



# Mail Forum

## Consolidated Mail Operations

Serving Government. Serving Virginians.

# Mike Kiefer

Senior Account Manager, UPS



Express Delivery Service 91026-09  
United Parcel Service (UPS)





# Contract Overview

## ❑ **Term:**

- We are in year 4 of this contract through Oct. 31, 2009 with 2 additional 1 year renewal periods thereafter.

## ❑ **Eligible users:**

- State Agencies (mandatory usage per award), Institution of Higher Educations, Public Bodies, Community Service Boards and other entities authorized by the Code of Virginia

## ❑ **Services Offered:**

- Domestic and International Package Delivery
- Domestic and International UPS Mail Innovations



# Key Benefits

## □ **Cost Savings:**

- FIXED Base Domestic Ground and Air rates. International service with very attractive discounts. Ground Commercial Rates as low as \$3.66
- NO Fuel Surcharges
- Daily Pickup available for only \$7.50 weekly
- Rates apply to Freight Collect and 3<sup>rd</sup> Party billing options
- All Package Services Guaranteed



# Key Benefits

## ❑ **Shipping and Billing Technology:**

- UPS Worldship Software and Hardware provided at no charge
- Internet shipping at ups.com
- UPS CampusShip

## ❑ **Cost Management:**

- Track cost by reference/cost center
  - UPS Billing Center (ups.com)
  - UPS Billing Data/Billing Data Tool



# UPS Worldship

UPS WorldShip®

File Edit Activities Tools UPS Web Access UPS OnLine Connect Window Help

Shipping Pickup Log Create UPS.com Tracking Address Book Send to UPS Repeat Undo Void End of Day Help EXIT

Ship To | Ship From | Distribution

Customer ID:   Update Address Book  
 Residential Address

Company or Name:

Attention:

Street:

Room/Floor/Address 2:  Department/Address 3:

Country:  Postal/ZIP Code:

United States

City:  State/Prv:

Telephone:  E-mail Address:

UPS Account Number:  Tax ID Number:

Shipper:  Profile:

WX0164  UPS Standard

Service Options Detail Reference

Shipment

UPS Service:

Next Day Air

Saturday Delivery

Guaranteed Time:

Billing Option:

Prepaid

Bill to Third Party

Weight (pounds)

Package:  Shipment:

0.0

Electronic Scale Activated

Package

Package Type:

Package

Declared Value: \$

Reference Number 1:

(Printed on Label)

Reference Number 2:

(Printed on Label)

Shipment Cost

\$0.00

Pkg:  is NEW

Add  Pkgs Delete Pkg

Process Shipment F10

16 of 24 - Clipboard  
Item not Collected: Delete items to increase available space

Ver: 8.0.14 XOFY Pending: 0 Shpr



# UPS Billing Center

Billing Center Demo - Microsoft Internet Explorer provided by United Parcel Service

File Edit View Favorites Tools Help

[Billing Center](#)  
[Introduction](#)  
[Register](#)  
[Billing Center FAQs](#)

Demonstration 2 of 8  
[Back](#) [Next](#)

## Invoice Summary

This page lists all charges included in this specific invoice summarized by Outbound, Inbound and other charges. For further details of a specific charge, select the corresponding header.

To pay an invoice, select the "Pay" button.

### Invoice Summary

**Invoice Date:** Oct 23, 2004  
**Invoice Number:** AAAAAAAAAA  
**UPS Account Number:** 111111

**Billing Address:**  
ANY CORPORATION  
1234 SOME STREET  
ANYTOWN, NY 11111

**Adjustments Applied:** \$0.00  
**Amount Due This Period:** \$921.68

#### Invoice Summary

To view the details of specific charges, select from the list below.

Charge Description	Amount
<b>Outbound</b>	
<a href="#">UPS OnLine WorldShip</a>	\$729.77
<a href="#">Worldwide Service</a>	\$182.04
<b>Adjustments &amp; Other Charges</b>	
<a href="#">Address Corrections</a>	\$0.00
<a href="#">Packages Delivered but not Previously Billed</a>	\$8.94
<a href="#">UPS OnLine WorldShip</a>	\$0.00
<a href="#">UPS OnLine WorldShip</a>	\$3.45
<a href="#">Shipping Charge Corrections</a>	\$4.38
<b>Amount Due This Period</b>	<b>\$921.68</b>

[View/Print](#) [Download Invoice Data](#) [Pay](#)

**TO SCHEDULE PAYMENT CLICK HERE**

17 of 24 - Clipboard  
Item not Collected: Delete items to increase available space

Done



# Dedicated Support

## ❑ **State UPS Support:**

- Please contact Patty Fallin at 1-804-743-8572 or 1-888-461-5046 for information or to set up a small package UPS account under contract
- Set up on Internet Shipping
- General Questions
- Purchasing card set up for UPS billing

## ❑ **EVA:**

- Contract is exempt from EVA
- Award documents can be viewed by accessing the main EVA webpage, select "State Contracts", key "Express Delivery" in the description field to search for the contract.



Virginia State Contracts - Microsoft Internet Explorer provided by United Parcel Service

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <http://dps.dgs.virginia.gov/DPS/contracts/contractpathe.asp?ContractNumber=91026%2D60VAPP> Go Links >>

  Virginia's Total e-Procurement Solution - Contracts

eVA Home

Contract Files	
<a href="#">Return to Contracts</a>	
Document	Contract Number
<a href="#">AWARD</a>	91026-60VAPP
<a href="#">UPS RATES</a>	91026-60VAPP
<a href="#">MI Rates</a>	91026-60VAPP
<a href="#">Qualifying Mail Flyer</a>	91026-60VAPP
<a href="#">Quote Omnisort 3</a>	91026-60VAPP
<a href="#">International Express Delivery Services Rates</a>	91026-60VAPP

Internet





Thank You





# Mail Forum

## Consolidated Mail Operations

Serving Government. Serving Virginians.

# Dave Powell

Regional Account Manager  
UPS Mail Innovations



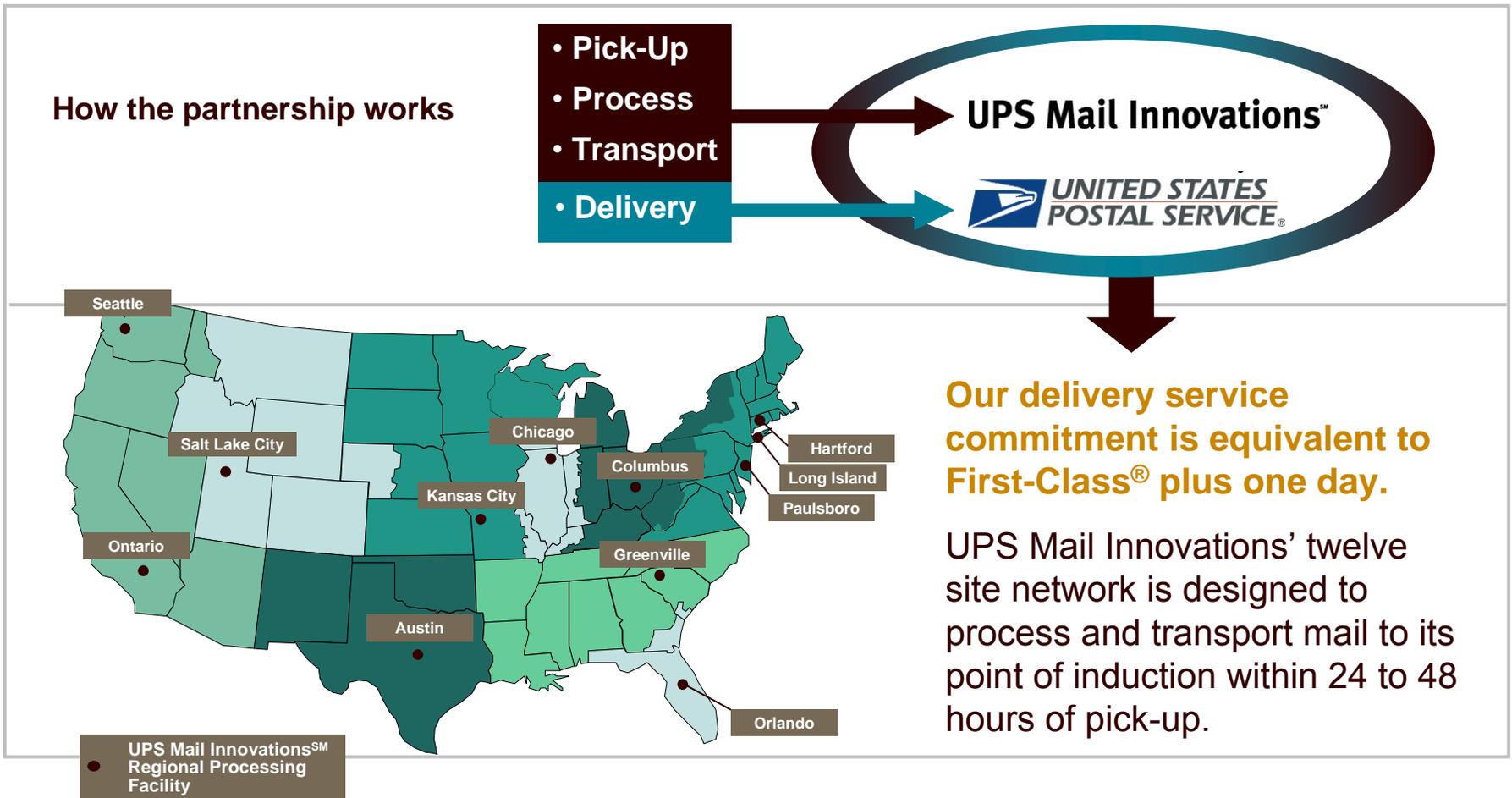
June 10, 2009



# Domestic Postal Work-Share Programs

How do we do it?

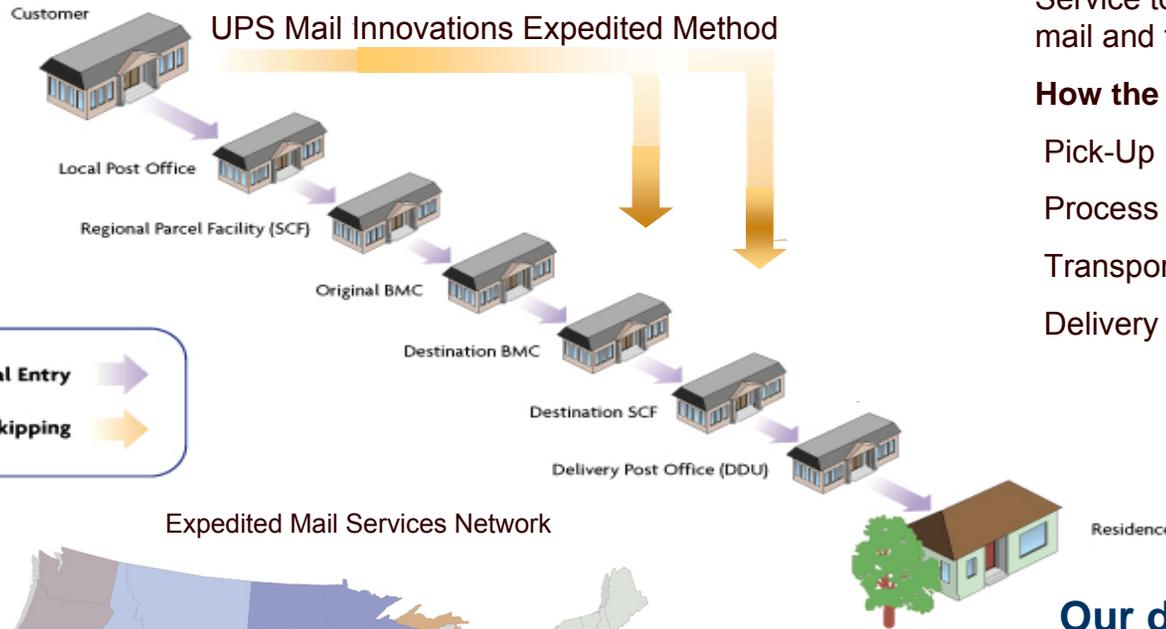
UPS Mail Innovations partners with the U.S. Postal Service to reduce handling of your qualified mail and to accelerate time in transit



# Expedited Work-Share Programs



## How do we do it?



Through work-share programs, UPS Mail Innovations partners with the U.S. Postal Service to reduce handling of your qualified mail and to accelerate time in transit.

### How the partnership works

Pick-Up  
Process  
Transport

} **UPS Mail Innovations™**

Delivery



**Our delivery service commitment is equivalent to First-Class® plus one day.**

- UPS Mail Innovations' nine site network is designed to process and transport mail to its point of induction within 24 to 48 hours of pick-up.

Expedited Mail Services Network



# Service Applications

Mailing communications is a vital component of growing your business

Transaction	Solicitation	Information	Fulfillment
Annual Reports Diplomas Guidebooks Membership Info Pricing Sheets Product Slicks Proxies Reports Welcome Packets	Advertisements Brochures Catalogs CDs Direct Mail Promotions Diskettes Posters Product Samples	Booklets Computer Printouts Contact Listings Directories Handbooks Information Kits Schedules Technical Guides	Books Film Videos DVDs CDs Jewelry Merchandise Replacement Parts



# Qualified Domestic and International Mail

## Flat Mail

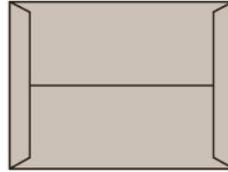
**Weight:** 3 ounces – 15.99 ounces (wrapped, unwrapped, sleeved or enveloped and exceeds at least one of the following minimums:

### Minimum

Height: 6 1/8"  
Length: 11 1/2"  
Thickness: 1/4"

### Maximum

Height: 12"  
Length: 15"  
Thickness: 3/4"



### APS COMPATIBLE FLATS ACCEPTANCE

#### Minimum

Height: 5"  
Length: 5"  
Thickness: 0.02"

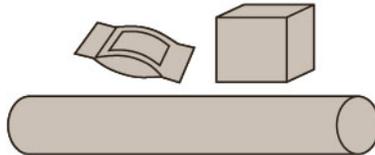
#### Maximum

Height: 10"  
Length: 14 1/4"  
Thickness: 3/4"

**Examples:** Advertisements • Booklets • Brochures • Catalogs • Information Kits • Guidebooks • Membership Materials • Pricing Sheets • Questionnaires • Reports • Schedules • Welcome Packets

## Lightweight Product

**Weight:** 3 ounces – 15.99 ounces  
Small Packages that do not meet the dimensional criteria of Machinable parcels:



- Rolls or tubes up to 26" in length and merchandise samples not individually addressed
- Unwrapped, Paper – wrapped or sleeve-wrapped articles
- Articles enclosed in envelopes that are not letter-sized, flat-sized or machinable

**Examples:** CDs • Diplomas • Direct Mail Promotions • Diskettes • Posters • Product Samples • Apparel

## Bound Printed Matter

**Weight:** 16 ounces – 15 pounds. Generic in content, wrapped, unwrapped, sleeved or enveloped and exceeds at least one of the following minimum:

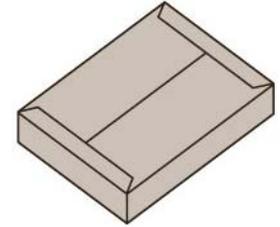
### FLATS

#### Minimum

Height: 6 1/8"  
Length: 11 1/2"  
Thickness: 1/4"

#### Maximum

Height: 12"  
Length: 15"  
Thickness: 3/4"



### MACHINABLE PARCEL

#### Minimum

Height: 3"  
Length: 6"  
Thickness: 1/4"

#### Maximum

Height: 17"  
Length: 34"  
Thickness: 17"

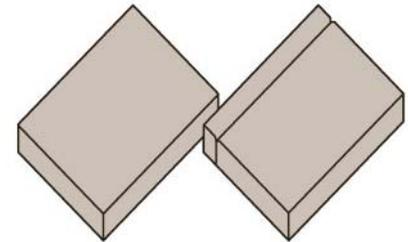
**Examples:** Annual Reports • Catalogues • Computer Printouts • Directories • Handbooks • Information Kits • Technical Guides • Telephone Directories

## Media Mail

**Weight:** non; subject to 1 lb. minimum rate.

**Maximum weight:** 70 lbs.

**Dimensions:** no more than 108 inches in combined length and girth



Media Mail includes specific types of Package Services matter that meets additional eligibility standards for single-piece and presorted rates. Advertising restrictions apply.

**Examples:** Books (at least eight pages) • Film (16mm or narrower) • Printed Music • Printed Educational Charts • Loose-leaf Pages • Binders (consisting of medical information) • Computer-readable media

# Additional Qualified International Mail

## Postcard

Regular cardstock mail piece not contained in an envelope



### Minimum

Height: 3 ½"

Length: 5"

Thickness: 0.007

### Maximum

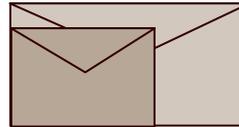
Height: 4 ¼"

Length: 6"

Thickness: 0.0016

## Letter

Small rectangular mail piece



### Minimum

Height: 3 ½"

Length: 5"

Thickness: No thicker than ¼"

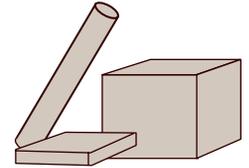
### Maximum

Height: 6 ⅛"

Length: 11 ½"

## Package

A three-dimensional mail piece contained in a box, thick envelope or tube



### Maximum

Length and girth\*: 130"

Weight: 70lbs

\* Distance around the thickest part of the package



# Automated Processing Systems

UPS Mail Innovations is the only postal expeditor operating a total of 22 Automated Processing Systems (APS) nationwide, designed specifically to streamline postal automation requirements

## What does this mean for our customers?

- Greater efficiencies in expedited mail processing and sorting
- Increased acceptance of mail piece size and design
- Enhanced address verification services
- Custom value-added offerings



# UPS Mail Innovations Shipping Control Form Guide

UPS Mail Innovations<sup>SM</sup>

<b>Shipment Form</b>	Account Number 43545-398064-145897-68763-60671-470 Contact John Smith Company Name New Horizon Trade Inc.  Street Address 1234 Eagles Drive  City Capital City State NJ Zip 08723-0938 Phone Number 123-456-7890	 Shipment Control # 9087348756345
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<b>1. Product or Services (Please check all that apply)</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">US Domestic Services</th> <th style="text-align: center;">Mail Logic Expedited</th> <th style="text-align: center;">Mail Logic Saver</th> </tr> <tr> <td style="padding: 2px;">                     Flats <input type="checkbox"/> <span style="margin-left: 100px;">1</span> <input type="checkbox"/> </td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">                     BFM <input type="checkbox"/> </td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">                     Media Mail <input type="checkbox"/> </td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">                     Lightweight Parcels <input type="checkbox"/> </td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;"><input type="checkbox"/></td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="text-align: left;">International Services</th> </tr> <tr> <td style="padding: 2px;">                     Mail Logic Priority <input type="checkbox"/> <span style="margin-left: 100px;">2</span> </td> </tr> <tr> <td style="padding: 2px;">                     Mail Logic Saver Economy <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 2px;"> <b>Mail Type</b>  <input type="checkbox"/> Letter <input type="checkbox"/> Flats <input type="checkbox"/> Parcels                 </td> </tr> </table>	US Domestic Services	Mail Logic Expedited	Mail Logic Saver	Flats <input type="checkbox"/> <span style="margin-left: 100px;">1</span> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BFM <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Media Mail <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lightweight Parcels <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	International Services	Mail Logic Priority <input type="checkbox"/> <span style="margin-left: 100px;">2</span>	Mail Logic Saver Economy <input type="checkbox"/>	<b>Mail Type</b> <input type="checkbox"/> Letter <input type="checkbox"/> Flats <input type="checkbox"/> Parcels	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Special Instructions</th> </tr> <tr> <td style="height: 80px;"></td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="text-align: left;">Additional International Services</th> </tr> <tr> <td style="padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">                             Added Services  <input type="checkbox"/> Polybagging <span style="margin-left: 100px;">2</span>  <input type="checkbox"/> Addressing/labeling  <input type="checkbox"/> Sealing <small>*for an additional charge</small> </td> <td style="width: 33%; padding: 2px;">                             USPS Services  <input type="checkbox"/> IPA  <input type="checkbox"/> ISAL                         </td> <td style="width: 33%; padding: 2px;">                             Canada Post Services  <input type="checkbox"/> Lettermail  <input type="checkbox"/> Airmail  <input type="checkbox"/> Parcel                         </td> </tr> </table> </td> </tr> </table>	Special Instructions		Additional International Services	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">                             Added Services  <input type="checkbox"/> Polybagging <span style="margin-left: 100px;">2</span>  <input type="checkbox"/> Addressing/labeling  <input type="checkbox"/> Sealing <small>*for an additional charge</small> </td> <td style="width: 33%; padding: 2px;">                             USPS Services  <input type="checkbox"/> IPA  <input type="checkbox"/> ISAL                         </td> <td style="width: 33%; padding: 2px;">                             Canada Post Services  <input type="checkbox"/> Lettermail  <input type="checkbox"/> Airmail  <input type="checkbox"/> Parcel                         </td> </tr> </table>	Added Services <input type="checkbox"/> Polybagging <span style="margin-left: 100px;">2</span> <input type="checkbox"/> Addressing/labeling <input type="checkbox"/> Sealing <small>*for an additional charge</small>	USPS Services <input type="checkbox"/> IPA <input type="checkbox"/> ISAL	Canada Post Services <input type="checkbox"/> Lettermail <input type="checkbox"/> Airmail <input type="checkbox"/> Parcel
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\*If Piece Count is provided, a 5% variance is accepted by the USPS.  
 SHIPMENT IS MADE PURSUANT UNDER THE CONDITIONS SET FORTH ON THIS PAGE AND THE REVERSE HEREOF. I (on behalf of Client) have read, understand and agree to those terms and conditions. I understand and agree that in the event of loss of, damage to, or delay of shipment, UPS-M's liability is limited as set forth on the REVERSE HEREOF.

**1 US Domestic Services**  
Please select the type of mail (if known) and the service desired.

**2 International Services**  
Select the type of international service being utilized.

**3 Total Mail Pieces**  
Indicate the total amount of mail pieces to reduce the risk of piece count discrepancies

**4 Container**  
Select the container option used for this shipment

**5 Piece Weight (if Identical)**  
Indicate if all pieces are identical in weight. This will increase billing accuracies.

**6 Cost Center Name / Number**  
The form allows for 6 cost centers by name or number, along with a piece count.

**7 UPS MI Driver/Courier (Internal Use Only)**  
To be filled in by the Courier. (If mail is picked up in yellow bags by the UPS Driver, no signature is needed for this Portion)

**8 Important**  
Please sign and date.

This shipping information is preprinted by the regional processing facilities. If changes are required, please call 1-800-500-2224

# Postage Indicia — Domestic

The diagram illustrates two types of postage indicia: Flat Mail and Bound Printed Matter. Each type is shown with its respective components and a corresponding explanation box.

**FLAT MAIL**

- Dated Mailed:** November 10, 2004
- Indicia:** US Postage Paid UPS – MI
- Mail Class:** PRSRT STD AUTO
- Destination Zip Code:** ZIP 20817
- Sort Code:** G 5
- Endorsement:** Time Sensitive Material
- Unique Mail Identification Number:** TRK 010030722040565496

**BOUND PRINTED MATTER**

- Dated Mailed:** November 10, 2004
- Indicia:** US Postage Paid UPS Mail Innovations
- Mail Class:** PRSRT STD AUTO
- Destination Zip Code:** Dest. ZIP: 91108
- Sort Code:** F
- Endorsement:** Time Sensitive Material
- Unique Mail Identification Number:** TRK# 010331110040000004

**Dated Mailed**  
Date on which postage is paid, preparation is verified, and mail is inducted into the Postal Service

**Indicia**  
Denotes postage payment, used in place of meter or postage stamp

**Mail Class**  
The classification of domestic mail according to the content and service category

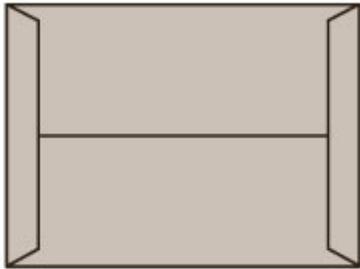
**Destination Zip Code**  
Zip code of delivery address

**Sort Code**  
Alpha/numeric scheme used for inhouse mail sortation and preparation to destination USPS facilities

**Endorsement**  
An authorized marking on a mail piece that shows handling instructions, a special service, or a request for an ancillary service

**Unique Mail Identification Number**  
The ID number required for reconciling individual pieces to a manifest to ensure postage is calculated and all pieces are traceable

# Flat Mail



## Flat Mail

**Examples:** Advertisements • Booklets • Brochures • Catalogs • Information Kits • Guidebooks • Membership Materials • Pricing Sheets • Questionnaires • Reports • Schedules • Welcome Packets

**Weight:** 3 Ounces – 15.99 Ounces

**Description:** Wrapped, unwrapped, sleeved or enveloped and exceeds at least one of the following minimums:

### Minimum

Height: 6  $\frac{1}{8}$ "

Length: 11  $\frac{1}{2}$ "

Thickness:  $\frac{1}{4}$ "

### Maximum

Height: 12"

Length: 15"

Thickness:  $\frac{3}{4}$ "

## APS COMPATIBLE FLATS ACCEPTANCE

### Minimum

Height: 5"

Length: 5"

Thickness: 0.02"

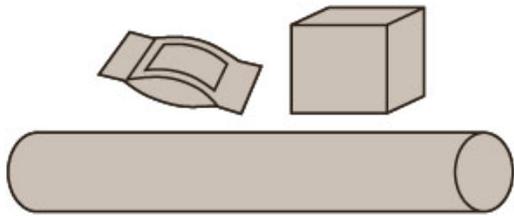
### Maximum

Height: 10"

Length: 14.1 $\frac{1}{4}$ "

Thickness:  $\frac{3}{4}$ "

# Lightweight Product



## Lightweight Product

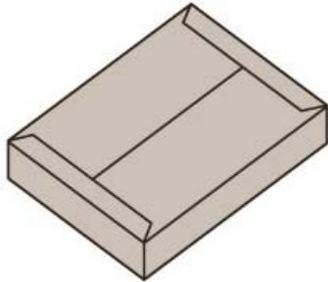
**Examples:** CDs • Diplomas • Direct Mail Promotions • Diskettes • Posters • Product Samples

**Weight:** 3 Ounces –15.99 Ounces

**Description:** Small Packages that do not meet the dimensional criteria of parcels that can be processed by parcel sorters

- Rolls or tubes up to 26" in length and merchandise samples not individually addressed
- Unwrapped, paper-wrapped or sleeve-wrapped articles
- Articles enclosed in envelopes that are not letter-sized, flat-mail or machinable

# Bound Printed Matter



## Bound Printed Matter

**Examples:** Annual Reports • Booklets • Catalogues • Computer Printouts • Directories • Handbooks • Information Kits • Technical Guides • Telephone Directories

**Weight:** 16 ounces –15 pounds

**Description:** Generic in content, wrapped, unwrapped, sleeved or enveloped and exceeds at least one of the following minimums:

### Minimum

Height: 6  $\frac{1}{8}$ "

Height: 3"

Length: 11  $\frac{1}{2}$ "

Length: 6"

Thickness:  $\frac{1}{4}$ "

Thickness:  $\frac{1}{4}$ "

### Maximum

Height: 12"

Height: 17"

Length: 15"

Length: 34"

Thickness:  $\frac{3}{4}$ "

Thickness: 17"

Thank you





# Mail Forum

## Consolidated Mail Operations

Serving Government. Serving Virginians.

# Matt Manion

## DPS Contract Officer



Serving Government. Serving Virginians.