

general commingle schedule

POOL	DATA DUE*	PICK-UP DATE**	POSTAGE DUE***
MON/TUE/WED	Thur. AM before Pool	9am Thur. before Pool	Thur. AM before Pool
THUR/FRI/SAT	Mon. AM before Pool	9am Tues. before Pool	Mon. AM before Pool

* Data due date is based on commingle ready files.

** Firebird Presort will pick-up starting at 9am. Please contact Customer Service if product will not be ready at time of pick-up to make alternate arrangements.

If needed, Firebird Presort will supply pallet flags and BOL for material pick-up/delivery.

If full truck loads are ready prior to pick-up date, then earlier arrangements can be made.

*** N/A if paying by CAPS.

data files

ACCEPTABLE FORMATS (Commingle Ready Files)

- IMB string in txt or csv file
 - Mail.dat
 - ASCII Fixed Length with Record Layout
 - Delimited File with Header Record
- Please advise if you have a format that is not listed above.
- Data file(s) must contain the following fields:
 - ◆ **Batch Field** if there are more than 1 batch/version(s) in the same file.
 - ◆ **Unique** IMBs required on all pieces, including nonauto.
 - Data file(s) must be NCOA'ed[†] and CASS Certified, and reports must be sent/posted with the data files.
- [†] Or other Move Update compliance must be met and documentation provided.
- No Optional Endorsement Line is required.

intelligent mail® barcode

IMb™ Fields

- Barcode Identifier - Please use 00
- Service Type Identifier
 - ◆ Please use FULL Service Codes, i.e. 261 or 271 for automated records, and Nonauto Codes, i.e. 301 or 311 for nonautomated records.
- Mailer ID
- Serial Number
 - ◆ This must be **unique**, similar to Full Service requirements.
 - ◆ **Unique** IMBs cannot be repeated in another cell within the same pool.
- Routing Code (Zip Code, +4 and delivery-point code)



COMMINGLE OVERVIEW

sign-offs & mail piece attributes

- Please send pdf of sign-offs (auto & nonauto records) to Firebird Presort prior to production to ensure IMBs are correct. (Recommended)
- Mail specs (length, width, thickness & weight) or 10 samples of mail piece must be provided with Data Files.

production

- Please fill out Order Entry for each job submitted.
- Mail should be supplied in high-to-low zip code order (preferred). Low-to-high zip order is also acceptable.
- Pallets must be marked with your Job # & Version, and starting and ending zip codes.

postage

- See above for postage due date.
- A permit must be opened and active in Bellmawr, NJ 08031, unless mailing out of Firebird Presort's permit 1686.
- For CAPS accounts, please allow enough time for the permit to be linked.