

266 Enter and Deposit

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1.0 Deposit of Nonpresorted Bound Printed Matter

Nonpresorted Bound Printed Matter postage must be paid via permit imprint and be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments under [604.5.0](#).

2.0 Presenting a Mailing

2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

All presorted, carrier route, destination entry, and barcoded commercial mailings must be presented for verification and acceptance at the Post Office where the permit is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.17.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement.

2.2 Verification and Entry—Nonpresorted Mailings

Nonpresorted Bound Printed Matter is not accepted at retail counters, in collection boxes, or by carriers. Mailers must deposit nonpresorted Bound Printed Matter only at the Post Office where the permit is held at the time and place specified by the postmaster at the office of mailing (see [604.5.0](#)).

2.3 NDC Acceptance

A mailer may present Bound Printed Matter at a NDC for acceptance if:

- a. Permit imprint postage is paid through an advance deposit account at the NDC parent Post Office or another Post Office in the NDC service area, unless otherwise permitted by standard.
- b. The NDC is authorized by Form 4410 to act as acceptance agent for the entry Post Office.



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2.4 Drop Shipment Information

Essential information for entering drop shipment Bound Printed Matter mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)).

3.0 Destination Entry

3.1 General

Destination entry prices apply to Presorted and carrier route Bound Printed Matter (BPM) that is deposited at a destination network distribution center (DNDC), destination sectional center facility (DSCF), or destination delivery unit (DDU) as specified below. Eligibility for a destination entry price is determined by the sort level, processing category of the mail, and the type of container the mail is in (sack or pallet). Each piece can claim only one destination entry price; an individual pallet may contain pieces claimed at different destination entry prices. Each BPM parcel entered at a destination entry price must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [204.2.0](#).

3.2 Minimum Volume

A destination entry price BPM mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 300 presorted addressed pieces or 300 Carrier Route addressed pieces.
- b. Except as provided in [3.2e](#), each group of pieces prepared for deposit at different destination entry Post Offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.
- c. Separate presorted and Carrier Route mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry Post Office but claimed at different destination entry prices may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry Post Office is the proper facility for claiming each of the destination entry discounts.
- e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in [705.17.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605 and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a presorted or Carrier Route mailing entered at a single destination entry Post Office if there is a total of at least 300 Presorted price pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register.

- f. When Bound Printed Matter presorted parcel mailings are presented together under the Electronic Verification System (eVS), a mailer may use the total piece count for all line items to all destinations reported within the 24-hour mailing period defined in [705.2.6](#). Under this alternative, a mailer may enter fewer than 300 pieces for a presorted mailing at a single destination entry facility if there is at least 300 presorted price pieces for all entry points within the 24-hour mailing period.

3.3 Postage Payment and Mailing Fees

Postage payment for Bound Printed Matter destination price mailings is subject to the same standards that apply generally to Bound Printed Matter and to the following:

- a. Mailers must pay postage, and for BPM Flats mailings the correct mailing fees, at each Post Office where they are authorized to present mailings for verification unless using the Electronic Verification System (eVS) under [705.2.6](#). Except for plant-verified drop shipments (see [705.17.0](#)) and eVS shipments (see [705.2.6](#)); mailers must have a permit imprint authorization at the parent Post Office for mailings deposited for entry at a DNDC, ASF, DSCF, or DDU. Correct mailing fees for BPM Flat mailings must be paid for the current 12-month period at the USPS facility where postage is paid for the mailing.
- b. Mailers who mail parcels paid with a permit imprint and claimed at Bound Printed Matter destination entry prices may use eVS under [705.2.6](#). Mailers using eVS must pay postage and applicable fees at the Post Office where they hold the permit used for all eVS mailings.

3.4 Documentation

Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry prices.

3.5 Plant Loads

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

3.6 Mailings of Unsacked Bundles

Mailers may present unsacked, nonpalletized bundles of BPM flats or irregular parcels that are properly prepared for and entered at DDU prices and unloaded according to standards in [3.8.9](#). Pieces in these bundles are not eligible for barcode discounts.

3.7 Verification

3.7.1 Mail Separation and Presentation

Destination entry mail must be presented and verified under a PVDS or eVS system (see [705.17.0](#) or [705.2.6](#)), 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](#)). Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post



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Office or other Postal Service facility with a business mail entry unit. If authorized under [705.7.0](#), mailers may commingle Bound Printed Matter parcels with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each destination entry price piece according to [202.3.7](#). If eVS is used, include the marking “eVS” on each piece as required by [604.5.0](#).
- b. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.
- c. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.
- d. Separate mail from freight transported on the same vehicle.
- e. If Periodicals mail is on the same vehicle, load the Periodicals mail toward the tail of the vehicle.

3.7.2 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](#).

3.7.3 At NDC

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

3.7.4 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

3.7.5 Mailer Transport

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

3.7.6 Volume Standards

Except as permitted for a local mailer under [3.8.12](#), destination entry mailings are subject to these volume standards:

- a. Regardless of total volume, the pieces for which a destination price is claimed must represent more than 50% 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 material to the USPS (or for whom a transportation company has presented the material to the USPS).

- b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility (or at another facility acting as the mailer's agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments.

3.8 Deposit

3.8.1 Time and Location of Deposit

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS. Mailings must be presented in vehicles that are compatible with dock, yard, and DDU operations, as applicable.

3.8.2 Freight

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

3.8.3 Appointments

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

- a. Except as provided under [3.8.3b](#), or for a local mailer and mailings of perishable commodities under [3.8.12](#), appointments for deposit of destination entry price mail at NDCs, ASFs, and 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 drop-shipment control center only through a telephone request. Appointments may be made up to 30 calendar days before a 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 [3.8.3a](#), 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 mailings, an appointment must be made by contacting the DDU 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 BPM as a mixed load ([207.29.0](#)), an appointment must be obtained for deposit at a destination entry facility.



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3.8.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under [3.8.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide 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 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.

3.8.5 Adherence to Schedule

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 ASFs, NDCs, or SCFs or more than 20 minutes at delivery units.

3.8.6 Redirection by USPS

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

3.8.7 Redirection at Mailer's Request

A mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. In very 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 must destinate for processing within that facility and must not require backhauling to the SCF.

3.8.8 Recurring Appointments

Recurring appointments refer 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.

3.8.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. 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. At NDCs and ASFs, 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), 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. At DDUs 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.

3.8.10 Demurrage

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

3.8.11 Appeals

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

3.8.12 Exception to Scheduling Standard

Exceptions are as follows:



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- a. The restrictions in 3.7.6 and 3.8.3 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 4.0, 5.0, or 6.0.
- 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.

4.0 Destination Network Distribution Center (DNDC) Entry

4.1 Eligibility

Pieces in a mailing meeting the standards in 3.0 and 4.0 that are deposited at a NDC or ASF are eligible for the DNDC price when they meet all of the following conditions:

- a. The pieces are properly prepared to qualify for Presorted or Carrier Route prices.
- b. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC or ASF where deposited that are listed, and according to the terms described, in labeling lists L601 and L602.
- c. The pieces are placed in a sack or on a pallet labeled to the NDC or ASF where deposited, or labeled to a postal facility within that NDCs or ASFs service area, as described in L601 and L602.
- d. Except for machinable parcels addressed to ZIP Codes served by the Buffalo NY ASF, mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per L602, and not entered at an NDC.
- e. Are entered at designated SCFs under 4.3.

4.2 Presorted and Carrier Route Flats

Presorted flats at all sort levels, and carrier route flats in sacks or on pallets, may claim DNDC prices, when the mail is entered at the appropriate facility under 4.1.

4.3 Acceptance at Designated SCF—Mailer Benefit

Mailers may deposit machinable parcels otherwise eligible for the DNDC prices at an SCF designated by the USPS for destination ZIP Codes listed in labeling list L607. The following standards apply:

- a. The parcels are prepared as, or part of, a mailing of at least 300 presorted pieces.
- b. Eligible machinable parcels are restricted to the ZIP Codes listed in L607.
- c. [1-21-24] Parcel Select machinable parcels under 256.2.6, and USPS Marketing Mail machinable parcels under 705.6.0 may be included.

- d. Mailers must prepare parcels on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the parcels into containers specified by the destination facility. Parcels are eligible for the applicable DNDC entry price.
- e. All DNDC price parcels must be for delivery within the service area of the SCF where they are deposited by the mailer.
- f. Parcels must contain the correct marking in [202.3.7](#).

4.4 Presorted Machinable Parcels

Presorted machinable parcels in sacks or on pallets at all sort levels may claim DNDC prices. Machinable parcels sacked under [265.8.0](#), or palletized under [705.8.0](#) may be sorted to destination NDCs under [L601](#) or to destination NDCs and ASFs under [L601](#) and [L602](#). Except as provided in [L602](#), sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DNDC prices. Mailers may opt to sort some or all machinable parcels for ASF service area ZIP Codes to ASFs only when the mail will be deposited at the respective ASFs where the DNDC prices are claimed, under applicable volume standards, using [L602](#). Mailers also may opt to sort machinable parcels only to destination NDCs under [L601](#). When machinable parcels are sorted under [L601](#), mail for 3-digit ZIP Codes served by an ASF is not eligible for DNDC prices, nor are 3-digit ZIP Codes that appear in footnote 2 in [L601](#). Machinable parcels prepared in mixed NDC sacks or on mixed NDC pallets that are sorted to the origin NDC under [265.8.0](#) or [705.8.0](#), are eligible for the DNDC prices if both of the following conditions are met:

- a. The mixed NDC sack or pallet is entered at the origin NDC facility to which it is labeled.
- b. The pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes as indicated in [L601](#).

4.5 Presorted Irregular Parcels

Presorted irregular parcels in sacks or on pallets at all sort levels may claim DNDC prices. All pieces in an ADC sack or in a palletized ADC bundle are eligible for the DNDC price if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC bundle as would be shown on an ADC sack label for that facility using [L004](#), Column B) is within the service area of the NDC at which the sack is deposited. Separate mixed ADC sacks must be prepared for pieces eligible for and claimed at the DNDC price and for parcels not claimed at the DNDC price. Use the “label to” ZIP Code for the ADC to assign ADC bundles to the respective mixed ADC sack. Use the address on the parcels to assign parcels to the respective mixed ADC bundle or sack, as appropriate. Mail must be entered at the appropriate facility under [4.1](#).

4.6 Carrier Route Machinable Parcels

Carrier Route machinable parcels in individual carrier route sacks may claim DNDC prices. Mail must be entered at the appropriate facility under [4.1](#).



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4.7 **Carrier Route Irregular Parcels**

Carrier Route irregular parcels in sacks at all sort levels or on pallets at all sort levels may claim DNDC prices. Mail must be entered at the appropriate facility under [4.1](#).

5.0 Destination Sectional Center Facility (DSCF) Entry

5.1 **Eligibility**

Bound Printed Matter pieces in a mailing meeting the standards in [3.0](#) are eligible for the DSCF price when they meet all of the following additional conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are deposited at a DSCF listed in [L005](#) or a USPS-designated facility and are addressed for delivery within the DSCF's service area.
- c. Are placed in a sack or on a pallet that is labeled to the DSCF or labeled to a destination within its service area. This includes sacks labeled to an ADC facility with the exact same service area as the DSCF.

5.2 **Presorted Flats**

Presorted flats and automation flats in sacks for the 5-digit, 3-digit, and SCF sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may have DSCF prices. Mail must be entered at the appropriate facility under [5.1](#).

5.3 **Carrier Route Flats**

Carrier route flats in sacks at all sort levels or on pallets at the 5-digit scheme carrier routes, 5-digit carrier routes, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1](#).

6.0 Destination Delivery Unit (DDU) Entry

6.1 **Eligibility**

Pieces in a mailing meeting the standards in [3.0](#), and [6.0](#) are eligible for the DDU price when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are addressed for delivery within the ZIP Code(s) served by the destination delivery unit.
- c. Are deposited:
 1. For Carrier Route flats, at the DDU where the carrier cases the mail, as shown in the Drop Shipment Product.

2. For Presorted flats, the Drop Shipment Product must be used to determine the correct destination entry facility for the 5-digit sorted flats entered at Presorted prices. If the Drop Shipment Product lists multiple facilities for a single 5-digit ZIP Code, then the mailer must inquire about the correct drop site when contacting the DDU to schedule an appointment.
- d. For parcels prepared using the optional 5-digit scheme sort, use Column B of [L606](#) to determine the 5-digit scheme destination. For parcels prepared using the 5-digit sort, the Drop Shipment Product must be used to determine the 5-digit destination. To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (or pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)). When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered. The Drop Shipment Product identifies the 5-digit ZIP Codes that are exceptions to the “majority of city carriers rule” or other facilities where parcels are normally dropped. If a mailer transports mail to a DDU facility that cannot handle pallets, the driver must unload the pallets into containers as specified by the delivery unit.

6.2 Presorted Flats

Presorted flats that weigh more than 1 pound in 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#). Presorted flats weighing 1 pound or less are not eligible for DDU prices.

6.3 Carrier Route Flats

Carrier route flats in sacks, on 5-digit carrier routes scheme and 5-digit carrier routes pallets, or prepared as unsacked carrier route bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#).

6.4 Presorted Machinable Parcels

Presorted machinable parcels in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets may claim DDU prices. Mail must be entered at the appropriate facility under [6.1](#).

6.5 Presorted Irregular Parcels

Presorted irregular parcels in 5-digit scheme sacks and 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#).

6.6 Carrier Route Machinable Parcels

Carrier Route machinable parcels sorted to carrier route sacks may claim DDU prices. Mail must be entered at the appropriate facility under [6.1](#).

6.7 Carrier Route Irregular Parcels

Carrier Route irregular parcels in sacks, on 5-digit scheme and 5-digit pallets, or prepared as unsacked carrier route bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#).



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Commercial Mail: Bound Printed Matter Enter and Deposit

266.6.7

