

NUTS N BOLTS OF EXCEPTIONAL DISPATCH

ADMA

AUDIENCE DEVELOPMENT

MEDIA ALLIANCE

Connect. Learn. Drive Change





The Exceptional Dispatch Program allows authorized mailers to deposit mailings of time-sensitive Periodicals publications at a Destination Post Office(s) DDU.



These newspapers are transported by the mailer for the purpose of improving the delivery time of the publication.

How do you know if you are authorized?

Your periodical has an active permit.

- The postmaster of an entry Post Office has authorized a publisher to deliver copies of a Periodicals publication, at the publisher's own expense and risk, by Exceptional Dispatch to other Post Offices.

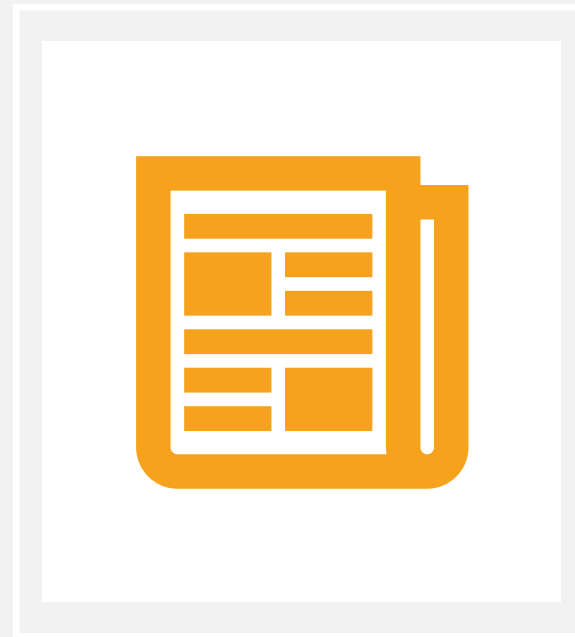


THE PROVISION FOR EXCEPTIONAL DISPATCH IS INTENDED FOR LOCAL DISTRIBUTION (ZONES 1 & 2) OF PUBLICATIONS WITH TOTAL CIRCULATION OF NO MORE THEN 25,000 AND IS NOT TO BE USED TO CIRCUMVENT ADDITIONAL ENTRY STANDARDS.

EXCEPTIONAL DISPATCH FOR PUBLICATIONS WITH OVER 25,000 TOTAL CIRCULATION MAY BE CONSIDERED ON A CASE-BY-CASE BASIS.



- Copies of Periodicals publications deposited under Exceptional Dispatch may be eligible for and claimed at the destination sectional center facility (DSCF) or destination delivery unit (DDU) prices if standard in DMM 207.29.0 are met.





The publisher must file a letter of request for Exceptional Dispatch privileges with the office of original or additional entry where postage is paid.



The request must include fully the proposed Exceptional Dispatch, including the mode of transportation and approximate time of arrival and the number of pieces qualifying for and mailed at the various presort level prices in detail.



If the number of qualifying pieces mailed at such prices changes more than 2%, the publisher must file an amended request letter with the approving office. No form is provided for this process.

The Postmaster (or designee) who receives the request can approve it if the Exceptional Dispatch improves service and does not add to USPS costs.

Denials for Exceptional Dispatch may be appealed to the PCSC manager, who issues the final decision.



Mailers Responsibilities



Sufficient funds must be available in the Periodicals account/EPS prior to mail acceptance for all mailings.



All publishers approved for Exceptional Dispatch are required to submit postage statements via electronic documentation features available through the PostalOne system. Postage statements must be submitted to PostalOne no later than 11:00 AM on the next immediate business day after the Exceptional Dispatch drop occurs.



If the number of qualifying pieces mailed at an Exceptional Dispatch point changes more than 2%, the publisher must file an amended letter of request.



Publishers will drop the mail in an agreed upon secure location and maintain a Critical Entry Time in order to receive timely delivery.



USPS will conduct Semi-Annual Reviews and publishers agree to provide additional documentation upon request.

Entering an Exceptional Dispatch Authorization

This feature is available for the following group(s):

BMEU BRM

This feature allows you to authorize a publisher to deliver copies of a time-sensitive Periodicals publication, at their own expense and risk, by exceptional dispatch from the post office of original or additional entry to other post offices.

To authorize an exceptional dispatch:

1. Click **Account Management** on the left menu bar.
 2. If necessary, select a finance unit and acceptance site.
 3. Click **Exceptional Dispatch**. The Periodical Account Search page opens.
 4. Enter the criteria for the publication. Click **Search**. The page displays the list of publications matching the criteria. Only Periodicals and Pending Periodicals with "active" status appear in search results.
 5. Click the Publication number. The Exceptional Dispatch page displays fields for entering a new record and any existing exceptional dispatch points for the publication.
 6. To authorize a new exceptional dispatch point:
 1. Enter the information on the page, then click **Confirm ZIP**. It displays the city and state.
 2. Click **Add**.
 7. To view or edit an existing exceptional dispatch point, click the city name. The record displays in the page. To edit it, make changes as needed (or to cancel it, enter the cancel date and click a reason), then click **Edit**.
 8. To print a letter for the postmaster or the customer, click **Print** in the appropriate column. The letter displays in a new window along with the Print dialog box. To print the letter, click **Print**.
- To perform other functions, click the appropriate link on the left menu bar.

Questions are to be directed to the local district Manager, BMEU.

- <http://postalpro.usps.com/ppro-tools/business-mail-entry>
- District Business Mail Locator –
- To locate a District Business Mail Entry office, enter a city and state abbreviation or ZIP Code (Example, Seattle WA or 98111).

Please note:

*The two letter state abbreviation must be used.

- Please use this link to see all abbreviations: <https://pe.usps.com/text/pub28/28apb.htm>
- * The ZIP Code must be five digits. If only the first 3 digits are known, please use 00 for the remaining two.
- You can submit your Exceptional Dispatch letter to the MSSC@usps.gov help desk or work directly with your local postmaster.

- **SERVICE OBJECTIVES** The USPS does not guarantee the delivery of Periodicals within a specified time. Publications authorized or pending authorization for Periodicals entry receive, where practicable, expeditious distribution, dispatch, transit handling, and delivery. Publications labeled “NEWS” receive newspaper treatment if published weekly or more often or if authorized such treatment as of March 1, 1984.



How do we determine if this process will be cost effective

Do I open an additional point of entry instead?

How much will I spend in postage vs trucking?

How do I apply for a periodical permit?

I have a list of towns I would like to deliver to, how do I know if the post office accepts these zip codes early morning, if a carrier is at the post office to receive the papers?

Visit each DDU. Discuss best place to drop the papers. Do they accept several zip codes?

Notify your subscriber home delivery will be moving to the mail within legal time frame.

LET'S TALK

BUNDLES,
SACK CHARGES,
SACKS,
TUBS



MAIL:

The Journal of Communication Distribution

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Cover Photo: For the last 20 years, Marianne Houston has seen a lot of change in her current position as National Postal Operations Manager for Gannett. When she started, there were no smartphones and the internet was just beginning. Today, digital media is everywhere — just like the printed products of Gannett. (Page 10)

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