

# 6 Special Programs

## 610 Postal Qualified Wholesaler Program

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### 611 **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.

### 612 **Pricing**

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

### 613 **Qualifying as a Wholesaler**

#### 613.1 **Letter of Request**

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

DIRECTOR OF INTERNATIONAL SALES  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 5911  
WASHINGTON DC 20260-5911

The letter must demonstrate how a company meets the criteria listed in [613.2](#). The company must certify that it is not disqualified from being a Postal Qualified Wholesaler under the guidelines listed in [613.3](#) 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.

**613.2 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 DMM 705. 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 pickup of mail on Saturdays, Sundays, and/or holidays, it must state those days it provides pickup 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 percent.
  - (2) Second year of qualification: At least 85 percent.
  - (3) Third year and subsequent years of qualification: At least 90 percent.
- 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 of 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.

**613.3 Disqualification**

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

- a. The wholesaler must first recommend Postal Service services to its customers who request international mailing services.
- b. The wholesaler 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) An entity on the System of Award Management (SAM), available at [www.sam.gov/portal/public/SAM](http://www.sam.gov/portal/public/SAM).
  - (2) In arrears for any amount due to the Postal Service.
- d. Gross revenue from non-Postal Service mail included in [613.2h](#) 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 [613.2e](#) and must specify if the value-added services are completed in-house or are subcontracted.

**614 Benefits****614.1 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.

**614.2 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 of Postal Qualified Wholesalers.

**614.3 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.

## 615 **Length of Qualification**

### 615.1 **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.

### 615.2 **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 of Postal Qualified Wholesalers will send the wholesaler written notice via Priority Mail Express service 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 Priority Mail Express service to the manager of 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.

## 620 **Global Direct Entry Wholesaler Program**

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### 621 **Description**

Under the Global Direct Entry (GDE) Wholesaler Program, the Postal Service establishes relationships with certain wholesalers that tender international inbound shipments and parcels to the Postal Service after the U.S. Customs and Border Protection has cleared the items. An approved GDE wholesaler must work closely with the Postal Service and, in exchange, may be able to enter into agreements with the Postal Service to have its name included in the Postal Service website and to obtain sales leads from the Postal Service, thereby potentially increasing its business.

An approved GDE wholesaler that uses a representative or agent must ensure that the representative or agent complies with the rules and regulations of the GDE Wholesaler Program.

Prospective GDE wholesalers must meet certain criteria and must receive approval from the Postal Service before participating in the program.

### 622 **Qualifying as a GDE Wholesaler**

#### 622.1 **Eligibility Criteria**

A GDE wholesaler must meet the following eligibility criteria:

- a. Pay postage either through a permit imprint using USPS-provided Global Shipping Software (GSS) subject to the conditions stated in IMM [152.6](#) and DMM 604.5, or through a USPS-approved PC Postage Provider under DMM 604.4.

- b. Be capable on an annualized basis of paying to the Postal Service a minimum of \$100,000 in postage for any combination of Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service, Parcel Select Destination Entry, Parcel Select NDC Presort, Parcel Select ONDC Presort, Parcel Select Nonpresort, or Parcel Select Lightweight items after all discounts have been applied, exclusive of any extra services fees (e.g., insurance), for items imported into the United States and tendered to the Postal Service under the GDE Wholesaler Program.
- c. Every 6 months, provide the Postal Service with sales projections and plans for the next 36 months related to the GDE Wholesaler Program, separated into 12-month increments.
- d. Provide the Postal Service with the address(es) of its offices in the United States, or the address(es) in the United States of its agent who will be tendering items under the GDE Wholesaler Program to the Postal Service.
- e. Provide the Postal Service with the details and capabilities of the customs broker who will be involved in the importation of items to be tendered under the GDE Wholesaler Program.
- f. Provide the Postal Service with its information technology capabilities.
- g. Agree to comply with all laws in the countries and territories in which it operates.
- h. Ensure that all items tendered to the Postal Service under the GDE Wholesaler Program are prepared in accordance with all applicable requirements, including those set forth in the DMM.
- i. Agree to first recommend Postal Service products and services to its customers who request the services of the wholesaler concerning any type of inbound commercial parcel shipment.
- j. Upon the request of a customer, provide to that customer detailed reports concerning the items that the GDE wholesaler has tendered under the GDE Wholesaler Program to the Postal Service on behalf of the customer, with details of volume and revenue information, as well as any applicable tracking information.
- k. Provide a return address in the United States for items that it tenders to the Postal Service, and provide a detailed explanation of its return procedures.
- l. If it would like to use the Postal Service brand, enter into a trademark license agreement with the Postal Service. Such a trademark license agreement shall be specific to the location(s) where the GDE wholesaler will market USPS-branded products or services, and must comply with the laws and regulatory requirements of such country or countries, which may include but not be limited to registration and recording requirements. Both parties must execute the trademark license agreement before the GDE wholesaler may begin use of the Postal Service brand. Subsequent to execution of the trademark license agreement, the GDE wholesaler must provide the Postal Service with advance review of all proposed uses of the Postal Service brand.

**622.2 Letter of Request**

Any company desiring to be a GDE wholesaler must submit a letter of request to the following address:

MANAGER OF GLOBAL DIRECT ENTRY  
US POSTAL SERVICE  
2100 N 13TH ST  
READING PA 19612-9992

The letter must affirmatively certify the following:

- a. The company meets the eligibility criteria listed in [622.1](#).
- b. The company is not disqualified from being a GDE wholesaler for any of the reasons listed in [623.1](#).

Approval of a GDE wholesaler is subject to the discretion of the Postal Service. If the Postal Service rejects a company's request to participate in the GDE Wholesaler Program, the Postal Service's manager of Global Direct Entry will notify that company by e-mail that the request is not approved. A wholesaler who receives such notification may, within 7 days of receiving such notification, submit an appeal by e-mail to the Postal Service's director of International Sales at [globaldirect@usps.com](mailto:globaldirect@usps.com). The decision of the Postal Service's director of International Sales concerning the appeal is administratively final.

**622.3 Length of Qualification — Approval Period**

Each GDE wholesaler will be qualified for a period of 1 year. At the end of that 1-year period, the GDE wholesaler must submit another letter of request to the Postal Service's manager of Global Direct Entry in accordance with [622.2](#).

**623 Disqualification as a GDE Wholesaler****623.1 Determining Factors**

The Postal Service will disqualify any wholesaler as a GDE wholesaler for any of the following reasons:

- a. On an annualized basis, fails to pay the Postal Service a minimum of \$100,000 in postage for any combination of Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service, Parcel Select Destination Entry, Parcel Select NDC Presort, Parcel Select ONDC Presort, Parcel Select Nonpresort, or Parcel Select Lightweight items after all discounts have been applied, exclusive of any extra services fees (e.g., insurance), for items imported into the United States and tendered to the Postal Service under the GDE Wholesaler Program.
- b. Every 6 months, fails to provide the Postal Service with sales projections and plans related to the GDE Wholesaler Program for the next 36 months, separated into 12-month increments.
- c. Fails to comply with any of the eligibility criteria listed in [622.1](#).

Also, the Postal Service will disqualify a wholesaler, subsidiary, affiliate, agent, or company of the wholesaler as a GDE wholesaler for either of the following reasons:

- a. Being an entity that is listed in the System of Award Management (SAM) Exclusions Extract, which is available at [www.sam.gov/portal/public/SAM](http://www.sam.gov/portal/public/SAM).
- b. Being in arrears for any amount due to the Postal Service.

#### 623.2 **Notification of Disqualification and Appeal**

If the Postal Service discovers at any time, by whatever means, that a company that has qualified as a GDE wholesaler has not complied with any of the terms and conditions in IMM [620](#), the Postal Service's manager of Global Direct Entry will notify that company by e-mail that the company has not complied with the terms and conditions of the GDE Wholesaler Program and that the company will be stricken from the list of approved GDE wholesalers within 30 calendar days. A wholesaler who receives such notification may, within 7 days of receiving such notification, submit an appeal by e-mail to the Postal Service's director of International Sales at [globaldirect@usps.com](mailto:globaldirect@usps.com). The appeal must list the reasons why the company should not be stricken from the list of approved GDE wholesalers. The decision of the Postal Service's director of International Sales concerning the appeal is administratively final.

#### 624 **List of Qualified GDE Wholesalers**

The Postal Service maintains a list of GDE wholesalers and makes the list available on [usps.com](http://usps.com), updates it periodically, and distributes it upon request to any person who indicates a need for an international consolidator for inbound international shipments.

#### 625 **Preapproved Advertising**

A GDE wholesaler may state on advertising material that it has been qualified as a GDE wholesaler of the Postal Service, but the Postal Service's manager of Global Direct Entry must approve, in advance and in writing, the statement as it will appear on the advertising material.

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