

## 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.

#### **INTERGRATED TECHNOLOGY –MOBILE SHOPPING - 3%**

**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*

## **The New Sustainability Add-On**

This **Add-On** encourages mailers to adopt a higher level of recyclable paper in their mailings by offering an additional 1% discount to mailers who demonstrate the paper used in their mailings is responsibly sourced and sustainably produced by exhibiting an eligible certification.

- 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

**Enter Mailing Details**

1 Account Information   
 2 Mailing Details   
 3 Rates   
 4 Summary

**Mailing Characteristics**

General Information

Incentives

**Mailing Characteristics**

Mailing Date: 01/28/2025

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

Catalog Incentive  
Checking of this box is acknowledgement that this mailing contains pieces that meet the requirements for the Catalog Incentive.

Delivery Sort Container Discount  
When selected and a mailing contains pallets, discount is applied to pieces for all entry types, else discount is only applied for pieces entered at a DDU.

SCF Pallet Discount  
The SCF Pallet Discount requires at least one container of Pallets selected. Once the container of Pallets is selected, then the discount can be claimed.

**Container Information**

1' MM Trays:

2' MM Trays:

2' EMM Trays:

Flat Trays:

Sacks:

Pallets: 1

Other:

**Mail Piece Information**

Processing Category: Flats

Piece Weight: .010

Pounds  Ounces

Non-identical

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

Total Weight (lbs): 10

Barcode Type: None

Political Mailing  Election Mail - Official Ballots  Election Mail - Non-Ballot Materials  None  
Non ballot materials include sample ballots, absentee ballot applications, ballot materials, voter registration cards, polling place information, and other items.

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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.

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

- 5) 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). **YOU CAN ONLY DO ONE CHOICE FOR YOUR MAILING. EITHER DDU OR SCF. YOU CAN ONLY DO ONE CHOICE PER MAILING.**

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

- 6) 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.
- 7) THAT SHOULD FINISH UP THE CONTAINERIZATION DISCOUNT.
- 8) NEXT IS THE MARRIAGE MAIL DISCOUNT
- 9) TO FINISH THE "MARRIAGE DISCOUNT" YOU MUST FILL OUT THAT SECTION
- 10) 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.
- 11) FILL OUT GENERAL INFORMATION TAB INFORMATION. When complete click NEXT.

**Enter Mailing Details**

Account Information 2 Mailing Details

**Mailing Characteristics**

**General Information**

**Incentives**

Enclosed Mailing: -- Not Applicable --

Federal Agency Cost Code: [ ]

Customer Reference ID: WOODWARD DISCOUNT MAIL

Job Number: [ ]

Combined Mail Class:  None  Mixed  Single

Number of Clients: 1

Address Matching Date for Automation Pieces: [ ]

Address Matching Date for Carrier Route Pieces: [ ]

Carrier Route Sequencing Date: [ ]

For Pieces bearing a simplified address, Enter Date of Delivery Statistics Files (or alternate method): [ ]

- 12) FILL OUT INCENTIVES TAB

**\*\*\*THIS IS THE PAGE WHERE YOU CLICK TO CLAIM THE INTERGRATED TECHNOLOGY- 3% DISCOUNT AND THE SUSTAINABILITY ADD ON DISCOUNT (1%).**

*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.*

**13) NEXT – FILL OUT CATERGORIES (DDU F22/SCF F21/NONE F19 RATES)**

USPS Marketing Mail > Rates

**Rates Filter**

Show Entry Discounts

- None
- DNDC
- DSCF
- DDU

**Mailing Summary**

**Mailing Information**  
 Mail Class: USPS Marketing Mail  
 Processing Category: Flats  
 Price Eligibility: Regular  
 Rate Effective: 01/19/2025  
 Mailing Date: 01/28/2025

**Piece/Weight Information**  
 Total Pieces: 1000  
 Piece Weight: 0.0100 lbs  
 Total Weight: 10.0000 lbs

**Container Information**  
 Pallets: 1

**Account Information**

**Account Holder**  
 Account Number: 1000039754

**Enter Rates**

Account Information Mailing Details Rates Summary

Part E Nonautomation Flats	Part F Carrier Route Flats	Flats 4 oz (0.25 lbs) or less		
#	Entry	Presort/Automation	No. of Pieces	Piece Price
F1	None	Saturation*		\$0.299
F2	None	High Density Plus		\$0.342
F3	None	High Density		\$0.419
F4	None	Basic		\$0.502
F9	DSCF	Saturation*		\$0.229
F10	DSCF	High Density Plus		\$0.272
F11	DSCF	High Density		\$0.349
F12	DSCF	Basic		\$0.432
F13	DDU	Saturation*		\$0.218
F14	DDU	High Density Plus		\$0.261
F15	DDU	High Density		\$0.338
F16	DDU	Basic		\$0.421
F17	None	Detached Address Label		\$0.080

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

#	Entry	Presort/Automation	No. of Pieces	Piece Price
F19	None	Saturation	250	\$0.300
F21	DSCF	Saturation	500	\$0.230
F22	DDU	Saturation	250	\$0.219

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**SCF Pallet Discount**

#	Presort/Automation	No. of Pieces	Piece Price	Postage
F52	DISPLAY ONLY EDDM Flats - Number of Pieces that Comply	1000	-\$0.005	(\$5.0000)

**Marriage Mail Incentive - 2 oz\***

#	Presort/Automation	No. of Pieces	Piece Price	Postage
F57	DISPLAY ONLY None Entry - EDDM Flats - Number of Eligible Pieces	250	-\$0.030	(\$7.5000)
F61	DISPLAY ONLY DSCF Entry - EDDM Flats - Number of Eligible Pieces	500	-\$0.023	(\$11.5000)
F63	DISPLAY ONLY DDU Entry - EDDM Flats - Number of Eligible Pieces	250	-\$0.022	(\$5.5000)

**Part F Total Pieces: 1000**  
**Part F Total Postage: \$215.2500**  
**Total of All Parts: \$215.2500**  
**Discounts: -\$0.0000**  
**Net Postage Due: \$215.25**

**SCF Pallet Discount** Summary

<b>SCF Pallet Discount Total:</b>	-\$5.0000
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**Marriage Mail Incentive** Summary

<b>Marriage Mail Incentive Total:</b>	-\$24.5000
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\*\*\*SOMETHING NEW YOU WILL SEE IS THE DISCOUNTS WILL APPEAR AT THEN END BEFORE UPLOADING TO THE DASHBOARD\*\*\*ALL DISCOUNTS WILL APPEAR IN THIS SECTION\*\*\*

\*\*\*AT THE TIME OF DOING THIS DEMO NOT ALL DISCOUNTS WERE NOT AVAILABLE, THAT'S WHY THYE DID NOT SHOW UP IN THE SCREEN SHOT\*\*\*