Batch Processing Addendum

Telephone: 1-888-462-1750

Email: support@simplecertifiedmail.com

Overview

Batch Processing enables the creation of large quantities of Certified Mail without entering each address manually. The process can generate up to five thousand labels in a file, although smaller files are recommended.

Using the *Wizard*, Recipient information can be imported (mapped) from an Excel or CSV file in the host computer, by pointing to the respective columns.

The system can provide labels for all sizes of our Certified Mail envelopes as well as the SL200 (2-up) Certified Mail labels. Large items weighing more than 13 ounces can be mailed using client provided envelopes and boxes, or USPS Priority Mail Envelopes or Flat Rate Boxes.

Before You Start

1. Contact SimpleCertifiedMail.com to enable the Batch Processing feature.
2. Ensure your account has sufficient funds to process the complete mailing.
3. The process requires familiarity with Microsoft Excel, ZIP and PDF files.
4. Internet Explorer is the preferred browser, Chrome and Firefox may also be used. The service is designed for the Windows OS and may not function correctly with other operating systems.
5. Finally, it is important to ensure that the quality of the addresses in your bath file. Our system checks and qualifies each of the addresses in a batch process just as it does for a single piece. If the address requires correction, the Validation Process will be indicated in the far right of the Validated Excel file, highlighting any items that failed validation. The service cannot display an alternate address like it does when you are simply processing a single label.

   If you have a legal requirement to send the item to the "last known address", contact us. We can suspend Address Validation feature for your batch process.

Using Batch Processing – Step by Step

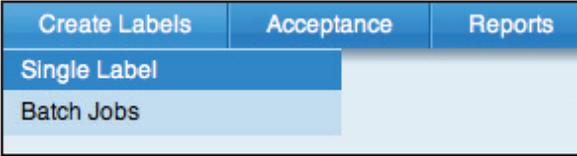**1.** Data columns should be formatted as follows

Item	Data Column
Full Name	Single
Address 1	Single
Address 2	Single
City	Single
State	Single-Two Character Abbreviation
Zip	Single-Five Digits
Zip+4	Single-Four Digits

Alpha Numeric up to 46 characters. Symbols such as Hypes (-) and Ampersands (%) should be avoided

Optional Columns – May be added to the source document

Cost Code	Alpha Numeric up to 46 characters. Is contained in the Production Report.
Item ID	Alpha Numeric up to 46 characters. Prints under the Return Address on the label, and is contained in the Delivery Information Documents.
Reference	Alpha Numeric up to 46 characters. Reflected in the Delivery Information for query, and contained in the Delivery Information Documents.

2. Select ***Batch Jobs*** under the Create Label tab.

Create Labels	Acceptance	Reports
Single Label		
Batch Jobs		

3. Now, click ***New Job***.

Batch Jobs

Name	Status

Refresh   New Job

4. The Batch Jobs window opens. Follow these instructions:

    a. Type in a unique *Job Name*. **The Job Name cannot exceed 26 (twenty-six Alpha Numeric Characters including spaces. Also, avoid symbols.)**
    b. Select the *Output Format* from the drop-down menu.
    c. Select the Group. A *Single Group* is the default. If you wish to combine groups, select Multiple Groups and pick the groups you want to include from the drop-down list.
    d. Select *Create Job through Wizard*

5. Complete Step 2: Mailpiece information- same as single label.
6. Complete Step 3: Select *Browse* and click the file containing the Recipient address information and click *Open*.
7. Select *Next Step.*
8. Click the down arrow to select the corresponding Data Column field.

9. Select *Next Step.*

10. Preview the imported data to ensure it is in the correct location. Select **Finish!** If the process does not move to the Address Validation stage, please check the mapping of the data fields and review the data in the source Excel file to ensure it complies with the guidelines.

11. The Address Validation has begun**.**

Name	Status	Files	Actions
Batch Jobs			
New Batch Process	Validating	New Batch Process.xls	Delete

12. Click the blue **Refresh** button occasionally until Validated appears under the **Status** column.

13. If the status reflects **Validation Failed**, click and open the **New Batch Process validation.xls**. Download the file to the folder.

New Batch Process	Validate Failed	New Batch Process.xls New Batch Process_validation.xls

14. The validation message will appear to the far right in the **Recipient ValidationMsg** Column.

RecipientValidationMsg
City, State and ZIP Code are valid, but street address is not a match.

a. If the address can be changed, make the correction in the **original file**, not the Validated File. A useful resource to check addresses is
https://tools.usps.com/go/ZipLookupAction!input.action

b. Once all failed addresses are corrected, click **Delete** to remove the job and return to Step 2 above to create a New Job.
c. If the address does not need to be changed select **Preview** or **Process**.
• If you select **Preview** the service will create a "Preview Label with Void Postage. This will allow the completion of the process and provide familiarization.
• If you select **Process**, labels with postage will be created and the account will be charged.
• The status will change to **Generating Preview** or **Generating Labels**

15. Click the blue **Refresh** button occasionally until **Previewed/Processed** appears in under the **Status** column.

16. Right click the mouse over the **New Batch Process preview.zip** or **New Batch Processed.zip**. This will allow the zip file to be downloaded to a folder in the computer. A separate "Label" file should be created to store the file.
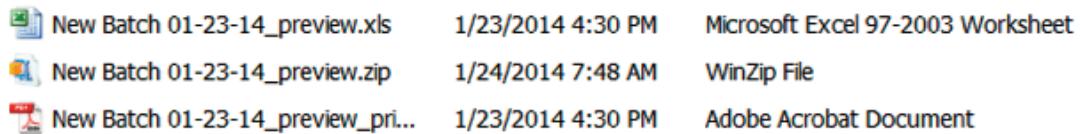
📁 New Batch Labels	1/24/2014 7:48 AM	File folder

a. The folder will contain one zip file:

📋 New Batch 01-23-14_preview.zip	1/24/2014 7:48 AM	WinZip File

I. Right click the WinZip icon and select *Extract to Here*

b. Two files and the WinZip file will now be in the folder:

|		
📊 New Batch 01-23-14_preview.xls	1/23/2014 4:30 PM	Microsoft Excel 97-2003 Worksheet
📋 New Batch 01-23-14_preview.zip	1/24/2014 7:48 AM	WinZip File
📕 New Batch 01-23-14_preview_pri...	1/23/2014 4:30 PM	Adobe Acrobat Document

I. The Excel file contains the all information printed on the label including the Certified Mail item number. This is useful for auditing and cost accounting.
II. The PDF file contains the labels.

17. Click the New Batch pdf file.

18. Select **File/Print**

19. The Print function will be exposed.
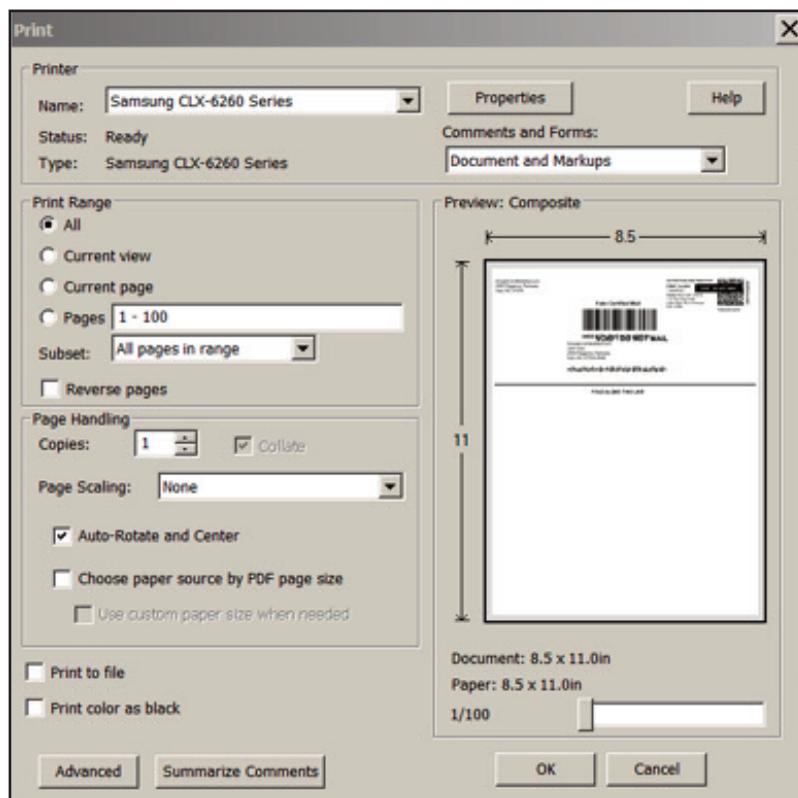
20. Select Pages and enter the number of test pages to be printed.

21. Fold the label in insert into the appropriate envelope to ensure it fits correctly.

22. If the test labels printed correctly, return to the service and select Process to create the labels with postage. The Preview can be eliminated once there is proficiency in the process.

Need Support

If you have any questions, contact us by phone at 888-462-1750, or by email: support@simplecertifiedmail.com. Thank you.