation</u> The USPS operation codes for each scan received on USPS equipment. The most frequently seen operations are:
  - •DBCS/DIOSS BCS DPS, 1st Pass (Stop-the-Clock event, Out for Delivery)
    - •Delivery Point Sequence 1<sup>st</sup> pass requires additional processing on automated equipment in most cases; last processing from some mail pieces.
  - •DBCS/DIOSS BCS DPS, 2<sup>nd</sup> Pass (Stop-the-Clock event, Out for Delivery)
    - •Delivery Point Sequence 2<sup>nd</sup> pass final processing of mail.
  - •DBCS (Delivery Bar Code Sorter newer machines); DIOSS (Delivery Bar Code Sorter with Input/Output Subsystem
- •For more operation codes refer to IMb Tracing Reference Data Tables on <a href="https://mailtracking.usps.com">https://mailtracking.usps.com</a>
- •USPS Event Date Time The date and time USPS operation occurred
- •<u>Calendar Days</u> The total number of calendar days from PBPS 1<sup>st</sup> process time to the final event scan

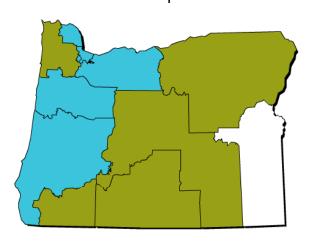
# Geographic Delivery & Tracking

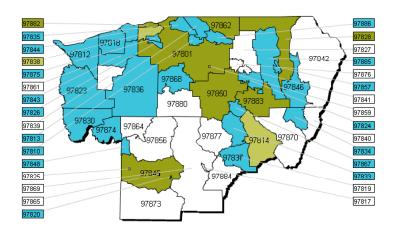
Job: All
Mail Class: First
From Date: 3/17/2013
To Date: 3/23/2013
Region: Nationwide
Average: 2.2 days



### **Drill Down Capabilities**

Customers can drill into a 3-Digit ZIP Code, a 5-Digit ZIP Code, and the piece record details for all mail pieces destine for the selected 5-Digit ZIP Code.





				-11	N	Confirm I	Eve	nts						
Drag a column	head	ler here to group by that colu	mn		1									
Delivery Point	Ŷ	Intelligent Mail Identifier	Ŷ	Mailing Center	Ŷ	PBPS 1st Process Time	9	Cal. P	USPS Facilit	7 9	Operation	Ŷ	Event Date/Time	Ŷ
	Ť		٠		Ť		۳	+			7	۴		Ŧ
97836-0039-39		00-270-201466-339700728		Des Moines (DSM)		2/20/2013 6:58:23 PM		2	PORTLAND	OR.	DBCS/DIOSS BCS MANAGED MAIL	)	2/21/2013 10:36:00 PM	_
97836-0039-39		00-270-201466-339700728		Des Moines (DSM)		2/20/2013 6:58:23 PM		2	PORTLAND	OR	DBCS/DIOSS BCS INCOMING SECONDARY	G	2/22/2013 4:56:00 AM	
97836-0283-83		00-270-000188-687120550		Des Moines (DSM)		2/18/2013 6:59:57 PM								
97836-0371-71		00-270-000188-687163895		Des Moines (DSM)		2/18/2013 6:59:57 PM								
97836-0462-62		00-270-201465-248295659		Des Moines (DSM)		2/21/2013 9:14:06 PM		2	PORTLAND	OR	DBCS/DIOSS BCS MANAGED MAIL	)	2/23/2013 12:20:00 PM	

# Geographic Delivery & Tracking

### Geographic Delivery & Tracking

Mail Class	First	•
Date From	04/22/2013	•
Date To	04/29/2013	•
Job Number		•

Customers can pull data historically for the past 75 days. IMb Tracing data is only retained for the timeframe identified and is purged after this point from our database.

- •Date Range cannot exceed 14 days Range cannot exceed 14 days
- •User can hover over state, 3-Digit area, or 5-Digit area to see average delivery days for selection
- •<u>Deliver Point</u> The 11-Digit USPS Delivery Point Barcode. If the customer knows the address of the recipient they can go to <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a> to find the Delivery Point Barcode, and use this information to confirm delivery. If multiple pieces are going to the same Delivery Point reports will not identify which recipient received the piece if only one piece has a final event scan
- <u>Operation</u> The USPS operation codes for each scan received on USPS equipment. For most frequently used codes see Mail Piece Tracking report facts
- <u>PBPS Process Time</u> The date and time that the mail ran down a PBPS sorter machine. This is based on the final pass run
- •<u>USPS Event Date Time</u> The date and time USPS operation occurred
- •<u>Calendar Days</u> The total number of calendar days from PBPS mailing date until the final event scan
- •Mail Piece Download The user can export mail piece details including: PBPS Center, Delivery Point, Intelligent Mail Identifier, PBPS Final Process Time, and Class into a .csv file format

## **Proof of Induction Download**

### IntelliVIEW® Proof of Induction



	Centers								
✓ Select All Center_ID	Address1	City	State						
✓	5 125 Valley Drive	Brisbane	CA						

Download

#### **Report Facts**

Customers are downloading data directly related to PBPS eDocumentation submitted to the USPS for the selected mailing date(s). As a result no column headers are provided on the Proof of Induction

<u>Column A</u> – Job ID used in the eDocumentaiton ex. PDFW2060 P = Pitney Bowes Presort Services, DFW = Site Acronym, and 2060 = the Mailing ID

<u>Column B</u> – City mail piece mailed from

<u>Column C</u> – State mail piece mailed from

<u>Column D</u> – Mailer ID (Only visible if the Mailer ID is setup on the machines to identify customers mail)

<u>Column E</u> – Customer Registration ID (Only visible if the CRID is setup on the machines to identify customers mail)

**Column F** – Permit No. (Only visible if the Permit # is setup on the machines to identify customers mail)

Column G – Intelligent Mail Barcode full 31 Digit barcode read/sprayed off of PBPS sorter equipment

Column H - Mailing date of the mail piece which refelects when it was submitted to the USPS

Data is retained in the system for 75 days, and available for download within 24 hrs