



August 2015

ABC CPU
123 Main Street
Your Town, FL 33445

RE: Acceptance of International Packages by Contract Postal Units (CPU)

In response to a recent U.S. Postal Service Office of Inspector General audit, we are sending you a reminder of the proper procedures which is the required acceptance policy for inducting international mail packages into the mail stream from a CPU.

CPU Suppliers can only accept customs forms that are computer generated on www.usps.com or by using the "Meter Label Solutions" software described below. If the customer insists on using a handwritten customs form they must be directed to local Post Office in order to mail the item. CPU suppliers must remove all blank customs forms from their lobbies and return them to the Host Administrative Office or dispose of locally.

A CPU Supplier can facilitate the creation of the required on-line customs form by providing a computer and printer for use by the customer or employee; this will allow customers to generate an electronic customs form on www.usps.com or by using the "Meter Label Solutions" on USPS.com.

Suppliers can create an electronic customs form on usps.com at the following link:
https://cns.usps.com/cfo/ShippingInformationAction_input

Supplier can download the software for the "Meter Label Solution" at the following link:
<https://www.usps.com/business/business-shipping.htm>

- Scroll down toward the bottom of the page to the section on the right titled: "USPS® meter label solution (formerly Click-N-Ship for Business®)" Click on the "Install Software" button (& follow the directions)

Once the application is downloaded customs forms can be generated and printed by:

- clicking on the "Create Shipments" button (bottom left)
- select the appropriate/needed form
 - "Custom Form 2976-A/CP72"
 - "Custom Form 2976/CN22"
- complete the appropriate fields & then click on the "Express Check-Out" button & follow the directions to print the form

Please contact your local Postmaster or Host Administrative Office (HOA) if further clarification is needed.

We apologize for any inconvenience this causes, as always, we value your continued partnership with the USPS.

Thank you,

Sheila Marano
Manager, Retail Operations (A)