

NCOA^{Link}® Mail Processing Equipment Integrator Certification Procedures

The following material describes the process for an Applicant to obtain certification as an approved NCOA^{Link} Mail Processing Equipment Integrator. Information for each step of the approval process is included. Prior to consideration, **the Applicant must submit the Self-Certification Statement, along with this application and supporting documents** to enable USPS to make this determination. For the purpose of this application **“Integrator”** is defined as a third party who uses the certified Interface NCOA^{Link} and address matching engine to interact with their own Mail Processing Equipment.

Applicant must submit all materials to USPS at the following address:

LICENSING DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Step 1. Application and Self-Certification Statement Approval

The following documentation must be completed and submitted by Applicant and approved by the USPS:

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- Web Access Request Form

USPS will notify Applicant if it determines that the potential licensee has completed Step 1 to the satisfaction of USPS.

Step 2. Software Acquisition

Upon satisfaction of Step 1 requirements, USPS will provide applicant with an approval letter.

If Applicant elects to develop an NCOA^{Link} MPE interface, the applicant must enter into an NCOA^{Link} MPE Software Interface Developer License Agreement with USPS. Under this separate license agreement, Applicant must develop interface software and apply for USPS certification prior to using/integrating the software.

After Applicant obtains USPS certified NCOA^{Link} MPE software, Applicant must notify the USPS to receive the test data via Express Mail (two DVDs) and may proceed to Step 3.

The Applicant must contact the NCOA^{Link} MPE Software Interface Distributor for development specifications on integrating their system(s) with the NCOA^{Link} MPE Interface Software solution.

USPS will provide Applicant with NCOA^{Link} test data and a Stage I test file for testing its system(s). This file will contain test questions and the expected answers.

Step 3. NCOA^{Link} Testing & Certification

Applicant must submit to USPS a written request to perform an NCOA^{Link} MPE certification test, along with a Hardware & Software Product Information Form for each platform it wishes to have certified. The USPS will notify Applicant when it has sent a test file. (While testing will usually occur remotely, USPS reserves the right to perform testing on-site and/or request a copy of Applicant's interface for testing purposes.)

The following items are tested in Step 3:

- Ability to print test decks using USPS supplied addresses in accordance with the provided specifications
- Ability to capture mailpiece images
- Ability to properly set-up the system to produce the standard NCOA^{Link} output file with appended flags
- Ability to correctly process test decks
- Ability to spray the new addresses on the mailpieces in accordance with the NCOA^{Link} MPE requirements
- Understanding and performance of administrative requirements which includes processing the certification test and submitting the proper paper work and/or reports.

If USPS determines that Applicant fails the initial platform(s) certification testing, Applicant may submit to USPS a written request for certification re-testing on the failed platform(s). USPS will require a re-testing payment of \$1,000.00 for each platform per re-test.

Step 4. USPS Software/Hardware Certification

Upon successfully completing Steps 1 - 3, USPS will issue an NCOA^{Link} MPE Software/Hardware certification notice to the Applicant. This notice grants the applicant the right to release its certified NCOA^{Link} MPE Software/Hardware Integrated system(s) to Service Providers that have entered into an NCOA^{Link} MPE Service Providers Application and received approval via the USPS issuance of a unique authorization code.

Step 1
NCOA^{Link} Mail Processing Equipment
Integrator Certification Procedures

Application

Please Print:

Company _____
Company Address: _____
City: _____ State: _____ ZIP+4 _____
North American Industry Classification System (NAICS): _____
Telephone No.: _____ Fax No.: _____
Contact Name: _____
Parent Company (if applicable): _____
E-mail _____

Site Identification: Primary Site Secondary Site

For Secondary Site Applications:

Provide Primary Site Authorization Code: _____

Terms and Conditions of Application for License

USPS is willing to grant applicant approval to obtain USPS certification on Mail Processing Equipment(s) integrated with USPS certified NCOA^{Link} MPE software. The certified NCOA^{Link} MPE Product shall solely be distributed for use on equipment that is designed to process, output and update existing prepared mailpieces for the purpose of acceptance and delivery by the United States Postal Service in accordance with the Terms and Conditions stated below:

1. Applicant understands and agrees that: (a) any MPE with NCOA^{Link} MPE Product may only be used by Applicant or parties using Applicant's integrated system(s) on equipment that is designed to process and output mailpieces to update existing mailpieces that are used to prepare mail for the purpose of acceptance and delivery by the United States Postal Service; (and/or Delivery Point Barcode Sorters), (b) The use of mail list processing using the NCOA^{Link} MPE Product is prohibited. (c) Applicant must represent to parties interested in using its integrated system(s) that use of Applicant's system(s) is restricted to NCOA^{Link} MPE Service Providers that have been approved via receipt of a unique authorization code to enter into a NCOA^{Link} MPE Service Provider License Agreement with the United States Postal Service (USPS); and (d) Applicant is prohibited from selling and/or distributing its integrated system(s) to any party that has not received a unique authorization code and/or Step 1 Application approval.
2. Prior to consideration for an NCOA^{Link} MPE Software/Hardware certification, Applicant must demonstrate its capability of software/hardware development, support and maintenance to the sole satisfaction of USPS.
3. Applicant is not eligible to receive certification prior to USPS: (a) completing its acceptance testing of the software/hardware, (b) determining, in its sole discretion, that the testing is successful, and (c) certifying the Applicant's integrated system(s) on the specified operating platform(s) and hardware outlined on pages 10 and 11.
4. The NCOA^{Link} MPE Software must be used in the same configuration for which it is certified and the NCOA^{Link} MPE Interface Distributor software shall not be shared between vendors, manufacturer etc.

5. Applicant is prohibited from representing to third parties that USPS has certified Applicant's integrated system(s) until such time as Applicant receives a certification notice from USPS. Prior to receiving the certification notice from USPS, Applicant may only represent that it has "applied" to receive certification, and is prohibited from making any representations or warranties as to the availability of its integrated system(s) and/or the ability of its systems to support the NCOA^{Link} MPE Product on Mail Processing Equipment.
6. USPS is not liable for any costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the development or testing of Applicant's proposed software.
7. Applicant is in good standing under all existing Move Update Support Department license agreements with USPS, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.
8. Applicant must adhere and be obligated to the guidelines, performances and requirements of the most current NCOA^{Link} MPE Software Developer and the NCOA^{Link} MPE Interface Distribution Licensee Performance Requirements.
9. Applicant shall submit written notice to USPS of any material change to the information submitted as part of this application and supporting documents within thirty (30) days of the occurrence of such change.
10. Applicant **must not be a competitor** or the parent, subsidiary or affiliate of a competitor of the USPS in the delivery of mailable matter:
 - Delivery-services competitors (including any parent, subsidiary or affiliate of such competitor) of the USPS, which includes but not limited to, any domestic or foreign corporation that provides delivery services, any foreign postal administration or any foreign government agency that provides delivery services, or any domestic subsidiaries of any foreign corporation, foreign postal administration, or foreign government that provides delivery services.
 - If approval is granted, applicant shall not permit any delivery-services competitor (including any parent, subsidiary or affiliate of such competitor) of the USPS, which includes but not limited to, any domestic or foreign corporation, any domestic subsidiaries of any foreign corporation or foreign postal administration, or any foreign government to process their mailpieces through any Mail Processing Equipment under this license(s).

USPS may elect not to award Applicant an NCOA^{Link} MPE Software/Hardware Integrated certification in the event that USPS determines that Applicant has violated any of the terms and conditions set forth above.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining NCOA^{Link} Mail Processing Equipment Software/Hardware integrator certification. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any License Agreement and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001).

Company Name: _____

By: _____ (Signature)

Name (please print): _____

Title: _____

Date: _____

Step 1
NCOA^{Link} Mail Processing Equipment
Integrator Certification Procedures

Self-Certification Statements

The following provides clarification and specifics for Step 1 of the Application process. This must be provided for evaluation along with the Application.

1. Include a narrative describing the nature of the applicant's business, with emphasis on its experience in software/hardware development, support and maintenance.
2. Include a description of how the applicant plans to utilize the NCOA^{Link} Mail Processing Equipment technology as part of its business and/or service offering.
3. Key Personnel list (attached)
4. Implement a centralized distribution email address with the prefix as ncscinfo@_____
5. Complete the PS Form 1357-W; Web Access Request Form located at <http://www.usps.com/forms/pdf/ps1357w.pdf>

After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

Step 1
NCOA^{Link} Mail Processing Equipment
Integrator Certification Procedures

Key Personnel

LICENSING CONTACT: (Primary contacts for licensing issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

SITE CONTACT: (Primary contacts for operational issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

MEDIA CONTACT: (Primary contacts for DVD fulfillment)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

Step 1
NCOA^{Link} Mail Processing Equipment
Integrator Certification Procedures
Key Personnel

TECHNICAL CONTACT: (Primary contacts for technical issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

MARKETING CONTACT: (Information to be posted on USPS RIBBS Website YES NO)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____
Company Web site: _____
Customer Service Email: _____
Customer Service Phone: _____

BILLING CONTACT: (Primary contacts for billing issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

Step 3
NCOA^{Link} Mail Processing Equipment
Integrator Certification Procedures

Hardware & Software Product Information Form

Platform or Operating System	:	_____
NCOA ^{Link} MPE Software Vendor	:	_____
NCOA ^{Link} MPE Software Product Name	:	_____
NCOA ^{Link} MPE Software Product Version	:	_____
LACS ^{Link} Software Product Name	:	_____
LACS ^{Link} Software Product Version	:	_____
Suite ^{Link} Software Product Name	:	_____
Suite ^{Link} Software Product Version	:	_____
DPV Software Product Name	:	_____
DPV Software Product Version	:	_____

NCOA^{Link} MPE Testing options:

- | | |
|--|---|
| <input type="checkbox"/> NCOA ^{Link} HASH | <input type="checkbox"/> NCOA ^{Link} with ANK ^{Link} HASH |
| <input type="checkbox"/> NCOA ^{Link} FLAT | <input type="checkbox"/> NCOA ^{Link} with ANK ^{Link} FLAT |
| <input type="checkbox"/> BOTH | <input type="checkbox"/> BOTH |

NOTE: The USPS shall not be obligated to pay any costs incurred in preparing any technical proposal, development costs, or testing costs regardless of whether or not the USPS awards an NCOA^{Link} MPE Integrator Certification to the applicant.

Note: Please mark any item as N/A if it is not applicable.

Step 3
NCOA^{Link} Mail Processing Equipment
Integrator Certification Procedures

Hardware & Software Information

NOTE: This page may be copied for multiple systems. A completed form must be submitted for each system.

Mail Processing Equipment Manufacturer Information	
Company Name	
Contact Name	
Vendor Name	
Mailing Address	
Telephone Number	

Hardware Information	
Model #	
Transport and Belt Speed	
Inkjet Printer and Model #	
Optics (list all cameras)	

MASS TM Certified Software and Version Number	
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