



246 Enter and Deposit

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1.0 Presenting a Mailing

1.1 Basic Standards for USPS Marketing Mail Deposit

All USPS Marketing Mail must be presented at the Post Office where the permit or license is held and the presort mailing fee is paid, at the locations and times specified by the postmaster, except as follows:

- a. Plant-verified drop shipment (PVDS) mailings must be presented under [705.17.0](#).
- b. Plant-loaded mailings must be presented as specified by the plant load agreement.
- c. Metered mailings may be deposited at other than the licensing Post Office only as permitted under [705.19.0](#).
- d. Nonprofit USPS Marketing Mail must be presented only at Post Offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)).

1.2 Separation of Mailing

Pieces at different prices may be combined in the same mailing as provided in [245.1.0](#). Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same processing category, are part of the same mailing job, and are presented for verification at the same time.

2.0 Destination Entry

2.1 General

Except for Customized MarketMail pieces defined in [705.1.0](#), all USPS Marketing Mail pieces meeting the basic standards in [243.2.0](#) through [243.4.0](#) may qualify for destination entry prices, if deposited at the correct destination postal facility, subject to the standards below and in , [3.0](#), and [4.0](#). Only one destination entry price may be claimed for each piece. A pallet may contain mail claimed at different destination entry prices.



2.2 Minimum Volume

A destination entry price USPS Marketing Mail mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2d](#), each group of pieces prepared for deposit at different destination entry facilities must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by a postage statement.
- c. If a facility is authorized to accept mail at more than one entry level, all pieces claimed at the different entry prices may be in one mailing and may be recorded on the same postage statement.
- d. When pieces from different price USPS Marketing Mail mailings are presented together under plant-verified drop shipment (PVDS) procedures in [705.17.0](#), a mailer may use the total piece count from one presort file (i.e., mailing job) reported on one Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry facility if there is at least 200 pieces or 50 pounds of Presorted price mail, 200 pieces or 50 pounds of automation price mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file.

2.3 Postage Payment and Documentation

Postage payment for destination entry mailings is subject to the same standards that apply generally to USPS Marketing Mail. No documentation for destination entry discounts is required.

2.4 Plant Loads

Plant load mailings are not eligible for destination entry discounts.

2.5 Verification

2.5.1 Mail Separation and Presentation

Destination entry mail must be presented and verified under a PVDS system ([705.17.0](#)), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards ([705.18.0](#)). Only PVDS mailings may be deposited at a destination facility not co-located with a postal facility having a business mail entry unit. Destination entry mailings must meet the following requirements:

- a. The mailer must present each mailing separately for verification. For PVDS, each mailing for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow reconciliation with each required accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.



- c. If Periodicals mail is on the same vehicle as USPS Marketing Mail, the mailer should load the Periodicals mail toward the tail of the vehicle so that Periodicals mail can be offloaded first.

2.5.2 Form 8125

When mailings are verified and paid for at a postal facility different from the one at which they are deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD), except for mailings prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards in [705.18.0](#).

2.5.3 At NDC

For a mailing verified at an NDC/RPDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC/RPDC. The Post Office must authorize the NDC/RPDC to act as its agent by sending a completed PS Form 4410 to the NDC/RPDC.

2.5.4 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the appropriate destination postal facility.

2.5.5 Volume Standards

Except as permitted for a local mailer under [2.6.13](#), destination entry mailings are subject to these volume standards:

- a. The pieces for which a destination price is claimed must represent more than 50 percent of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, "Mailer" is the party presenting the mail to USPS.
- b. The same mailer (or agent) may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility, unless the mailer or agent has received a waiver when scheduling the deposit of the mailings. There is no maximum for PVDS mailings.

2.6 Deposit

2.6.1 Time and Location of Deposit

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS.

2.6.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

2.6.3 Appointments

Appointments must be made for destination entry-price mail as follows:

- a. [\[7-13-25\]](#) Except as provided under [2.6.3b](#), or for a local mailer and mailings of perishable commodities under [2.6.13](#), appointments for deposit of destination entry price mail at SCFs must be scheduled through the appropriate drop-shipment appointment control center at least one business day in advance. Same-day appointments may be granted by a



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drop-shipment control center only through a telephone request. Appointments may be made up to 30 calendar days before the desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. To cancel an appointment, the mailer must notify the appropriate drop-shipment control center at least 24 hours before the scheduled appointment.

- b. As an option to [2.6.3a](#), a mailer or agent may make an appointment through the Facility Access and Shipment Tracking (FAST) system, available at fast.usps.com, using a USPS-issued computer logon ID. FAST appointments and cancellations must be made at least 12 hours before the desired or scheduled time and date. All information must be provided that the FAST appointment system requires regarding a mailing.
- c. For deposit of DDU/S&DC mailings, an appointment must be made by contacting the DDU/S&DC or through FAST, available at fast.usps.com, at least 24 hours in advance. To cancel an appointment, the mailer must provide notification through the applicable appointment method at least one business day before the scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with USPS Marketing Mail or Package Services as a mixed load ([207.29.0](#)), an appointment must be obtained for deposit at a destination entry facility.

2.6.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry-price mail under [2.6.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the DDU/S&DC or FAST, available at fast.usps.com, with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU/S&DC entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

2.6.5 Adherence to Schedule

[7-13-25] The mailer must follow the scheduled deposit time or cancel the appointment through the applicable appointment method. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at SCFs/LPCs or more than 20 minutes after the scheduled appointment at delivery units.



2.6.6 Redirection by USPS

[7-13-25] A mailer may be directed to transport destination entry-price mailings to a facility other than the designated DDU/S&DC, SCF/LPC (letters/flats), or SCF/RPDC (parcels) due to facility restrictions, building expansions, peak-season mail volumes, or emergency constraints.

2.6.7 Redirection at Mailer's Request

A mailer may ask to transport destination SCF/LPC (letters/flats)- or SCF/RPDC (parcels)-price mail to a facility other than the designated SCF/LPC/RPDC. In limited circumstances, this exception may be approved only by the manager, Network Integration Support. (See [608.8.0](#) for address). To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF/LPC/RPDC must destinate for processing within that facility and must not require backhauling to the SCF/LPC/RPDC.

2.6.8 Recurring Appointments

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

2.6.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. **[7-13-25]** Properly prepared containerized loads (e.g., pallets) are unloaded by USPS at SCFs/LPCs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. **[7-13-25]** At SCFs/LPCs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.



- c. At destination delivery units (DDUs)/sorting and delivery centers (S&DCs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 - 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 - 2. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
 - 3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
 - 4. At DDUs/S&DCs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery-unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

2.6.10 Drop and Pick

Drop and pick service is not available for destination entry USPS Marketing Mail.

2.6.11 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

2.6.12 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

2.6.13 Exception to Scheduling Standard

Exceptions are as follows:

- a. The restrictions in [2.5.5](#) and [2.6.3](#) do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop-shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office if the mailings meet the standards in [through 4.0](#).
- b. Exceptions to the scheduling standard are made for shipments of products recognized by USPS as perishables under [601.8.0](#). While an appointment is not required for shipments of perishables, the destination facility must be notified at least 24 hours before deposit to facilitate timely handling of the load.

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3.0 Destination Sectional Center Facility (DSCF)/Local Processing Center (LPC) Entry

3.1 Definition

For this standard, destination sectional center facility (DSCF)/local processing center (LPC) refers to the facilities listed in [L002](#), Column C.

3.2 Eligibility

3.2.1 Letters

Pieces in a mailing that meet the standards in [2.0](#) and [3.0](#) are eligible for DSCF prices under either [4.2.1a.](#) or [4.2.1b.](#) below:

- a. When deposited at a DSCF/LPC or USPS-designated facility, and either:
 1. Placed in a tray labeled to a destination within the SCF's/LPC's service area, when all pieces in the tray are addressed for delivery within that SCF's/LPC's service area; or
 2. Placed in an ADC or AADC tray labeled to a destination within the SCF's/LPC's service area, regardless of whether all pieces in the tray are addressed for delivery within that SCF's/LPC's service area.
- b. When entered and deposited at a DDU/S&DC, addressed for delivery within that facility's service area, placed in a tray labeled to that DDU/S&DC, and either:
 1. The pieces are prepared with simplified addresses under [602.3.2](#); or
 2. The mailer holds a mailing permit at the DDU/S&DC entry office and deposits only one mailing of less than 2,500 pieces per day.

3.2.2 Flats

Pieces in a mailing that meets the standards in [2.0](#) and [3.0](#) are eligible for the DSCF price, as follows:

- a. When deposited at a DSCF/LPC or USPS-designated facility, addressed for delivery within the DSCF's/LPC's service area, and placed in a flat tray, sack (when applicable), or on a pallet labeled to the DSCF/LPC or to a destination within its service area. This includes flat trays labeled to an ADC facility with the same service area as the DSCF/LPC.
- b. When prepared in 5-digit bundles and placed in or on a merged 5-digit scheme or merged 5-digit flat tray, sack (when applicable), or pallet that is deposited at the destination delivery unit/sorting and delivery center as defined in [4.1](#).
- c. When prepared as nonpalletized carrier route, 5-digit scheme carrier-route, 5-digit carrier-route, 5-digit, or 3-digit flats in sacks entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container.

**3.2.3 Parcels**

Pieces in a mailing that meets the standards in [2.0](#) and [3.0](#) are eligible for the DSCF price, as follows:

- a. When deposited at a DSCF/RPDC or USPS-designated facility, addressed for delivery within the DSCF's/RPDC's service area, and placed in a sack or on a pallet that is labeled to the DSCF/RPDC or to a destination within its service area.
- b. When prepared in 5-digit bundles and placed on a 5-digit pallet or in a 5-digit scheme or 5-digit sack that is deposited at the destination delivery unit/sorting and delivery center as defined in [4.1](#).
- c. When prepared and deposited under [705.6.3](#).

3.3 Vehicles

Mailings deposited at a DSCF/LPC (letters/flats) or DSCF/RPDC (parcels) must be presented in vehicles that are compatible with SCF/LPC/RPDC dock and yard operations.

4.0 Destination Delivery Unit (DDU)/Sorting and Delivery Center (S&DC) Entry**4.1 Definition**

For this standard, destination delivery unit (DDU)/sorting and delivery center (S&DC) refers to the facility designated by the USPS district drop-shipment coordinator (for automation-price USPS Marketing Mail) or the facility (Post Office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other USPS Marketing Mail).

4.2 Eligibility**4.2.1 Letters**

Letter-size mailpieces are not eligible for a destination delivery unit (DDU) discount. Mailers may not pay ECR flat-size prices and claim the DDU discount for letter-size pieces. Mailers may deposit letter-size pieces that meet the standards in [2.0](#) and [4.0](#) at a DDU/S&DC when:

- a. Those pieces are addressed for delivery within that facility's service area (Enhanced Carrier Route only).
- b. The pieces are placed in properly prepared and labeled carrier-route trays or 5-digit carrier-routes trays, or on pallets under [705.8.0](#).
- c. The pieces are eligible for and claimed at a carrier-route price.

4.2.2 Flats

The following apply:

- a. Properly prepared Enhanced Carrier Route (ECR) flat-size pieces entered according to standards in [2.0](#) and [4.0](#) are eligible for the DDU price when deposited at a DDU/S&DC and addressed for delivery within that facility's service area.

- b. Mailers must unload mail at DDUs/S&DCs according to standards in [2.6.9](#).
- c. Only pieces eligible for and claimed at ECR prices are eligible for the DDU discount. No other prices or discounts are available for pieces receiving the DDU discount.
- d. When mailings contain pieces claimed at more than one destination entry price, mailers must separate mail according to standards in [2.5.1](#).
- e. Nonpalletized residual 5-digit flats remaining after a carrier-route sortation may be prepared in sacks and deposited at the DDU/S&DC, along with a carrier-route mailing.

4.2.3 Parcels

Pieces in a mailing that meets the standards in [2.0](#) and [4.0](#) are eligible for the DDU price when:

- a. Deposited at a DDU/S&DC;
- b. Addressed for delivery within that facility's service area; and
- c. Prepared as one or more parcels in 5-digit containers.



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Commercial Mail: USPS Marketing Mail Enter and Deposit

246.4.2.3

