# USPS POSTAL GATEWAY WEBSITE – HOW TO CLAIM YOUR DISCOUNTS ....

There are currently a number of discounts that can be taken when you submit your mailings. This document is intended to walk you through how to do that.

Throughout the document we have included a few screen shots. Some of them are a little hard to read. When viewing on your computer you can zoom in and then will be able to read the detail.

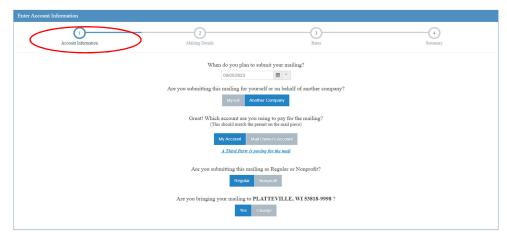
The available discounts in the document are:

MARRIAGE MAIL INCENTIVE – SAVE 10%. The first discount you will want to select is the Marriage Mail Incentive. If you qualify you will save a total of 10% off your mailing cost that week. The requirement for this program is that you have a minimum of 4 advertisers (and, yes, display ads count) and that your entire package weigh less than 2 ounces (.125 pounds). In addition you will need to have a minimum of 10 qualified mailings per year. If you claim the discount and fail to the 10 required mailings, you will be billed back the discount.

**CONTAINERIZATION DISCOUNT** – The discount is available for folks that mail EDDM – either SCF or DDU.

**EMERGING AND ADVANCED TECHNOLOGY VIDEO IN PRINT**(VIP) TECHNOLOGY -4% DISCOUNT - For this discount you are required to run a pre-approved ad each week. When you submit your mailing, you will need to circle in **RED** marker the pre-approved ad within the printed paper and submit that with your paperwork to the post office. Failing to do this will result in not getting **YOUR** discount

- 1) GO TO THE POSTAL GATEWAY
- 2) CHOOSE 3602 MARKETING MAIL TAB
- 3) FILL OUT INFORMATION AND THEN NEXT.

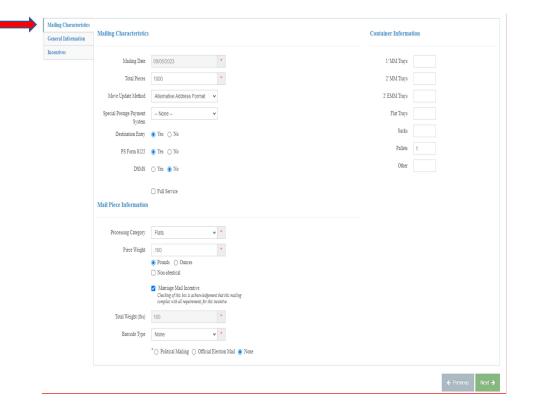


# 4) FILL OUT MAILING CHARACTERISTICS

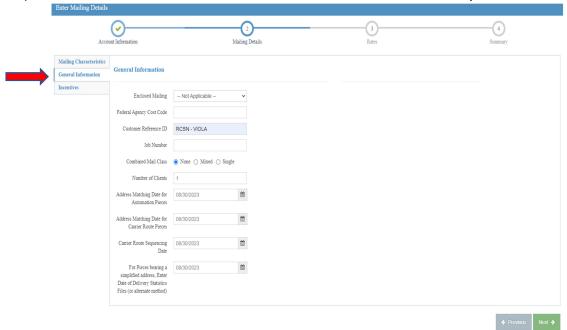
\*\*\*CLICK ON THE MARRIAGE MAIL INCENTIVE WHICH IS LOCATED UNDER THE MAIL PIECE INFORMATION SECTION — LEFT HAND SIDE OF THE PAGE

\*\*\*MAILING MUST BE UNDER 2 OZ. OR .125 in POUNDS\*\*\*

After you've completed this page, click on the GENERAL INFORMATION TAB.



5) FILL OUT GENERAL INFORMATION TAB INFORMATION. When complete click NEXT.



# 6) FILL OUT INCENTIVES TAB

\*\*\*THIS IS THE PAGE WHERE YOU CLICK TO CLAIM THE EMERGING AND ADVANCED TECHNOLOGY VIDEO IN PRINT (VIP) TECHNOLOGY -4% DISCOUNT

NOTE: For this discount you are required to run a pre-approved ad each week. When you submit your mailing you will need to circle the pre-approved ad within the printed paper and submit that with your paperwork to the post office. Failing to do this will result in your not getting the discount. \*SCREENSHOT IS FROM LAST YEAR\*



- 8) CHOOSE YOUR "ENTRY DISCOUNT" (NONE, DNDC, DSCF, DDU)
- 9) CHOOSE "PART F" (CARRIER ROUTE FLATS) FOR MARKETING MAIL/EDDM MAILING
- 10) GO TO FLATS EDDM SECTION
- 11) PICK RATE YOU PICKED (NONE, DNDC, DSCF, DDU)
- 12) IN EXAMPLE: BREAK DOWN "F19" "F21" "F22"

# Flats EDDM 4oz (0.25 lbs) or less\*\*

	#	Entry	Presort/Automation	No. of Pieces	Piece Price
	F19	None	Saturation	250	\$0.306
	F21	DSCF	Saturation	250	\$0.215
>	F22	DDU	Saturation	500	\$0.202

#### Delivery Sort Container Containerization Discount

#	Presort/Automation	No. of Pieces	Piece Price
F46	Saturation Flats - Number of Pieces that Comply		-\$0.014
F47	EDDM Flats - Number of Pieces that Comply	500	-\$0.014
F48	High Density Plus Flats - Number of Pieces that Comply		-\$0.018
F49	High Density Flats - Number of Pieces that Comply		-\$0.022
F50	Basic Carrier Route Flats - Number of Pieces that Comply		-\$0.027

### **SCF Pallet Discount**

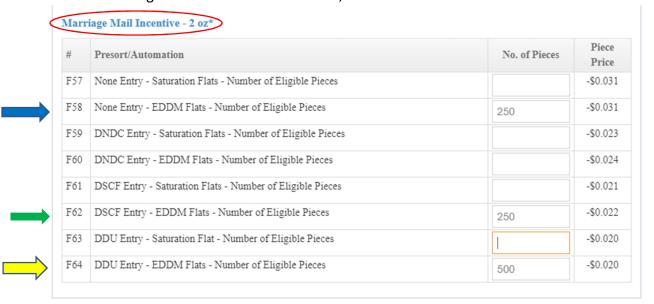
	#	Presort/Automation	No. of Pieces	Piece Price
	F51	Saturation Flats - Number of Pieces that Comply		-\$0.004
	F52	EDDM Flats - Number of Pieces that Comply	250	-\$0.004
	F53	High Density Plus Flats - Number of Pieces that Comply		-\$0.011
	F54	High Density Flats - Number of Pieces that Comply		-\$0.012
	F55	Basic Carrier Route Flats - Number of Pieces that Comply		-\$0.017

# ANOTHER DISCOUNT YOU SHOULD TAKE ADVANTAGE OF IS THE CONTAINERIZATION DISCOUNT.

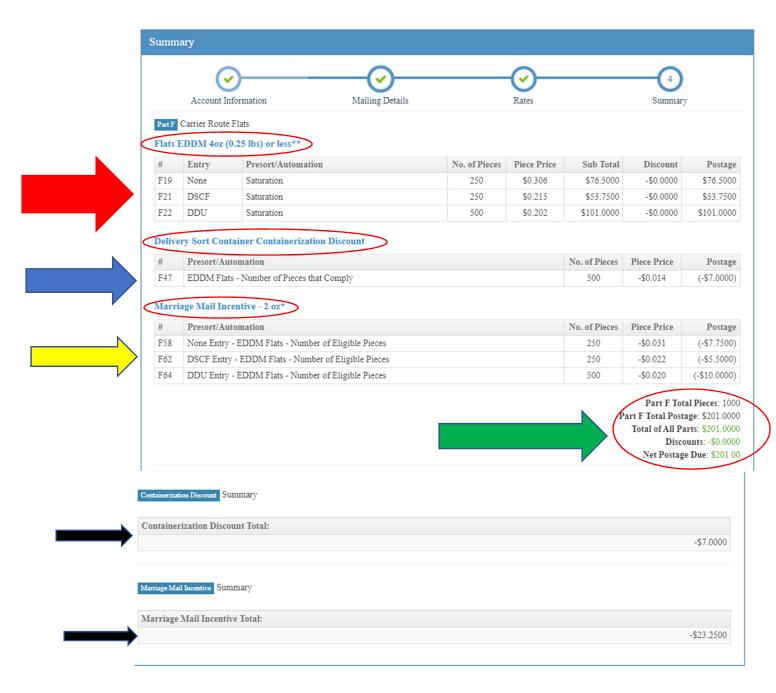
13) FOR CONTAINERIZATION DISCOUNT – you are ONLY allowed to take one type of containerization discount per mailing. In the section entitled: FLATS EDDM you will enter the mailing quantity for each type of product – NONE, DSCF OR DDU (those are your options). IN EXAMPLE: "F47" = DDU RATE "F52" = SCF RATE

# \*\*\*NONE RATE DOES NOT QUALIFY FOR THE CONTAINERIZATION DISCOUNT \*\*\*

- 14) You will see the RATE DISCOUNT per piece to the right of the quantities. Do the math and pick the mailing type that will give you the biggest discount. Again, this is because you can only have one type of containerization discount for your entire mailing.
- 15) THAT SHOULD FINISH UP THE CONTAINERIZATION DISCOUNT.
- 16) NEXT IS THE MARRIAGE MAIL DISCOUNT
- 17) TO FINISH THE "MARRIAGE DISCOUNT" YOU MUST FILL OUT THAT SECTION
- 18) Enter the quantity of each type of each type of mailing category: You will want to use the following lines: F58= NONE. F62= SCF, F64=DDU.



- 19) CLICK OK
- 20) THE NEXT PAGE THAT COMES UP WILL SHOW YOU THE UPLOAD AND DISCOUNTS THAT YOU RECEIVED FOR THE MAILING.



- 21) CLICK SUBMIT, PRINT AND SAVE TO A FOLDER ON YOUR COMPUTER
- 22) ENJOY THE SAVINGS!