

Instructions

For more detailed instructions for completing this form, refer to Handbook PO-423, *Requisitioning Labels*.

Header Data

SET NUMBER — Blocks 10 – 12

The user selects a 3-digit number to be assigned to each new collated set of labels or unique bulk mailer order and must record this number when updating or deleting a collated set in the future.

SET TYPE — Block 15

Select "D" for sets printed from DMM labeling lists, "T" for temporary orders, "C" for collated sets, or "S" for scheme cards.

ACTIVITY CODES — Block 16

- (N) **New** — Select for data based sets only. This indicates a new collated set is to be created and printed by the LPC.
- (U) **Update** — Select for data based sets only. This indicates a change to a data based (collated) set currently in memory at the LPC.
- (T) **Temporary Bulk** — This indicated a BULK order which is printed and shipped in the requested quantity one time by the LPC.
- (D) **Delete** — Select for data based sets only. This indicates that the designated set will be deleted from memory at the LPC and will not be printed.
- (R) **Request** — Select for data based DMM sets only. This selection allows a customer to request the printing of a data based set of bulk DMM labels.

REQUESTOR CODE — Block 17

The requestor code designates whether the order is for a Post Office (P) or a mailer (M).

Detail Lines

OPERATION CODE — Block 1

These codes apply only to collated sets. The "Operation Code" is a one-character code to indicate what action the user is requesting the LPC to take with that line of information to update a label/slip in a collated set.

- (A) — **ADD** a new label/slip immediately after the label/slip recorded in the "NEW ADDRESS" (blocks 5-7). The data for the label/slip will be as indicated in the remainder of this line.

NOTE: When "A" is selected as the Operation Code, the "ADDRESS NUMBER" (blocks 2-4) field must be blank.

- (C) — **COPY** the label/slip recorded in the "ADDRESS NUMBER" and place it immediately after the label/slip specified in the "NEW ADDRESS" field. The original remains unchanged but the copy will be changed as shown in the remainder of this line. If any portion of the data field is left unchanged from the original, leave that portion of the form blank. If the data field is to be made blank, place an asterisk (*) in the first column of that field on that line.

NOTE: The "ADDRESS NUMBER" is required and cannot be zero.

- (D) — **DELETE** the label/slip recorded in the "ADDRESS NUMBER" blocks for a single label/slip deletion or delete all labels/slips recorded in the "ADDRESS NUMBER" blocks through the label/slip recorded in the "NEW ADDRESS" blocks, of which both numbers are inclusive. Any labels/slips previously added, copied "to" or moved "to" the range of deletions by this requisition will not be deleted.

NOTE: The "ADDRESS NUMBER" is required and cannot be zero. The "NEW ADDRESS" must be greater than the "ADDRESS NUMBER."

- (M) — **MOVE** the label/slip recorded in the "ADDRESS NUMBER" blocks and place it immediately after the label/slip recorded in the "NEW ADDRESS" blocks. Change the label as shown in the remainder of this line. If any field of the detail line is to remain unchanged, leave those blocks blank on this line. If any field is to be made blank, place an asterisk (*) in the first block of that field on this line.

NOTE: The "ADDRESS NUMBER" is required and cannot be zero. The "NEW ADDRESS" cannot be the same as the "ADDRESS NUMBER."

- (U) — **UPDATE** the label/slip recorded in the "ADDRESS NUMBER" blocks as shown by the remainder of this line. If any field of the detail line is to remain unchanged, leave that field blank on this line. If any field is to be made blank, place an asterisk (*) in the first block of that field on this line. If a label/slip is recorded in the "NEW ADDRESS" blocks, then all labels starting with the label/slip recorded in the "ADDRESS NUMBER" blocks through the label/slip recorded in the "NEW ADDRESS" blocks will be updated, with both numbers included in the update. **Only the quantity specified in the quantity field on this line will be updated.** Any labels/slips previously added, copied "to", or "moved to" the range of updates by this requisition will not be updated.

NOTE: The "ADDRESS NUMBER" is required and cannot be zero. The "NEW ADDRESS" must be greater than the "ADDRESS NUMBER."

DESTINATION ZIP Code® — Blocks 34—38

Record the 5-digit or 3-digit Zip Code of the destination. These numbers must be left justified.

MAIL TYPE (CIN) — Blocks 39 — 41

This field must be completed for label orders for all mail classes and empty equipment. The Contents Identifier Number (CIN), is a 3-digit mail type code used with the destination ZIP Code to generate the barcode for these labels.

AIR STOP CODE — Blocks 65-67

The three-digit air stop code is required to identify the destinating airport for mail that is placed on air transportation.

DELIVERY STANDARD STANDARD CODE — Blocks 68 — 72

This field must be completed for label orders for FCM, with the exception of mailer labels.

Collated Set

Only the first block is used and the number must be 1 through 3, or blank. The last four blocks are ignored. If the first block character is 1, 2, or 3, the number denotes the delivery standard for the labels specified by this line. **NOTE:** The delivery day printed on the labels will be adjusted automatically for each of the use days in the two week period.

Bulk Set

- The first block must be a numeric character, 1 through 8, or blank. If the first block is blank, the labels specified by this line will be printed with no delivery day. The last four blocks are ignored.
- If "8" is recorded in the first block, the labels specified by this line will be printed seven times — twice with Monday delivery date and once each with Tuesday through Saturday delivery day. The last columns are ignored.
- If "7" is recorded in the first block, the labels specified by this line will be printed six times — once each with Tuesday through Saturday delivery day. The last four columns are ignored.
- If the number 1—6 is recorded in the first block, the labels specified by this line will be printed once with the specified delivery day, and also printed once with the specified delivery day of the last four blocks that are not blank and contain a character from 1 — 6. Any combination of delivery day codes may be used in any order. The codes are "1" for Monday, through "6" for Saturday.

MAIL PROCESSING CODE — Block 73

Enter "1" for automated mail, "2" for mechanized mail, "4" for manual mail, "7" for mixed or unknown.

ZEBRA CODE — Block 74

Enter a "Z" in this field and the labels will be printed with a zebra code, denoting barcoded mail.