

Confirm Advanced Shipping Notice (ASN) Shipment ID

Company Name

Address (Number, street, suite no., city, state, and ZIP Code)

Confirm Subscriber ID (or D-U-N-S Number if completed by consolidator)

Instructions for Mailer

This form must accompany each non-PVDS mailing containing planet codes.* Place a barcode below representing the Shipment ID number from the electronic ASN file for this SPECIFIC SHIPMENT.

*NOTE: Plant-verified drop shipment (PVDS) mailings must be accompanied by the appropriate PS Form 8125.

Place the barcode here:

**SCAN ABOVE BARCODE WITH MDCD
SCANNER UPON ACCEPTANCE**

Instructions for Acceptance Employee

If First-Class or Standard Mail mailings are presented with a postage statement, verify payment of postage and fees using standard sampling procedures. Make sure all financial transactions have been recorded.

In addition, check the barcode formatting for the following:

- (1) Horizontal bars above and below the barcode;
- (2) Human readable numbers below the barcode; and,
- (3) The words "USPS ASN"

Upon accepting the mail **SCAN THE BARCODE** using an MDCD Scanner (Delivery Confirmation Scanner). If no barcode is present, manually enter the Shipment ID number using the scanner keypad.

Retain this form with postage statement.

Date and Time Mail Accepted

Signature of Acceptance Employee