4 Treatment of Outbound Mail

410 Postmarking

The mailing office must postmark international mail as prescribed in POM 443.3.

420 Unpaid and Shortpaid Mail

421 Check for Sufficient Postage

Carefully check the postage on all outbound mail before dispatching it from the mailing office.

422 Unpaid Mail

422.1 Unpaid Mail With a Return Address

Regardless of mail class, return to the sender each unpaid mailpiece that has a return address. Endorse the mailpiece with rubber stamp R-1300-230, *Return For…Additional Postage*.

422.2 Unpaid Mail Without a Return Address

Regardless of mail class, forward each unpaid mailpiece that doesn't have a return address to the Mail Recovery Center for proper disposition.

423 Shortpaid Mail

423.1 General Procedures at the Originating Mailing Office

When shortpaid items are returned to sender, endorse the item "Returned For…Additional Postage." Enter the amount of the deficiency.

423.2 Disposition

Once the class of mail has been determined, follow the appropriate procedures below for shortpaid outbound international mail.

423.21 Global Express Guaranteed (GXG) Shipments

Shortpaid Global Express Guaranteed (GXG) shipments must be endorsed "POSTAGE PAID" and forwarded without delay to the appropriate Global Express Guaranteed processing site. Except for items paid with Click-N-Ship postage, immediately notify the sender of the action taken and request

payment of the deficient postage. Shortpaid Global Express Guaranteed shipments paid with Click-N-Ship will be collected automatically through this system.

Note: Global Express Guaranteed shipments must not be held for postage due payment unless the deficiency can be obtained from the sender without delaying the dispatch of the shipment.

423.22 Express Mail International Shipments

423.221 Items Paid With Permit Imprint, USPS-Produced PVI Label, or EMCA

Regardless of the amount of deficiency, consider as paid in full each shortpaid Express Mail International item that is paid with a permit imprint, a USPS-produced postage validation imprinter (PVI) label, or Express Mail corporate account (EMCA), and dispatch it to the appropriate International Service Center (ISC).

423.222 Items Paid With Any Other Postage Payment Method

The disposition of a shortpaid Express Mail International item paid with a postage payment method other than a permit imprint, USPS-produced PVI label, or EMCA is based on the amount of the deficiency, as follows:

a. Shortpaid $3.50 or less: Consider the item paid and dispatch it to the country of destination.

b. Shortpaid more than $3.50: Base the disposition on whether or not the item has a return address, as follows:

(1) With a return address: Return the item to the sender. Endorse the item with rubber stamp R-1300-230, *Return For…Additional Postage*.

(2) Without a return address: Forward the item to the Mail Recovery Center for proper disposition.

423.23 Priority Mail International Parcel Items (Other Than Priority Mail International Flat Rate Envelopes and Small Flat Rate Boxes)

423.231 Items Paid With a Permit Imprint or USPS-Produced PVI Label

Regardless of the amount of deficiency, consider as paid in full each shortpaid Priority Mail International parcel item that is paid with a permit imprint or USPS-produced postage validation imprinter (PVI) label, and dispatch it to the appropriate International Service Center (ISC).

423.232 Items Paid With Any Other Postage Payment Method

The disposition of a shortpaid Priority Mail International parcel item paid with a postage payment method other than a permit imprint or USPS-produced PVI label is based on the amount of the deficiency, as follows:

a. Shortpaid $3.50 or less: Consider the item paid and dispatch it to the country of destination.

b. Shortpaid more than $3.50: Base the disposition on whether or not the item has a return address, as follows:

(1) With a return address: Return the item to the sender. Endorse the item with rubber stamp R-1300-230, *Return For…Additional Postage*.

(2) Without a return address: Forward the item to the Mail Recovery Center for proper disposition.

Note: For Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes, see 423.24.

423.24 First-Class Mail International Items (including Postcards), First-Class Package International Service Items, Airmail M-bags, Priority Mail International Flat Rate Envelopes, and Priority Mail International Small Flat Rate Priced Boxes

423.241 Items Paid With a Permit Imprint or USPS-Produced PVI Label

Regardless of the amount of deficiency, consider as paid in full each shortpaid First-Class Mail International item (including a postcard), First-Class Package International Service item, Airmail M-bag, Priority Mail International Flat Rate Envelope, and Priority Mail International Small Flat Rate Priced Box that is paid with a permit imprint or USPS-produced postage validation imprinter (PVI) label, and dispatch it to the appropriate International Service Center (ISC).

423.242 Items Paid With Any Other Postage Payment Method

The disposition of a shortpaid First-Class Mail International item (including a postcard), First-Class Package International Service item, Airmail M-bag, Priority Mail International Flat Rate Envelope, and Priority Mail International Small Flat Rate Priced Box that is paid with a postage payment method other than a permit imprint or USPS-produced PVI label is based on the amount of the deficiency, as follows:

a. Shortpaid $1.00 or less: Consider the item paid and dispatch it to the appropriate International Service Center (ISC). Endorse the item with a T-stamp in accordance with section 451.4 of Handbook T-5, *International Mail Operations*. If a T-stamp is not available, endorse the item with a *Postage Due* stamp and enter the amount of the deficiency on the mailpiece.

b. Shortpaid more than $1.00: Base the disposition on whether or not the item has a return address, as follows:

(1) With a return address: Return the item to the sender. Endorse the item with rubber stamp R-1300-230, *Return For…Additional Postage*.

(2) Without a return address: Forward the item to the Mail Recovery Center for proper disposition.

423.3 Credit for Postage Paid

When computing the postage due on items that are returned to sender for insufficient postage, allow a credit for the postage already paid.

423.4 Parcels at Other Than Mailing Offices

Originating Network Distribution Centers (NDCs) must check for shortpaid parcels addressed to Canada and Mexico. Sectional centers and other intermediate offices, however, should not attempt to verify postage payment on parcels.

430 Improperly Prepared Mail

431 Insufficient Address

If an item is improperly addressed, but the country of destination is legibly written, dispatch it to the exchange office. The exchange office will determine whether the address is sufficient.

Note: Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items.

432 Oversized or Undersized Items

Post Office facilities must return to the sender any item that is more than the prescribed maximum size or is less than the prescribed minimum size. If the sender is not known, the item must be dispatched to the mail recovery center.

433 Oversized Cards

Return oversized cards (those exceeding 9-1/4 x 4-3/4) to the sender. If the sender is unknown, dispatch cards to the exchange office.

434 Reply-Paid Cards

a. Reply-paid cards, except International Business Reply items, are not accepted as international mail.

b. Any outbound reply-paid cards bearing foreign postage (foreign reply-paid cards) must be returned to the sender for proper U.S. postage to be affixed. If there is no return address, send cards to mail recovery center.

435 Detached Customs Declaration Forms

When a detached customs declaration form is found, attempt to locate the related package and attach the form to it. If the package cannot be located, dispose of the customs declaration form as waste.

440 Extra Services Mail — Registered Mail

441 Recording and Dispatching

Record and dispatch outbound (international) Registered Mail items in the manner prescribed for domestic Registered Mail items.

442 Registered Mail Found With Ordinary Mail

442.1 Disposition

Return to the registered mailstream any item found in the ordinary mail that has been accepted as registered by the Postal Service.

442.2 Complete the Registration Process

Enter for Registered Mail service any item on which the sender has fully prepaid the postage and the registry fee and that has been endorsed to show that registry is desired. Send a mailing receipt (see 334.1) to the sender, including a reminder to the sender that mail to be registered must be presented at the Post Office facility for that purpose.

442.3 Shortpaid Mail

If the item has not been fully prepaid, return it to the sender after indicating that it is shortpaid and must be presented for registry at a Post Office facility. If the shortpaid registered item bears no return address, cross out the sender's registry endorsement and dispatch as ordinary mail.

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