

### Option 3

I am only tracking a sampling of my mailing through trackmymail and will use my software to encode the file and create my Intelligent Mail Barcodes.

We provide you with following to use on each tracked piece in the mailing:

1. Barcode ID
2. Service ID
3. Mailer ID
4. Tracking ID range

You will generate the Intelligent Mail Barcode values for all non-tracked mail pieces. Please keep in mind when creating your non-tracking Intelligent Mail Barcodes that trackmymail's Confirm Subscriber ID (or Mailer ID) **can not** be used. **You will use your own Mailer ID number instead.** The Mailer ID (also called MID or Mailer Identifier) is a 6-digit or 9-digit number that identifies you as a mailer.

Example breakdown: IMB for a First Class letter for a tracked piece (with Tracking ID assigned by trackmymail.com):

00	040	000803	007248308	39370765229
Barcode ID	Service ID	trackmymail Mailer ID	Tracking ID	Postnet

Example breakdown: IMB for a non-tracked piece (Standard Mail):

00	702	000001	000000000	39370765229
Barcode ID	Service ID	Your Mailer ID	Tracking ID	Postnet

*Note: trackmymail recommends tracking each piece in your mailing. If sampling is required, it is the mailers ultimate responsibility to adhere to the Intelligent Mail Barcode requirements for non-tracked pieces. Please refer to <https://ribbs.usps.gov> for detailed specifications and requirements.*

The screenshot shows a web-based interface for job information. It includes fields for Job ID, Job Title, Date Mailed (11/22/2007), In-Home Date Start/End, Class & Size of Mail (Periodical Letters), Total Pieces Mailed (3000), and Tracked Pieces (3000). There are checkboxes for reports and a 'Next' button at the bottom right. Two red boxes highlight assigned TrackingID ranges: '003031886 - 003034885' and '003031886 - 003034885'. Arrows point from these boxes to a larger red box containing the text: 'You have been assigned the following TrackingID ranges: 003031886 - 003034885. Right-click and select "Save target as..." to download this file now?'

To upload a Mailing Detail Data file (tracked pieces only)

### Upload File Format

Mailing detail files being uploaded for IMBs should appear in the format specified below. Field sizes shown are the maximum field size accepted. The columns must be either tab or comma delimited (.txt or csv). Fixed formatted files will not be accepted.

The file provided must have 20 fields. Fields 1-3 must be populated. The additional fields such as name, address, etc., can be utilized to enhance the reporting available the single piece report.

Please note that optional fields (through Field 20) must be represented, even if they are not populated. You may use headers in your uploaded file.

Column	Type	Max Size	Required/Optional
Customer Unique Identifier	Alpha/num	20	Required
Postnet	Numeric	11	Recommended*
IMB (left 20 chars, excludes postnet)	Numeric	20	Reserved <i>(blank if TMM is performing file encoding)</i>
Greeting	Alpha/num	10	Optional
First Name	Alpha	50	Optional
Middle Initial	Alpha	2	Optional
Last Name	Alpha	50	Optional
Suffix	Alpha	10	Optional
Full Name	Alpha	100	Optional
Company	Alpha	50	Optional
Title	Alpha	50	Optional
Address 1	Alpha	128	Optional
Address 2	Alpha	128	Optional
City	Alpha	50	Optional
State	Alpha	2	Optional
Zip	Numeric	10	Optional
User Defined 1	Alpha/num	100	Optional
User Defined 2	Alpha/num	100	Optional
User Defined 3	Alpha/num	100	Optional
TMM-JobId	Numeric	8	Optional * Required for separate FTP uploads only

\* Records that are uploaded without a value in the Postnet field will not be included in any reports driven by ZIP (i.e State, ZIP3, ZIP5, etc). This will result in the reports appearing to be out of balance.

The Customer Unique Identifier is defined by you. Use a unique number that you will recognize for each record like a customer or account number.

The Postnet must be 5, 9, or 11 digits. Check digits are not included. Do not pad with zero's.

Click [here](#) to see a sample file:  
[Uploaded data \(simple format\).](#)  
[Uploaded data extended format with mailing detail data.](#)

## Uploading the File

1. Create a tab-delimited or Comma delimited file as specified.
2. Save your file locally as a .txt or .csv file.
3. Click on the "Uploads" tab in your account, and select the job name from the drop down list of jobs
4. Browse for your file and select it.
5. Enter the email address where all email notifications for file uploads
6. Select DO NOT Encode File
7. Click the Upload File button at the bottom of the screen.
8. Your upload is complete.
9. **-IMPORTANT-** You may revise this data at any time by uploading a modified file and selecting the replace option. This will replace the existing information.

You will receive an email from [customerservice@trackmyemail.com](mailto:customerservice@trackmyemail.com) after you upload your file. This will indicate a successful upload, or notify you of any problem.  
If you need assistance, please contact Customer Service at 888-444-9972, ext 1043 or [customerservice@trackmyemail.com](mailto:customerservice@trackmyemail.com).

---