

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.

Enter Account Information

1 Account Information 2 Mailing Details 3 Rates 4 Summary

When do you plan to submit your mailing?
09/05/2023

Are you submitting this mailing for yourself or on behalf of another company?
Myself Another Company

Great! Which account are you using to pay for the mailing?
(This should match the permit on the mail piece)
My Account Mail Owner's Account
A Third Party is paying for the mail

Are you submitting this mailing as Regular or Nonprofit?
Regular Nonprofit

Are you bringing your mailing to PLATTEVILLE, WI 53818-9998 ?
Yes Change

- 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.



Mailing Characteristics

General Information

Incentives

Mailing Characteristics

Container Information

Mailing Date: 09/05/2023

Total Pieces: 1000

Move Update Method: Alternative Address Format

Special Postage Payment System: -- None --

Destination Entry: Yes No

PS Form 8125: Yes No

DSMS: Yes No

Full Service

1 MM Trays:

2 MM Trays:

2 EDM Trays:

Flat Trays:

Sacks:

Pallets: 1

Other:

Mail Piece Information

Processing Category: Flats

Piece Weight: .100

Pounds Ounces

Non-identical

Marriage Mail Incentive
Checking of this box is an acknowledgment that this mailing complies with all requirements for this incentive.

Total Weight (lb): 100

Barcode Type: None

* Political Mailing Official Election Mail None

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

The screenshot shows the 'Enter Mailing Details' form with a progress bar at the top indicating four steps: 1. Account Information (completed), 2. Mailing Details (current step), 3. Rates, and 4. Summary. On the left, a sidebar menu has 'General Information' selected, highlighted by a red arrow. The main form area contains the following fields:

- Enclosed Mailing: -- Not Applicable --
- Federal Agency Cost Code: [Empty]
- Customer Reference ID: RCSN - VIOLA
- Job Number: [Empty]
- Combined Mail Class: None Mixed Single
- Number of Clients: 1
- Address Matching Date for Automation Pieces: 08/30/2023
- Address Matching Date for Carrier Route Pieces: 08/30/2023
- Carrier Route Sequencing Date: 08/30/2023
- For Pieces bearing a simplified address, Enter Date of Delivery Statistics Files (or alternate method): 08/30/2023

At the bottom right, there are 'Previous' and 'Next' buttons.

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**

The screenshot shows the 'Enter Mailing Details' form with a progress bar at the top indicating four steps: 1. Account Information (completed), 2. Mailing Details (current step), 3. Rates, and 4. Summary. On the left, a sidebar menu has 'Incentives' selected, highlighted by a blue arrow. The main form area contains the following field:

- Incentives: Emerging Tech

At the bottom right, there are 'Previous' and 'Next' buttons.

Copyright © 1999-2023 USPS. All Rights Reserved.

7) GO TO THE RATE TAB (CHOOSE NONE, DSCF OR DDU RATES)

- 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.

Marriage Mail Incentive - 2 oz*

#	Presort/Automation	No. of Pieces	Piece Price
F57	None Entry - Saturation Flats - Number of Eligible Pieces	<input type="text"/>	-\$0.031
F58	None Entry - EDDM Flats - Number of Eligible Pieces	250	-\$0.031
F59	DNDC Entry - Saturation Flats - Number of Eligible Pieces	<input type="text"/>	-\$0.023
F60	DNDC Entry - EDDM Flats - Number of Eligible Pieces	<input type="text"/>	-\$0.024
F61	DSCF Entry - Saturation Flats - Number of Eligible Pieces	<input type="text"/>	-\$0.021
F62	DSCF Entry - EDDM Flats - Number of Eligible Pieces	250	-\$0.022
F63	DDU Entry - Saturation Flat - Number of Eligible Pieces	<input type="text"/>	-\$0.020
F64	DDU Entry - EDDM Flats - Number of Eligible Pieces	500	-\$0.020

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

Summary



Part F Carrier Route Flats

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

#	Entry	Presort/Automation	No. of Pieces	Piece Price	Sub Total	Discount	Postage
F19	None	Saturation	250	\$0.306	\$76.5000	-\$0.0000	\$76.5000
F21	DSCF	Saturation	250	\$0.215	\$53.7500	-\$0.0000	\$53.7500
F22	DDU	Saturation	500	\$0.202	\$101.0000	-\$0.0000	\$101.0000

Delivery Sort Container Containerization Discount

#	Presort/Automation	No. of Pieces	Piece Price	Postage
F47	EDDM Flats - Number of Pieces that Comply	500	-\$0.014	(-\$7.0000)

Marriage Mail Incentive - 2 oz*

#	Presort/Automation	No. of Pieces	Piece Price	Postage
F58	None Entry - EDDM Flats - Number of Eligible Pieces	250	-\$0.031	(-\$7.7500)
F62	DSCF Entry - EDDM Flats - Number of Eligible Pieces	250	-\$0.022	(-\$5.5000)
F64	DDU Entry - EDDM Flats - Number of Eligible Pieces	500	-\$0.020	(-\$10.0000)

Part F Total Pieces: 1000
Part F Total Postage: \$201.0000
Total of All Parts: **\$201.0000**
Discounts: **-\$0.0000**
Net Postage Due: **\$201.00**

Containerization Discount Summary

Containerization Discount Total:	-\$7.0000
----------------------------------	-----------

Marriage Mail Incentive Summary

Marriage Mail Incentive Total:	-\$23.2500
--------------------------------	------------

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