

6 Special Programs

610 Global Direct Service

611 Global Direct — Canada Admail

611.1 Description

Global Direct — Canada Admail is an international mail service that is available on the basis of a service agreement between the Postal Service and a qualifying mailer. Under this service, a mailer must enter identical printed matter items that meet the applicable eligibility, makeup, and preparation requirements for Canadian Post domestic Addressed Admail service. The Postal Service transports the items to Canada for entry into that country's domestic mail system. The mailer is responsible for ensuring that the items meet Canada Post Corporation's makeup and preparation requirements.

611.2 Qualifying Mailers and Mailing Locations

611.21 Qualifying Mailers

Qualifying mailers must agree to mail a minimum of 25,000 Admail items or 250 pounds with at least 1,000 pieces per mailing. All tendered mailpieces must conform to the applicable makeup and preparation requirements for Canadian domestic mail, as specified by Canada Post Corporation (CPC). CPC-certified sortation and address accuracy software is required.

611.22 Mailing Locations

Mailings may be deposited only at the following offices as specified in the service agreement:

JOHN F KENNEDY AIRPORT MAIL CENTER
JOHN F KENNEDY INTERNATIONAL AIRPORT
BUILDING 250
JAMAICA NY 11430-9998

NEW JERSEY INTERNATIONAL BULK MAIL CENTER
US POSTAL SERVICE
80 COUNTY RD
JERSEY CITY NJ 07097-9998

BUFFALO AUXILIARY SERVICE FACILITY
 BUFFALO PROCESSING AND DISTRIBUTION CENTER
 1200 WILLIAM ST
 BUFFALO NY 14240-9998

DETROIT PROCESSING AND DISTRIBUTION CENTER
 US POSTAL SERVICE
 1401 W FORT
 DETROIT MI 48233-9997

JT WEEKER INTERNATIONAL SERVICE CENTER
 US POSTAL SERVICE
 OHARE INTERNATIONAL AIRPORT
 514 EXPRESS CENTER DR
 CHICAGO IL 60688-9998

SEATTLE PROCESSING AND DISTRIBUTION CENTER
 US POSTAL SERVICE
 2454 OCCIDENTAL AVE S
 SEATTLE WA 98134-9997

611.3 Postage

611.31 Rates

The rate of postage is determined by size, weight, and level of the items being mailed as specified in [Exhibit 611.3](#). Global Direct postage dollars may be added to the ISAL/IPA total for the purpose of determining the discount earned; however, the discount will not be applied to the Global Direct — Canada published rates.

Exhibit 611.3

Canada Admail Rates

Letter Carrier Presort (LCP)	Standard	Large
Up to First 1.76 oz. (0.11 lbs.) (50 grams)		
Delivery Mode Direct	\$0.216	\$0.267
Delivery Facility	\$0.245	\$0.296
DCF	\$0.245	\$0.296
Residue	\$0.304	\$0.354
Over 1.76 oz. (0.11 lbs.) (50 grams) Per additional pound	\$0.548	\$0.713
National Distribution Guide (NDG)	Standard	Large
First 1.76 oz. (0.11 lbs.) (50 grams)	\$0.275	\$0.325
Over 1.76 oz. (0.11 lbs.) (50 grams) Per additional pound	\$0.548	\$0.713

Note: An extra charge of 3.5 cents may be charged for the number of items not meeting address accuracy requirements.

Mailers spending \$2 million or more for IPA, ISAL, and Global Direct — Canada Admail will receive a 5 percent discount. Mailers spending over \$5 million receive a 10 percent discount and a 15 percent discount for over \$10 million. The discount is calculated on the mailing statement.

611.32 **CPC Size Definitions**

Every item must meet size and weight requirements for its type. The size standards are as follows:

	Weight and Size Limits		
	Length	Width	Thickness
Cards/Envelopes			
Standard (Short/Long) Items			
Minimum	5 1/2 in. (140 mm)	3 9/16 in. (90 mm)	.007 in. (0.18 mm.)
Maximum	9 5/8 in. (245 mm)	5 7/8 in. (150 mm)	3/16 in. (5 mm)
Large (Oversized) Items	14 7/8 in. (380 mm)	10 9/16 in. (270 mm)	13/16 in. (20 mm)
Other Items *			
Standard (Short/Long) Items			
Minimum	3 15/16 in. (100 mm)	2 3/4 in. (70 mm)	.007 in. (0.18 mm)
Maximum	9 5/8 in. (245 mm)	5 7/8 in. (150 mm)	3/16 in. (5 mm)
Large (Oversized) Items	14 7/8 in. (380 mm)	10 9/16 in. (270 mm)	13/16 in. (20 mm)
Maximum Weight	17.6 oz. (500 grams)		

* Other items are defined as items other than cards and envelopes.

611.33 **Postage Payment Method**

Postage must be paid through an advance deposit account. Qualifying mailers have the option of placing a CPC permit imprint on their mailpieces in combination with a Canadian return address or a customer specific Postal Service permit imprint in combination with a domestic U.S. return address.

611.34 **Postage Statement**

Mailers must compute the total postage on PS Form 3656, *Postage Statement — Global Direct Canada Admail*, furnished by the Postal Service. A separate postage statement must be prepared for each individual mailing.

611.4 **Preparation Requirements**

Mailers are responsible for ensuring that items tendered under the Global Direct — Canada Admail service comply with CPC's domestic mail preparation requirements.

611.5 Ancillary Services

611.51 Business Reply Service

This service provides for the return of Canadian business reply mail through the Postal Service to a specified address in Canada. Detailed specifications for this service are contained in Publication 524, *Global Direct — Canada Admail*. The rates for this service are \$0.45 for items not weighing over 1.06 ounces (30 grams) and \$0.65 for items weighing over 1.06 ounces (30 grams) but not over 1.76 ounces (50 grams).

611.52 Return of Undeliverable Mail

Mailers using a Canadian identity (Canadian indicia and return address) may have undeliverable items returned to the U.S. through a Canadian return address. The sender must endorse items "Return Postage Guaranteed" and use the return address specified by the Postal Service. The rates are:

Weight (not over)	Rate
3.52 oz. (100 grams)	\$0.80
7.04 oz. (200 grams)	\$1.32
17.60 oz. (500 grams)	\$2.09

If a U.S. permit is used, returned items are subject to the applicable surface printed matter postage that would have been paid from the United States to Canada.

611.6 Advance Notification

Mailers who are interested in using the Global Direct — Canada Admail service must furnish the following information to the Postal Service at least 10 business days prior to their first planned mailing date:

- a. Customer's name and address.
- b. Proposed initial mailing date and frequency.
- c. Mailing location.
- d. The type of items, including size and weight, that will be mailing.
- e. Number of items in the proposed mailing.
- f. Mail sort option used.
- g. The mailing equipment that the customer intends to use to prepare items.
- h. Ancillary services used.

All correspondence pertaining to Global Direct — Canada Admail service should be directed to:

MANAGER INTERNATIONAL PRODUCT DEVELOPMENT
 US POSTAL SERVICE
 1735 N LYNN ST RM 2020
 ARLINGTON VA 22209-6021

611.7 Service Agreement

Based on the mailer's input, the Postal Service prepares a service agreement to cover the projected mailing(s). This agreement stipulates the conditions of mailing. Concurrent with the preparation of the service agreement, instructions are issued to the designated Post Office of entry regarding the acceptance and verification of the prospective customer's mailpieces.

612 Global Direct — Canada Publications Mail**612.1 Description**

Global Direct — Canada Publications Mail is an international mail service that is available on the basis of a service agreement between the Postal Service and a qualifying mailer. Under this service, a mailer must enter newspaper and periodical items that meet the applicable eligibility, makeup, and preparation requirements for Canada Post's domestic Publications Mail. The Postal Service transports the items to Canada for entry into Canada's domestic mail system. The mailer is responsible for ensuring that the items meet Canada Post's makeup and preparation requirements.

612.2 Qualifying Mailers and Mailing Locations**612.21 Qualifying Mailers**

Qualifying mailers must agree to mail a minimum of 10,000 items or 250 pounds for delivery to Canadian addresses per mailing. All tendered mailpieces must conform to the applicable eligibility, makeup, and preparation requirements for Canadian domestic mail, as specified by Canada Post. Specialized sortation software and address accuracy software that is recognized by Canada Post is required.

612.22 Mailing Locations

Mailings may be deposited only at the following offices as specified in the service agreement:

JOHN F KENNEDY AIRPORT MAIL CENTER
JOHN F KENNEDY INTERNATIONAL AIRPORT
BUILDING 250
JAMAICA NY 11430-9998

NEW JERSEY INTERNATIONAL BULK MAIL CENTER
US POSTAL SERVICE
80 COUNTY RD
JERSEY CITY NJ 07097-9998

BUFFALO AUXILIARY SERVICE FACILITY
BUFFALO PROCESSING AND DISTRIBUTION CENTER
1200 WILLIAM ST
BUFFALO NY 14240-9998

DETROIT BULK MAIL CENTER
US POSTAL SERVICE
17500 OAKWOOD BLVD
ALLEN PARK MI 48101-9755

JT WEEKER INTERNATIONAL SERVICE CENTER
 US POSTAL SERVICE
 OHARE INTERNATIONAL AIRPORT
 514 EXPRESS CENTER DR
 CHICAGO IL 60688-9998

SEATTLE BULK MAIL CENTER
 US POSTAL SERVICE
 34301 9TH AVE S
 FEDERAL WAY WA 98003-6721

612.3 **Postage**

612.31 **Rates**

The rate of postage is determined by the weight and level of sortation of the items mailed, as specified below:

Letter Carrier Presort (LCP)	Rate
Up to First 7.04 oz. (0.44 lbs.) (200 grams)	
Delivery Mode Direct	\$0.259
Delivery Facility	\$0.295
DCF	\$0.295
Residue	\$0.462
Over 7.04 oz. (0.44 lbs.) (200 grams)	\$0.555
Per additional pound	
National Distribution Guide (NDG)	Rate
First 3.52 oz. (0.22 lbs.) (100 grams)	\$0.347
Over 3.52 oz. (0.22 lbs.) (100 grams)	\$0.720
Per additional pound	

Global Direct postage dollars may be added to the ISAL/IPA total for the purpose of determining the discount earned; however, the discount will not be applied to the Global Direct — Canada published rates.

612.32 **Canada Post Size Definition**

Size	Minimum	Maximum
Per piece	5.5 in. x 3.35 in. x .007 in.	N/A
Per bundle	N/A	Length + girth: 78.7 in. Greatest dimension: 23.6 in. Height: 7.8 in.
Per roll	N/A	Length + 2 x diameter: 41 in. Greatest dimension: 35.4 in.
Per folded newspaper	N/A	14.25 in. x 11 in. x 6.4 in.
Weight	Minimum	Maximum
Per piece	N/A	3 lbs.
Per bundle	N/A	55 lbs.

612.33 Postage Payment Method

Postage must be paid through an advance deposit account. Qualifying mailers must have the following information printed on one of the first five or last five pages of each newspaper or periodical issue:

- a. The words "Agreement Number 03429792."
- b. The Canadian address to which change of address information and the address blocks of undeliverable copies should be sent. (The Postal Service will provide this address if the mailer does not have a Canadian return address.)

If the publication is mailed under cover, the information outlined above must be clearly visible on the outside of the envelope or, if clear-wrapped, on the front or back cover of the publication.

612.34 Postage Statement

Mailers must complete the total postage on PS Form 3651-LP, *Postage Statement — International Letter-post Permit Imprint*, and attach a completed worksheet, PS Form 3657, *Global Direct — Canada Publications Mail*. Both of these forms are provided by the Postal Service. A set of separate postage statements must be prepared for each individual mailing.

612.4 Preparation Requirements

Mailers are responsible for ensuring that newspapers and periodicals tendered under the Global Direct — Canada Publications Mail service comply with Canada Post's domestic mail preparation requirements.

612.5 Ancillary Services**612.51 Business Reply Service**

This service provides for the return of Canadian business reply mail through the Postal Service to a specified address in Canada. Detailed specifications for this service are contained in Publication 524, *Global Direct — Canada Admail*. The rates for this service are:

- a. \$0.45 for items weighing 1.06 ounces (30 grams) or less.
- b. \$0.65 for items weighing more than 1.06 ounces (30 grams) but not more than 1.76 ounces (50 grams).

612.52 Return of Undeliverable Mail

Only the address block of the publication will be returned. The rate for this service is \$0.50 per address block returned.

612.6 Service Agreement

Before the first mailing, mailers must complete and submit PS Form 3681, *Global Direct Service Agreement*, 14 days prior to their planned mailing date. The Global Direct Service Agreement can be found in Publication 524, *Global Direct — Canada Admail*, or on the Postal Service Web site. Concurrent with the establishment of the agreement, instructions are issued to the designated

Post Office of entry regarding the acceptance and verification of the prospective customer's mailpieces.

612.7 **Advance Notification**

Mailers who are interested in using Global Direct — Canada Publications Mail service must complete PS Form 3682, *Global Direct Notification of Mailing*, 5 days prior to their planned mailing date. The Record of Mailing can be found in Publication 524, *Global Direct — Canada Admail*, or on the Postal Service Web site.

620 **Postal Qualified Wholesaler Program**

621 **Description**

The Postal Qualified Wholesaler Program of the United States Postal Service establishes relationships between the Postal Service and wholesalers of international mail so that the business of both parties is increased through worksharing and volume pricing. Any Postal Qualified Wholesaler using a representative or agent must ensure that the representative or agent adheres to the same rules and regulations of the Postal Qualified Wholesaler Program when preparing and tendering qualified international mail to the Postal Service.

622 **Pricing**

A Postal Qualified Wholesaler will receive rates from the Postal Service, including applicable volume rates or an International Customized Mail rate, if special circumstances warrant, for any available service offered by the Postal Service for its use in submitting bids to customers.

623 **Qualifying as a Wholesaler**

623.1 **Letter of Request**

Any company desiring to be a Postal Qualified Wholesaler must submit a letter of request to:

MANAGER INTERNATIONAL PRODUCT DEVELOPMENT
US POSTAL SERVICE
1735 N LYNN ST RM 2020
ARLINGTON VA 22209-6021

The letter must demonstrate how a company meets the criteria listed in 623.2. The company must certify that it is not disqualified from being a Postal Qualified Wholesaler under the guidelines listed in 623.3 and state that it agrees to all of the terms and conditions of the Postal Qualified Wholesaler Program. The Postal Service will make the final determination of who shall be a Postal Qualified Wholesaler.

623.2 Criteria

The wholesaler:

- a. Must have a minimum of one year of experience as an international or domestic mail consolidator, presorter, or letter shop.
- b. Must have realized at least \$1 million in gross international revenues with the Postal Service in the most recent calendar year for services it provided in connection with mail that originated in the United States.
- c. Must use a permit imprint that is allowable under the postage payment systems referenced in *Domestic Mail Manual (DMM)* P910, P920, and P930. The wholesaler may use its own permit or that of its customers. If the wholesaler uses the customer's permit, then the wholesaler and its agent must specify to the Postal Service the permit numbers used and provide an additional itemized report identifying the volume and revenue for each international mailing.
- d. Must have the ability to collect international mail at customers' facilities on a daily (Monday through Friday) basis. If the wholesaler and its agent provide pick-up of mail on Saturdays, Sundays, and/or holidays, it must state those days it provides pick-up service.
- e. Must perform the actual handling and preparation of the international mail prior to tendering to the Postal Service in accordance with the applicable mail makeup requirements, maintain a processing facility and staff to provide the services described herein, and state the address and square footage of the facility and the number of persons employed who are involved in the handling and preparation of international mail.
- f. Must have experience, capability, and knowledge to presort, pouch, or otherwise containerize the customer's international mail per the Postal Service requirements for any available service offered by the Postal Service.
- g. Must have the ability to transport and tender the international mail to an agreed-upon Postal Service acceptance point.
- h. Must give at least the following percentages of its gross revenue from international mailing to the Postal Service:
 - (1) First year of qualification: At least 75%.
 - (2) Second year of qualification: At least 85%.
 - (3) Third year and subsequent years of qualification: At least 90%.
- i. Must be familiar with or take steps to comply with the Malcolm Baldrige National Quality Award Program and/or ISO 9000 certification. If a wholesaler has ISO 9000 certification, it must state the date of such certification and provide a copy of its certification award to the Manager, Postal Qualified Wholesalers.

Note: Any Postal Qualified Wholesaler using a representative or agent must ensure that the representative or agent adheres to the rules and regulations of the Postal Qualified Wholesaler Program when preparing and/or tendering qualified international mails to the Postal Service.

623.3 **Disqualification**

Any wholesaler will be disqualified as a Postal Qualified Wholesaler if it does not meet any of the following conditions:

- a. Must first recommend Postal Service services to its customers who request international mailing services.
- b. Must use the level of Postal Service international service that the customer requires and for which the customer has paid.
- c. Neither the wholesaler, a subsidiary, an affiliate, an agent, nor a parent company can be:
 - (1) On the List of Parties Excluded from Procurement Programs of the Postal Service and the United States Government.
 - (2) A licensed wholesaler or consolidator of any foreign postal administration, or owned by or a division of any foreign postal administration.
 - (3) A direct competitor of the Postal Service domestically or internationally that provides expedited or parcel delivery services or air transportation services.
 - (4) Must not be in arrears for any amount due to the Postal Service.
- d. Gross revenue from non-Postal Service mail included in 623.2h does not include revenues which the wholesaler, a subsidiary, an affiliate, or a parent company receives for remail when the wholesaler's customer selects the remail service and directs the wholesaler to use the remail service.
- e. The wholesaler shall describe any value-added services provided in addition to collection, sortation, and tendering of international mail. For any value-added service, the wholesaler must state how it meets the requirements of 623.2e and must specify if the value-added services are completed in-house or are subcontracted.

624 **Benefits**

624.1 **Qualified List**

The Postal Service will maintain a list of Postal Qualified Wholesalers. The list shall be distributed upon request to any person who indicates a need for an international wholesaler. The list shall include all services that the wholesaler provides in addition to collection, sortation, and tendering of international mail.

624.2 **Preapproved Advertising**

A wholesaler may state that it has been qualified as a Postal Qualified Wholesaler of the Postal Service. Any use of the Postal Service logo or any Postal Service trademark or advertising material, including letterhead and stationery, stating that the wholesaler has been qualified by the Postal Service must be approved in advance and in writing by the Manager, Postal Qualified Wholesalers.

624.3 Right of First Refusal

Postal Qualified Wholesalers must give the Postal Service the first opportunity to handle any international mail originating in the United States that it receives from its customers. This includes giving the Postal Service the first opportunity to quote prices for handling mail that is the subject of a formal or informal request for proposals or quotes from a customer. If the services of a wholesaler are needed, the Postal Service may request competitive bids from all Postal Qualified Wholesalers when it quotes prices for handling international mail that is the subject of a formal or informal request for proposals or quotes from a customer.

625 Length of Qualification**625.1 Approval Period**

Each wholesaler will be qualified for a period of two years. At the end of that two-year period the Postal Service must again qualify the wholesaler.

625.2 Disqualification

If the Postal Service discovers at any time, by whatever means, that the wholesaler has not complied with any of the terms and conditions herein, the Manager, Postal Qualified Wholesalers will send the wholesaler written notice via Express Mail that it has not complied with these terms and conditions and that it will be stricken from the list of Postal Qualified Wholesalers. The wholesaler will have three business days to respond in writing via Express Mail to the Manager, Postal Qualified Wholesalers that it should not be removed from the list and the reasons why it should not be stricken. The Postal Service will render its decision on the objection within five business days after its receipt.

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