Understanding & Using the USPS DSMS System

The Benefits, Requirements Added Value of the Drop Ship Management System

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What exactly is the Drop Ship Management System?

It's a pallet management system that allows you to monitor and track individual mail pallets from the planning stage through to destination entry at the USPS facilities.

The mailer uses a mail.dat file to communicate information to both the USPS and to the mail consolidator delivering the drop shipped materials.

The DSMS program enables authorized users to build consolidated loads of palletized plant-verified drop shipment (PVDS) mail from multiple jobs and mailing locations and to create consolidated 8125 entry forms

Forms 8125-CD are created using electronic data and describe the consolidated mailings in the PVDS shipment.

DSMS shipments are limited to Periodicals, Standard Mail, and Bound Printed Matter mailings that are verified during the production process at the mailer's plant by acceptance clerks at a detached mail unit (DMU).

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Who Can Participate In A DSMS Program?

A mailer with a single production plant.

A mailer with multiple production plants, acting as its own consolidator.

A consolidator receiving mail from multiple mailers/customers. *

* Under this section, a consolidator is a firm that does not produce its own mail but consolidates mailings received from multiple mailers/customers. ALG Worldwide falls into this category as a national mail consolidator.

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What Are the Primary Requirements to Participate in DSMS?

A mailer must have an approved DMU clerk with on-site verification.

A mailer or consolidator must provide the DMU with a computer, printer, dedicated telephone line for transmission of release data to the consolidation facility, and information systems support to maintain the system. The mailer or consolidator must ensure the acceptance clerk(s) are trained to use the system.

A mailer or consolidator must provide documentation for each mailing, as well as any additional documentation required by standard or the mailer's authorized special postage payment system (for example, Optional Procedure [OP]).

A A mailer must have sufficient funds for postage payment on deposit at the post office where mailings are verified for postage payment or in a CAPS account, for each mailing at the time it is released for shipment to the destination entry postal facility.

A mailer or consolidator must meet all applicable *Domestic Mail Manual* (DMM) standards, including standards for PVDS in P750 and must obtain a DSMS authorization from the Manager Business Mailer Support serving each mailing location.

A mailer or consolidator must implement a documented quality assurance program that ensures that DSMS requirements are met and a mailer or consolidator must use the Facility Access and Shipment Tracking (FAST) for shipments of Standard Mail and Bound Printed Matter Mail entered at an NDC or SCF.

What Are The Advantages of DSMS?

More efficient space usage / reduced storage and process moves at the mailer

Mail can be released prior to postage payment, and in pallet increments if needed

Eliminates paper 8125's and allows for electronic archiving of other principle postal paperwork (3602's, etc.)

Allows for *pallet* level as well as order level tracking and reporting on all shipments

Allows for a "float" on postage payment as funds do not have to be tendered to the USPS until the consolidator creates the delivery appointment for the mails entry in the FAST system

Allows for improved transportation planning and timing of deliveries to maintain in-home integrity

Web-based system requires no additional software investment or upkeep (ALG System)

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Typical DSMS Process Flow

Upload mail.dat file to DSMS web application (ALG)
> Should match file uploaded to PostalOne
> Must contain unique IMB Pallet barcodes

Produce pallet flags and pallet register report, scan or mark pallets as completed.

Create 8125 release report - this report lists all pallet/pallet groups for a job/mailing for release on a specific date by unique pallet/pallet group ID and destination

Create outbound loads to the consolidator, add pallets to those loads as production allows

Mark loads as shipped and on the way to consolidation facility

Submit electronic request to DMU clerk for pallet release after postage has been paid, receive stamped 8125 release report

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DSMS Allows For Total Visibility Reporting

With the ALG DSMS system you also get Total Visibility Reporting functions including:

Pallet level detailed processing and delivery information

All data reported in real time

FAST appointment close-out data (via .XML when available)

Ability to select information by Mail Preparer job id, even across multiple lettershops / mailer production origins

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