> **U.S.P.S.  STANDARD OPERATING PROCEDURE**
>
> # SCANNING THE *USPS SCAN*  BARCODE

## OVERVIEW:
Printed on PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, the *USPS Scan* barcode will be used by mailers whose shipment contain parcels with Delivery Confirmation™ or Signature Confirmation™ services.  The *USPS Scan* barcode is a type of "entry" bar code which links an electronic file number to individual parcels which contain these services.  Scanning an "entry" barcode "starts the clock" for service performance.  Effective June 8, a scan of the *USPS Scan* barcode will record the date, time, and location of acceptance for a drop shipment of parcels at a destination entry office.

These procedures will describe how to scan a *USPS Scan* barcode located on Form 8125. The handheld scanner will follow a software path specific to the *USPS SCAN* barcode.

Note:  This SOP uses the term "Form 8125" to refer to <u>all</u> versions and variations of the clearance document.  All 8125s must be dated 2001 or later.

## IDENTIFYING A *USPS SCAN* BARCODE:
Four identifiers distinguish the *USPS SCAN* barcode on Form 8125:
- Bold horizontal bars above and below the barcode.
- The words "USPS SCAN" printed in bold print directly above the barcode.
- A barcode and a human readable number (20 or 22 digits) directly below the barcode.
- "50" or "9150" printed as the first series of human readable numbers.

USPS barcodes will be located in the lower right portion of Form 8125.

Note:  Mailers will have a period of time to comply with the barcode format required in Publication 91, *Confirmation Services Technical Guide*.  Instead of *USPS Scan*, alternate formats may appear on Form 8125 during the interim.  Some 8125s may lack printed words above the barcode.  Others may contain the following text above the barcode:
- Delivery Confirmation Electronic File Number
- Confirmation Services Electronic File Number

In any case, the series of numbers beginning with "50" or "9150" and printed below the barcode will serve as the indicator that this barcode should be scanned.

## KEY POINTS TO REMEMBER ABOUT SCANNING 8125s with *USPS SCAN*:
- A scan of the barcode on Form 8125 records the date, time, and location of acceptance for a drop shipment of parcels at a destination entry office.
- As soon as the drop shipment has been unloaded, the barcode on Form 8125 must be scanned as "ACCEPTED".
- Barcodes for Delivery or Signature Confirmation services on individual parcels will be scanned at the time of delivery by the delivering employee.
- *USPS SCAN* does not guarantee delivery of parcels by a certain date or time.

**OBJECTIVE**:  To perform an acceptance scan of every *USPS SCAN* barcode on every Form 8125 that arrives at a destination entry office as a PVDS mailing for Package Services (*Parcel Select*).


**PROCEDURES FOR THE DESTINATING ENTRY OFFICE**:

1.  Refer to Pub. 804, *Drop Shipment Procedures for Destination Entry*, and follow the procedures for Destination Entry Office Acceptance.

2.  Look for a *USPS SCAN* barcode on Form 8125.

3.  Use a handheld scanner, Mobile Data Collection Device (MDCD), to scan the *USPS SCAN* barcode.

4.  Send the parcels to the appropriate distribution processing operation and provide service appropriate to Package Services.

5.  File and retain the original copy of Form 8125 for one year.

6.  Report invalid barcodes to the District Delivery Confirmation Coordinator.

7.  Access *http:/pts.usps.gov* for intranet inquiry about a specific *USPS SCAN* barcode.
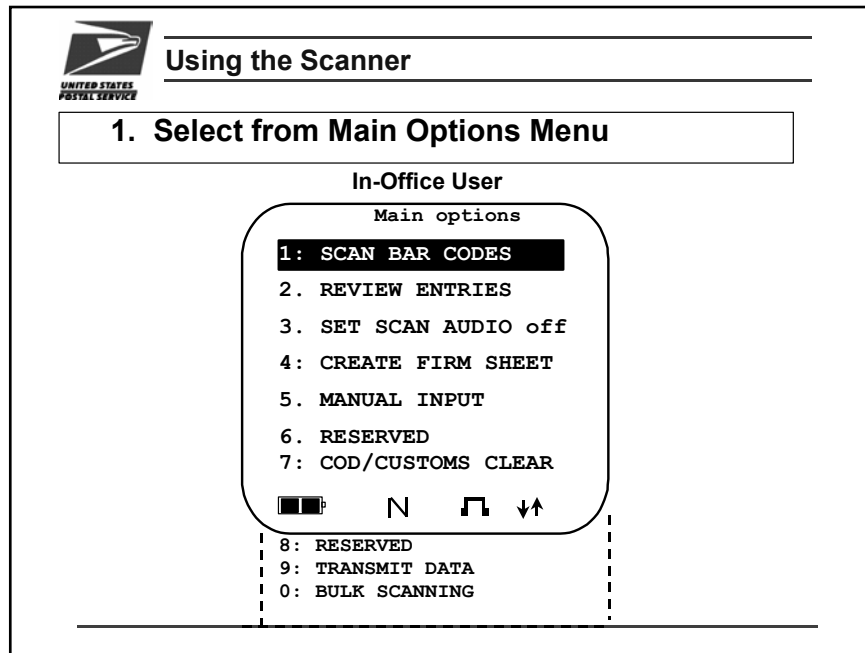

**INSTRUCTIONS FOR SCANNER SET-UP**

1.  Remove the scanner from its cradle and verify the date and time.

2.  Press **ENTER** for **1: IN-OFFICE USER.**

3.  Enter the last four digits of your Social Security number for Employee ID.

4.  Check the Assignment ZIP Code.  Press **ENTER**.

    (The supervisor will modify this ZIP Code, if necessary.)


The message, "PLEASE WAIT. . ." , will appear.  You will hear two beeps and see the message,  "SETUP COMPLETED SUCCESSFULLY!".  The screen automatically proceeds to the Main Options menu.


**Note:**  This information will remain in the scanner until changed.  If you use the same scanner daily, simply verify that the information is correct and press ENTER.

05/24/02

## SCANNING A *USPS SCAN* BARCODE

1. Select **1: SCAN BAR CODES**

```
┌─────────────────────────────────────────────┐
│  ▄▛  _____     │
│  ▟█  Using the Scanner                       │
│ UNITED STATES _____ │
│ POSTAL SERVICE                               │
│  ┌───────────────────────────────────────┐   │
│  │  1.  Select from Main Options Menu    │   │
│  └───────────────────────────────────────┘   │
│             In-Office User                    │
│      ╭──────────────────────────╮             │
│      │        Main options      │             │
│      │ ███████████████████████  │             │
│      │ 1: SCAN BAR CODES        │             │
│      │ 2.  REVIEW ENTRIES       │             │
│      │ 3.  SET SCAN AUDIO off   │             │
│      │ 4:  CREATE FIRM SHEET    │             │
│      │ 5.  MANUAL INPUT         │             │
│      │ 6.  RESERVED             │             │
│      │ 7:  COD/CUSTOMS CLEAR     │             │
│      │ ▆▆▆▌    N   ⊓   ↓↑        │             │
│      ╰──────────────────────────╯             │
│       8: RESERVED                             │
│       9: TRANSMIT DATA                        │
│       0: BULK SCANNING                        │
└─────────────────────────────────────────────┘
```

At  the Main Options menu, you will use the first option,  **1: SCAN BAR CODES**.

Since this option is already highlighted, press **ENTER** or press **1** on the scanner.

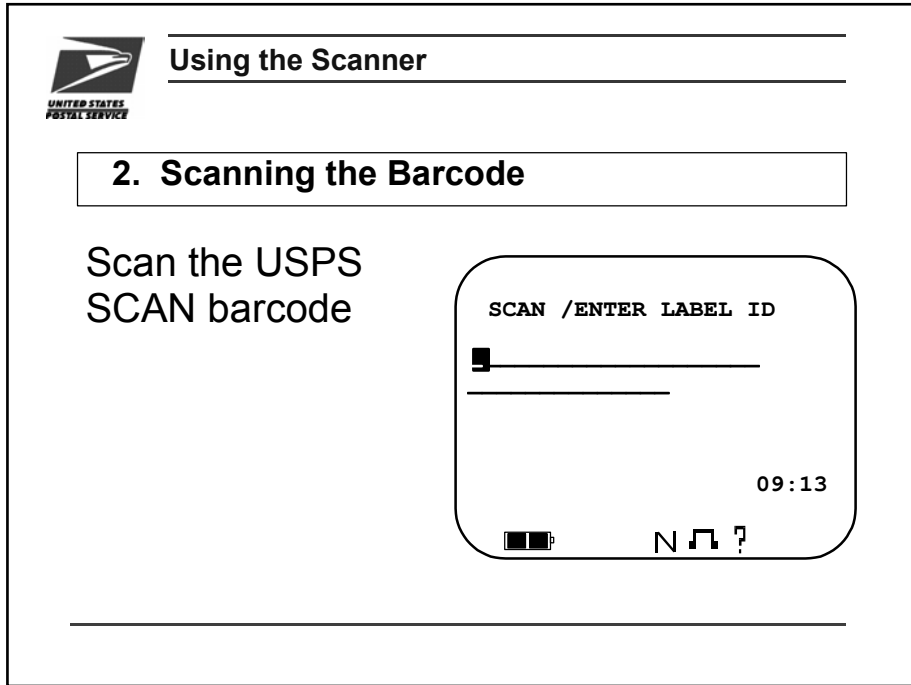**Navigation Note:** There are two ways to make menu selections:

- Press the corresponding number of the menu selection on the keypad.

**OR**

- Use the up and down arrows to move the cursor until your selection is highlighted, and then press ENTER.  (If the menu choice is already highlighted, just press ENTER.)

To move back to the previous menu use the ESC key.

3

2. Press the ON  SCAN button to wake up the scanner.

```
┌─────────────────────────────────────────────────────┐
│   ◢◤     ─────────────────────────────────────────   │
│  ◢██◤    Using the Scanner                           │
│ ████     ─────────────────────────────────────────   │
│ UNITED STATES                                         │
│ POSTAL SERVICE                                        │
│          ┌───────────────────────────────────────┐   │
│          │  2.  Scanning the Barcode             │   │
│          └───────────────────────────────────────┘   │
│                                                       │
│   Scan the USPS        ╭─────────────────────────╮   │
│   SCAN barcode         │  SCAN /ENTER LABEL ID    │   │
│                        │                          │   │
│                        │ ■_____         │   │
│                        │  _____         │   │
│                        │                          │   │
│                        │                          │   │
│                        │                09:13     │   │
│                        │                          │   │
│                        │  ■■▯       N ⊓ ?         │   │
│                        ╰─────────────────────────╯   │
│                                                       │
│          ─────────────────────────────────────────   │
└─────────────────────────────────────────────────────┘
```

- Hold the scanner window 4-6 inches from the *USPS SCAN* barcode.

  **WARNING:  Do not look directly into the laser light.  Direct long term exposure may cause eye damage.**

- Aim the scanner so that the red laser line projects horizontally across the barcode on the label.  You may need to adjust the distance between the scanner and the label until the scanner beam crosses the entire barcode.

  A scan is successful when you see the green decode light go on and hear a beep.

- Press **ENTER** after you have scanned the barcode.

**Using the Scanner**

---

## 3.  Accepting Barcode Data

Press **"3"** or use
the arrow key to
highlight **ACCEPT**
and press ENTER

```
CONFIRMATION EVENTS
1: DELIVERED
2: ATTEMPTED
3: ACCEPT
4: REFUSED
5: UNDELIV AS ADDRSSD
6: FORWARDED
7: ARRIVAL AT UNIT
```

---

**Using the Scanner**

---

## 4.  Selecting the Product Code

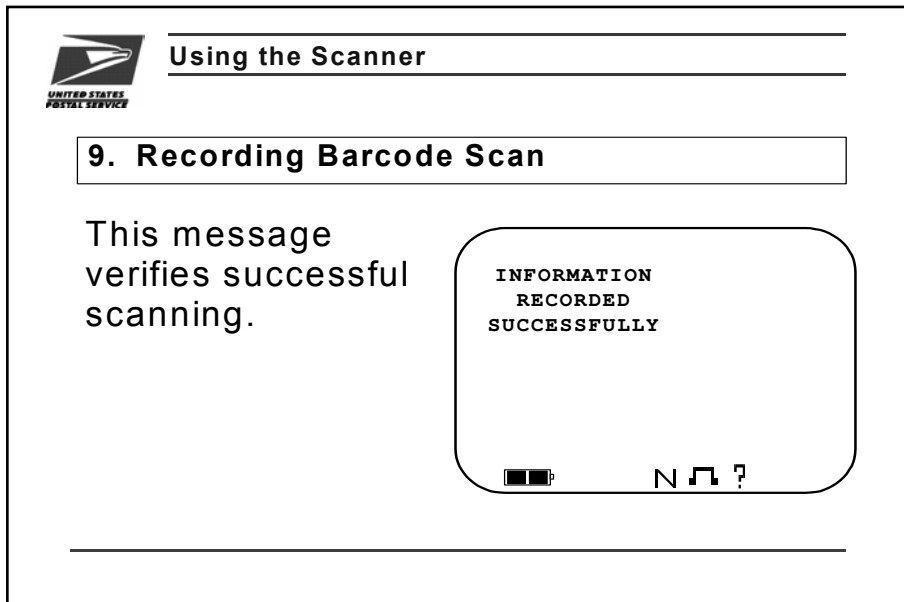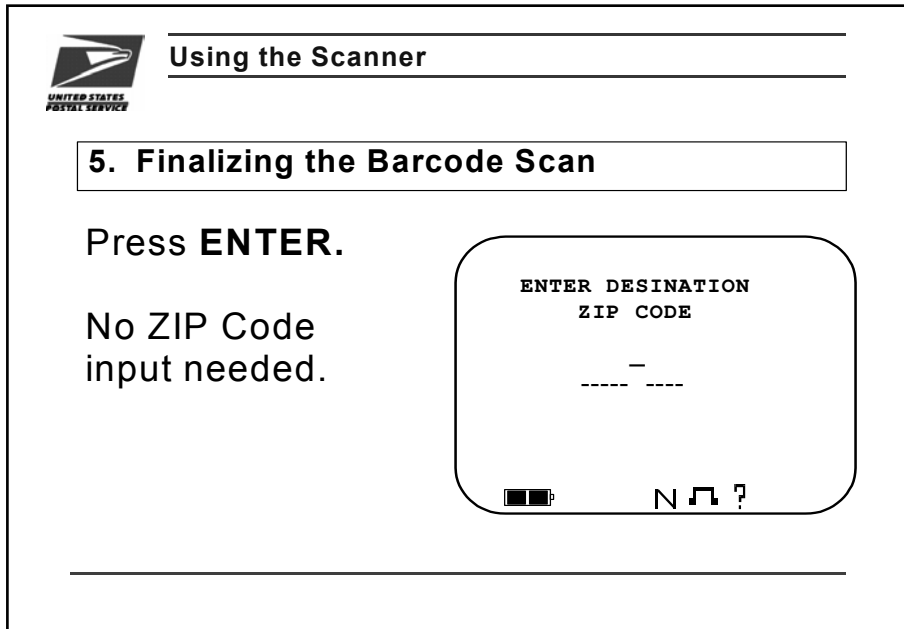Press "**3**" or use
the arrow key to
highlight **PARCEL**
and press ENTER

```
PRODUCT CODES

1: PRIORITY MAIL
2: EXPRESS MAIL
3: PARCEL
```

You are now at the "ENTER DESTINATION ZIP CODE" Screen.

Press **ENTER**.  Do not enter a ZIP Code**.**

---

**Using the Scanner**

---

| **5.  Finalizing the Barcode Scan** |
|---|

Press **ENTER.**

No ZIP Code
input needed.

> ENTER DESINATION
> ZIP CODE
>
> _____  _ ____
>
> ◼️◼️▷     N ⎍ ?

---

---

**Using the Scanner**

---

| **9.  Recording Barcode Scan** |
|---|

This message
verifies successful
scanning.

> INFORMATION
> RECORDED
> SUCCESSFULLY
>
> ◼️◼️▷     N ⎍ ?

---

You will receive a message verifying the information was successfully entered**.**

**Note:** The mailbox icon, ⬚ , now appears on the screen.  This indicates that there is data stored in the scanner.  The mailbox icon remains on the screen until the scanner is placed in the cradle and the data is successfully transmitted to the central database.

---

**Using the Scanner**

---

| **Scanning Error** |
| --- |

If a bar code is not valid, or only partially scanned, you will receive the error message 'INVALID BAR CODE LABEL ENTERED'.

Return to the Scan/Enter Label ID prompt. Either rescan, or manually enter the numbers printed directly below the bar code.

```
       ERROR

      INVALID
  BAR CODE LABEL
     ENTERED


 ▮▮▯        N ⊓ ?
```

---

## MANUAL ENTRY OF *USPS SCAN* BARCODE INTO THE SCANNER

In cases where you are unable to scan the *USPS SCAN* barcode, you can use the keypad to enter the human-readable information printed under the barcode.

To enter the numbers, use the SHIFT button so that the "**N**" is visible on the screen.

Press the ENTER button after you have manually entered the USPS SCAN numbers.

Verify the human readable information was input correctly, then press ENTER again to record the information.

**SUMMARY OF SCANNING STEPS FOR *USPS SCAN* BARCODE**:

1. Remove the scanner from its cradle.

2. Make sure there isn't a mailbox logo at the bottom of the screen.
   - If there is, bring the scanner to your supervisor.

3. Verify Date and Time on scanner.
   - If date and time are correct, press **ENTER**.
   - If date and time are incorrect, notify supervisor.

4. At SETUP screen, select **1: IN-OFFICE USER**. Press **ENTER.**

5. At USER DATA screen, enter the last four digits of your social security number as EMPLOYEE ID. Do not modify the ASSIGNMENT ZIP CODE. Press **ENTER.**

6. From MAIN OPTIONS screen, select **1: SCAN BAR CODES.** Press **ENTER**.

7. Press the **ON SCAN** button to scan the barcode.

8. Check Label ID that appears on screen. Press **ENTER**.

9. Select Event Code: **3: ACCEPT**.

10. Select Product Code: **3: PARCEL**.

11. At the Destination ZIP Code screen, select **ENTER.** Do not enter a ZIP Code.

12. You will receive a message verifying the information was recorded successfully.

13. Place the scanner in its cradle when scanning tasks are completed and the data will be uploaded.


Let's give it a try! From the Main Options screen, select **1:Scan Bar Codes**.

Scan the barcode below.     Next, practice a manual input of the 22 numbers.



**USPS SCAN**

9150 0268 3733 1000 0001 14