



Ship & Mail
Mailing Software

Relay Unify E.R.R. Shipping

User Guide

US English Edition
October 2025

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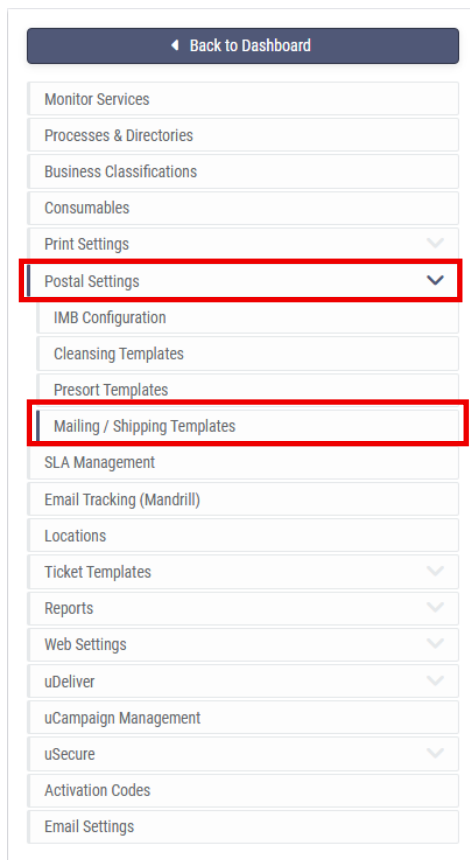
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ERR

ERR Mailing and Shipping is used to assist in Presorting and can be added to a Presort Template in a submission.

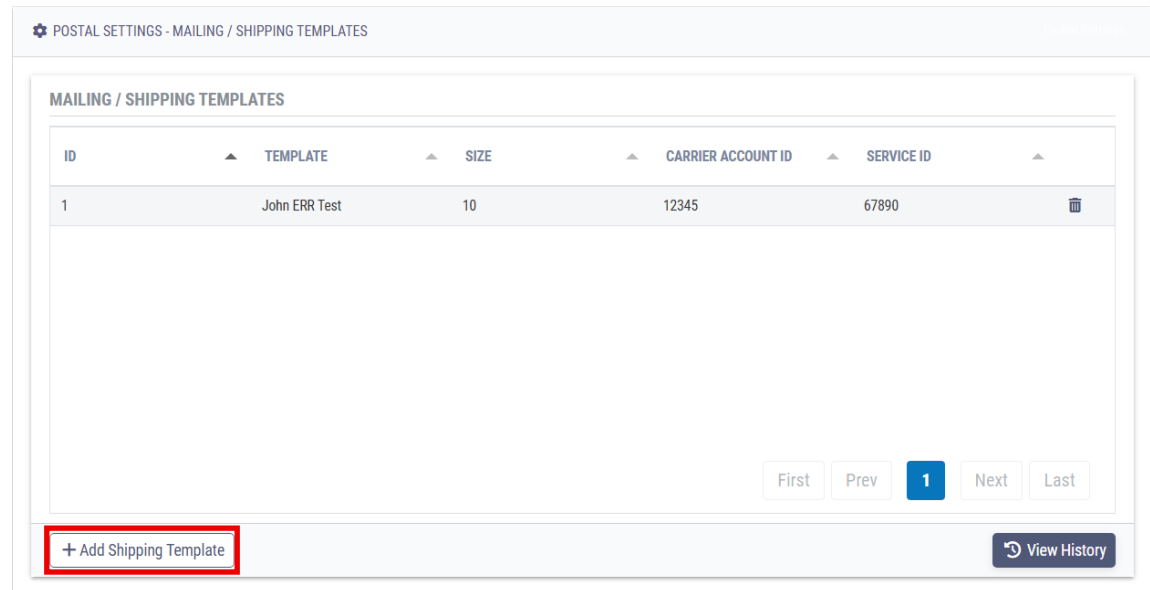
ERR Setup

Mailing / Shipping Templates:



Templates are set up under Global Settings. Navigate to the Postal Settings Dropdown Tab and select Mailing / Shipping Templates.

Click on the **+ Add Shipping Template** button to create a new template.



Here is an example of setting up the configuration:

MAILING / SHIPPING TEMPLATES Global Settings

Configuration Settings Email Notification

MAILING / SHIPPING TEMPLATES > EDIT MAILING / SHIPPING TEMPLATE

Mailing labels are created for all mail pieces up to and including 13 Ounces

Name: John ERR Test ☒ Enabled ☐ Test

Envelope Size: 10 Carrier Account Id: YJQIBPK3NDW

Parcel Type: LGENV Service Id: FCM

Special Service Id: CERT

☐ Add To Manifest

CREDENTIALS

Username: Password: 

SHIPPING REFERENCES

Reference 1 Value Source: Reference 2 Value Source: Reference 3 Value Source: Reference 4 Value Source: Shipper Reference Value Source: Transportation Reference Value Source: Shipper Notes Value Source:

API

Maximum Attempts: 4

ERROR REPORT

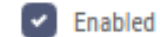
Folder: \\loki\files\white\ERR No Label\

Configuration Settings:

Name – Here is where you'll enter the name for the ERR Template.

Enabled – Check this box to enable this ERR Template.

Test – Check this box to put your template in Test mode. Leave unchecked if you want this template to be in Production mode.



Envelope Size – This is the size of the coversheet. Default size is 10. The options are: "10" "6X9.5" "6X9" "9.5x12".

A dropdown menu for "Envelope Size". The menu is open, showing a list of options: "10", "6 x 9.5", "6 x 9", and "9.5 x 12". The option "10" is currently selected and highlighted in blue.

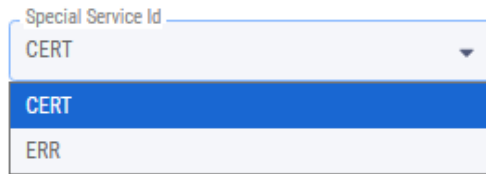
Parcel Type – This is the type of the parcel, such as Letter or Envelope. The options are: "LGENV" "PKG".

A dropdown menu for "Parcel Type". The menu is open, showing a list of options: "LGENV" and "PKG". The option "LGENV" is currently selected and highlighted in blue.

Carrier Account ID – This is a unique identifier assigned to the specific carrier account. Its value can be referred from the response of Get Carrier Accounts API.

Service ID – This is the unique identifier given to the carrier specific service, such as First-Class Mail (FCM). It can be referred from response of Get Services API.

Special Service ID – This is the ID of the special service. Cert is mandatory for special service. The options are: "Cert" "ERR".

A dropdown menu titled "Special Service Id" with a downward arrow. The menu is open, showing two options: "CERT" (highlighted in blue) and "ERR".

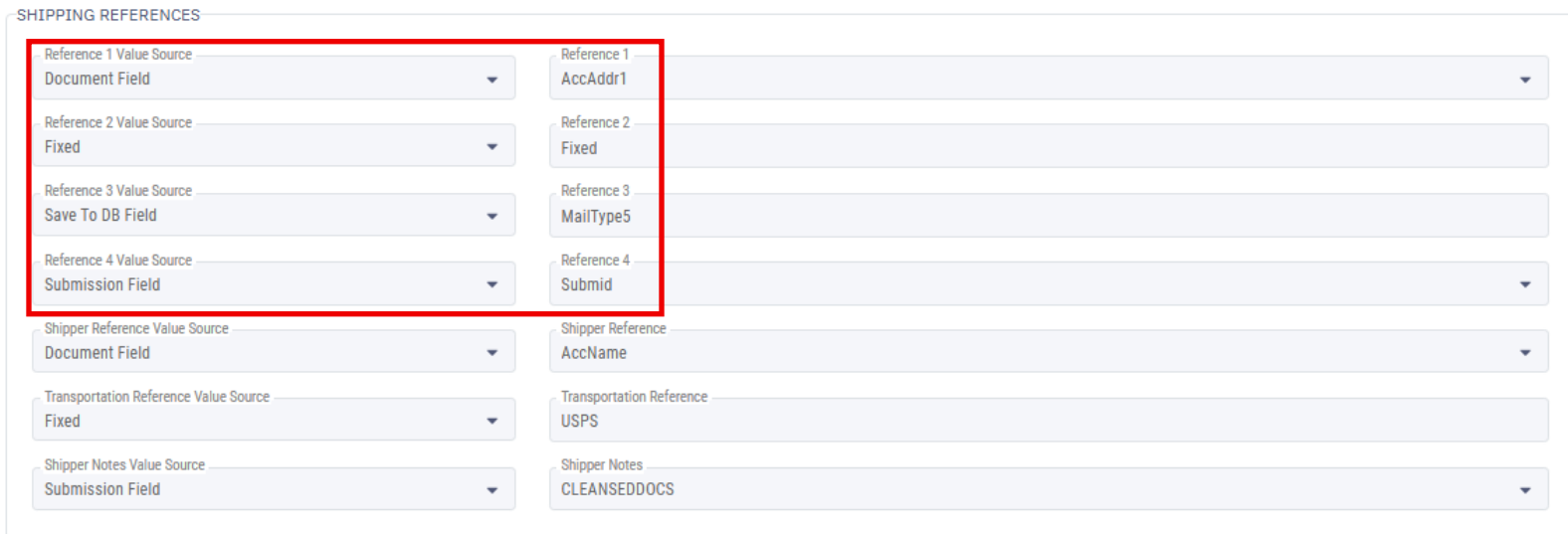
Add To Manifest – This checkbox option asks if the shipment is to be added for Manifest, so that the shipment will reflect in the Manifest Form while compilation. The value can be 'true' or 'false'. Applicable for USPS and CPC carriers.

Credentials – These are the credentials to access the Pitney Bowes Create ERR Single Coversheet API. These are required.

Username

Password

Shipping References – These values can be Fixed (static), Document Field (dynamic), Save To DB Field (dynamic), or Submission Field (dynamic). This contains additional reference fields that can be passed with an ERR request (single piece or batch). While USPS only accepts a single reference, these fields are used for internal tracking, exports, and reporting.

A form titled "SHIPPING REFERENCES" with a light blue header. It contains several rows of dropdown menus. The first four rows are highlighted with a red rectangular box. These rows are: Reference 1 Value Source (Document Field), Reference 1 (AccAddr1), Reference 2 Value Source (Fixed), Reference 2 (Fixed), Reference 3 Value Source (Save To DB Field), Reference 3 (MailType5), Reference 4 Value Source (Submission Field), and Reference 4 (Submid). Below the red box, there are three more rows: Shipper Reference Value Source (Document Field), Shipper Reference (AccName), Transportation Reference Value Source (Fixed), Transportation Reference (USPS), Shipper Notes Value Source (Submission Field), and Shipper Notes (CLEANSEDDOCS).

Reference 1 Value Source: This is the primary reference field, printed on the coversheet under the label [Shipper Ref]. If [reference1] and [printCustomMessage] are both supplied, they will be concatenated and printed on the coversheet under the label [Shipper Ref].

Reference 2 Value Source: Secondary reference field.

Reference 3 Value Source: Tertiary reference field.

Reference 4 Value Source: Additional reference field.

Shipper Reference Value Source: Reference provided by the shipper.

Transportation Reference Value Source: Reference related to transportation.

Shipper Notes Value Source: Optional notes from the shipper.

API:

Maximum Attempts – Maximum number of API attempts tried per document.

Error Report:

Folder – This is the location where the CSV file will be saved for documents in which a label could not be retrieved.

Email Notifications:

Failure Notification Email – Check the **Enable the Failure Email Notification Event after X consecutive failed connection attempts** box to receive an email if an API Call fails. **X** needs to be less than or equal to the maximum number of attempts on the configuration screen for the API. Once this number has been reached, then the email will trigger. This is per document.

Set the subject line, add recipients email addresses. Enter the body information using the available tags to the right.

Error Report Notification Email – Check the **Enable the Error Report Notification Email** box to receive an email if a mailing label is not retrieved for a document.

Set the subject line, add recipients email addresses. Enter the body information using the available tags to the right.

See the full setup below.

MAILING / SHIPPING TEMPLATESGlobal Settings

Configuration SettingsEmail Notification

MAILING / SHIPPING TEMPLATES > EMAIL NOTIFICATION SETTINGS

FAILURE NOTIFICATION EMAIL

☒ Enable the Failure Email Notification Event after 2 consecutive failed connection attempts

Subject

API Failure

Recipients

jwhite@transfrm.com

View HTML

Body

#Job ID#
#Max Attempts#
#Shipping Config Name#

AVAILABLE TAGS

#Job ID#
#Max Attempts#
#Shipping Config Name#

ERROR REPORT NOTIFICATION EMAIL

☒ Enable the Error Report Notification Email

Subject

Report Failure

Recipients

jwhite@transfrm.com

View HTML

Body

#File Path#
#Job ID#
#Max Attempts#
#Shipping Config Name#

AVAILABLE TAGS

#File Path#
#Job ID#
#Max Attempts#
#Shipping Config Name#

Save

Cancel

Once this is set up, click the **Save** button to save the email notifications.

Presort Templates

To add the Mailing / Shipping Template to a Presort Template after it has been configured, select the Presort Templates Tab under the Postal Settings Dropdown Tab.

Click on the **+ Add Presort Type** button to start a new template.

From there, click on the Program Dropdown Tab and select the Mailing / Shipping Template that you set up previously. You also must give the template a Description name for easy distinction when selecting at the submission level.

POSTAL SETTINGS - PRESORT TEMPLATES Global Settings

Presort Settings Presort Labels

PRESORT CONFIGURATION

ID	PROGRAM NAME	DESCRIPTION	TEMPLATE	MAIL_DAT	SEND IMB	
1		Bus Obj LM	LM	False	False	
3	Satori	Satori Presort	Trans.pst	True	True	
4	BCC Mail	BCC DO Not Use	n/a	False	False	
5	Satori	newIm	newIm	False	False	
6	BCC	BCC Presort Only	UluroDefault	False	True	
7	BCC	Test	UluroDefault	True	True	
8	Mailing / Shipping Template	Mailing / Shipping Template		False	False	

Showing 1 to 7 of 7 entries

+ Add Presort Type View History

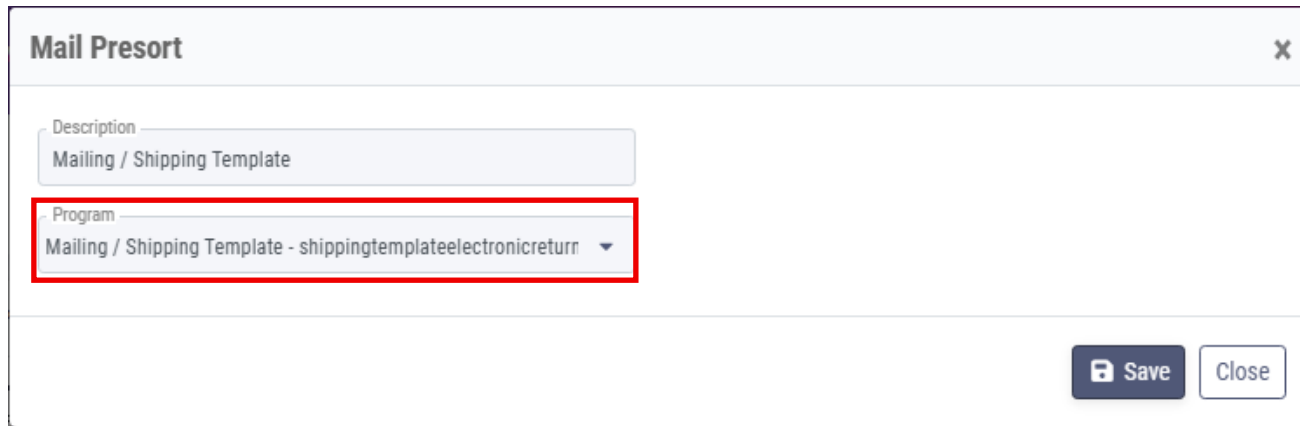
[Back to Dashboard](#)

- Monitor Services
- Processes & Directories
- Business Classifications
- Consumables
- Print Settings
- Postal Settings
- IMB Configuration
- Cleansing Templates
- Presort Templates
- Mailing / Shipping Templates
- SLA Management
- Email Tracking (Mandrill)
- Locations
- Ticket Templates
- Reports
- Web Settings
- uDeliver
- uCampaign Management
- uSecure
- Activation Codes
- Email Settings

Mail Presort – The Program must be set to Mailing / Shipping Template - shippingtemplateelectronicreturnreceipt

Description –Enter an easily identifiable name here.

Program –Select the appropriate program for the template to work.

A screenshot of a 'Mail Presort' dialog box. The dialog has a title bar with the text 'Mail Presort' and a close button (X). Inside the dialog, there are two input fields. The first is labeled 'Description' and contains the text 'Mailing / Shipping Template'. The second is labeled 'Program' and contains a dropdown menu with the selected option 'Mailing / Shipping Template - shippingtemplateelectronicreturn'. This dropdown menu is highlighted with a red rectangular border. At the bottom right of the dialog, there are two buttons: a dark blue 'Save' button with a floppy disk icon and a light gray 'Close' button.

Mail Presort X

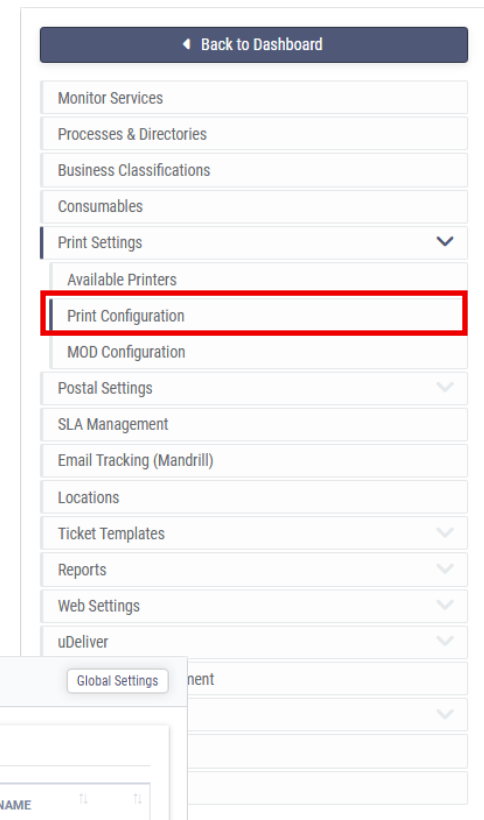
Description
Mailing / Shipping Template

Program
Mailing / Shipping Template - shippingtemplateelectronicreturn ▼

Save Close

Print Configurations

In order to allow the appropriate labels to go to the appropriate documents in a submission, you will need to create 2 Print Configurations in uSetup under Global Settings > Print Settings > Print Configurations.



PRINT SETTINGS - PRINT CONFIGURATION

Global Settings

CONFIGURATION

ID	DESCRIPTION	SHEET NUMBERS	PRINT ONLY	QUAL	FILE LOCATION	DOCS PER FILE	ENABLED	PRINTER NAME	
30	ERR Print Configuration #1	1 - 999999	☐	A		999999	☒		
31	ERR Print Configuration #2	1 - 999999	☐	A		999999	☒		

Showing 21 to 22 of 22 entries

Previous123Next

+ Add Print Configuration

View History

The first configuration can be set up as a simple configuration.

Enter all the information you'd like for the configuration, and add the **Advanced Filter MailType5 = L**

PRINT SETTINGS - PRINT CONFIGURATION

Global Settings

PRINT CONFIGURATION > EDIT PRINT CONFIGURATION

Enable Print Configuration

Example:
ERP Print Configuration at

☐ Enable Impression of PDF in UTM Print

☐ Enable Tag in PDF output

The Location
C:\Thermal\Substation\Print\Substation\MyPrintJob\MyPrintJob.pdf

Print Settings:
ERP Print Configuration at

☐ Enabled

Print:
Volume Name PDF Output

PROD PRINTING:
☐ Enabled

Custom Filter:
Size the File
XXXXXX

Number of Pages (sheets): From: 1 To: 999999

PRINT ONLY:
☒ No Exclusion
☐ National Exclusion
☐ Demit Exclusion

QUALIFY BY:
☒ All
☐ Qualified Only
☐ Unqualified Only

ESTABLISHMENT:
☒ No establishments
☐ Include establishments
☐ Establishments Only

ENTER THE SWICCODE

☐ Insert Swiccode

Job ID Size
Statement ID Size

PRINT JOB SPLITS

☐ Split Print Jobs

Number of Print Jobs
5

☐ Split Into Once Per File Print Jobs

POCKET MATCH

☐ Enable Pocket Match 1

Item 1
Item 2

☐ Enable Pocket Match 2

Item 1
Item 2

PRINT JOB TICKET

☐ Enable Print Job Ticket

Template

ADD TECHNICAL FILTER

Filter On
MailType1

Operator
+

Value

ADD →

FILTER:
MailType1 = L

PRINT SORT ORDER

AVAILABLE

Submit

Date #

Tag

Package

Place no

Acct #

Custom Field

ADD ASCENDING →

ADD DESCENDING →

← REMOVE

SORT BY

ORDER

Place no

Ascending

↑ ↓

Save

Cancel

This indicates documents that have received a label.

The second configuration can be set up in a similar way, just slightly differently to ensure it captures the documents that will not receive a label.

PRINT SETTINGS - PRINT CONFIGURATION

Global Settings

PRINT CONFIGURATION > EDIT PRINT CONFIGURATION

Enable Print Configuration

Description

000 Print Configuration AC

Enable imposition of PDF in CUPS PDL

Enable Tag in PDF output

File location

\\theresql001\p007\rsd\subm-p\rsd\p007-0007\testing

Enable Description

000 Print Configuration AC

PDF BOOKMARKS

☐ Enabled

Printer

Glue Native PDF Output

PDFD PROTOTRONG

☐ Enabled

Custom Filter

000000

Number of Pages (Sheet) from

1

To

000000

PRINT ONLY

☒ No Exclusion
☐ Excluded
☐ Not all Excluded

QUALIFIED

☒ All
☐ Qualified Only
☐ Unqualified Only

ESTIMATION

☒ No statements
☐ Include statements
☐ statements Only

INTERESTER BARCODE

Interster Barcode

Job ID Data

Department ID Data

PRINT JOB SPLITS

☐ Split Print Job

Number of Print Jobs

5

☐ Split Into One Per File Print Job

POCKET MATCH

☐ Enable Pocket Match 1

Item ID

☐ Enable Pocket Match 2

Item ID

PRINT JOB TICKET

☐ Enable Print Job Ticket

Template

ADDITIONAL FILTERS

Filter On

MailType

Operator

Value

ADD →

FILTER

MailType → L

PRINT SORT ORDER

AVAILABLE

Submit

Doc #

Tag

Package

Place no

Act #

ADD ASCENDING →

ADD DESCENDING →

← REMOVE

Sort By

ORDER

Place no

Ascending

↑ ↓

Save

Cancel

Enter all the information you'd like for the configuration, and add the **Advanced Filter MailType5 <> L**

This indicates documents that have not received a label.

Submission Type

Once the client in question has a submission set up to use the ERR Template, navigate to the Postal Settings Tab. On the right-hand side, you can select from the Presort Dropdown Tab the ERR Template set up at the Global Settings Level. Choose your ERR Template from the dropdown.

That will open a new section just below titled: Mailing / Shipping Template. From the dropdown here, select the checkbox to **Enable Mailing / Shipping Templates**. This will allow you to now select your Mailing / Shipping Template from the dropdown menu.

The screenshot displays the Relay Unify Setup interface. The top navigation bar includes the Relay Unify logo, "Powered by Transformations", and links for "GLOBAL SETTINGS" and "MANAGE CUSTOMERS". A user profile for "James Smith" is visible in the top right. The main header shows "Setup | Basic Setup" with a sub-header "Submission Type Postal Settings". On the left, a sidebar lists various setup categories, with "Postal Settings" highlighted in a red box. The main content area is titled "MANAGE SUBMISSION TYPE" (also highlighted in a red box). It contains three sections: "CLEANSE TYPE & PRESORT", "Manage Cleanse Types", and "Manage IMB Configuration". The "Manage Presort Types" section is highlighted in a red box and contains a dropdown for "Presort Type" set to "Mailing / Shipping Template", a dropdown for "Mailing / Shipping Template" set to "John ERR Test", and a checked checkbox for "Enable Mailing/Shipping Templates". The "Manage IMB Configuration" section includes fields for "IMB", "Overrides Default", "Service Type", and "Barcode Id". At the bottom, there are "Save" and "View History" buttons. The footer contains the Pitney Bowes logo, copyright information, and links for "Accessibility", "Powered By Transformations", and "Relay Unify Setup Version 2025.10.15.2".

You will also have to set the consumables to pull in the correct information for weight and thickness to be calculated. This will be done at the submission level and will be calculated by the Envelope fields.

View Submission Types

Basic Setup

General Information

Postal Settings

Consumables

Manage Regulatory Access

Web Settings

Print Settings

Email Notifications

Job Tracking

uDeliver

uCampaign

uSecure

Customized Workflow

MANAGE SUBMISSION TYPE

130 Relay Unity Web4

265 ERR

Forms & Envelopes

Additional Pages

Inserts

Manage Forms

Global settings configuration

FORMS

Primary Form

Weight

oz

Thickness

in

Secondary Form

Weight

oz

Thickness

in

Manage Envelopes

Global settings configuration

ENVELOPES

Regular Envelope

Number 10 Window

Weight

0.040000

oz

Thickness

0.033000

in

Return Envelope

Weight

oz

Thickness

in

Height

5.000000

in

Length

9.000000

in

Save

View History

Include the print configurations that you created in Global Settings here. Navigate to Print Settings > Print Configurations, and select your 2 print configurations from below. Click **Add Configuration** to add your configurations.

View Submission Types

Basic Setup

Manage Regulatory Access

Web Settings

Print Settings

Print Manager

Print Configurations

Email Notifications

Job Tracking

uDeliver

uCampaign

uSecure

Customized Workflow

MANAGE PRINT CONFIGURATION

130 Relay Unify Web4

265 ERR

CURRENT CONFIGURATIONS

	ID	DESCRIPTION	MIN SHEETS	MAX SHEETS	PRINT ONLY	QUAL	FILE LOCATION	DOCS PER FILE	ENABLED	PRINTER NAME
☐	30	ERR Print Configuration #1	1	999999	☐	True	i	999999	Y	i
☐	31	ERR Print Configuration #2	1	999999	☐	True	i	999999	Y	i

ADD CONFIGURATION

REMOVE CONFIGURATION

AVAILABLE PRINTER CONFIGURATIONS

	ID	DESCRIPTION	MIN SHEETS	MAX SHEETS	PRINT ONLY	QUAL	FILE LOCATION	DOCS PER FILE	ENABLED	PRINTER NAME
☐	2	All docs PS (DESC)	1	9999	☐	True	i	9999	Y	i
☐	3	1-7 pg docs PDF (Desc)	1	7	☐	True	i	20	Y	i
☐	5	8-16 pages PDF	8	16	☐	True	i	25	Y	i

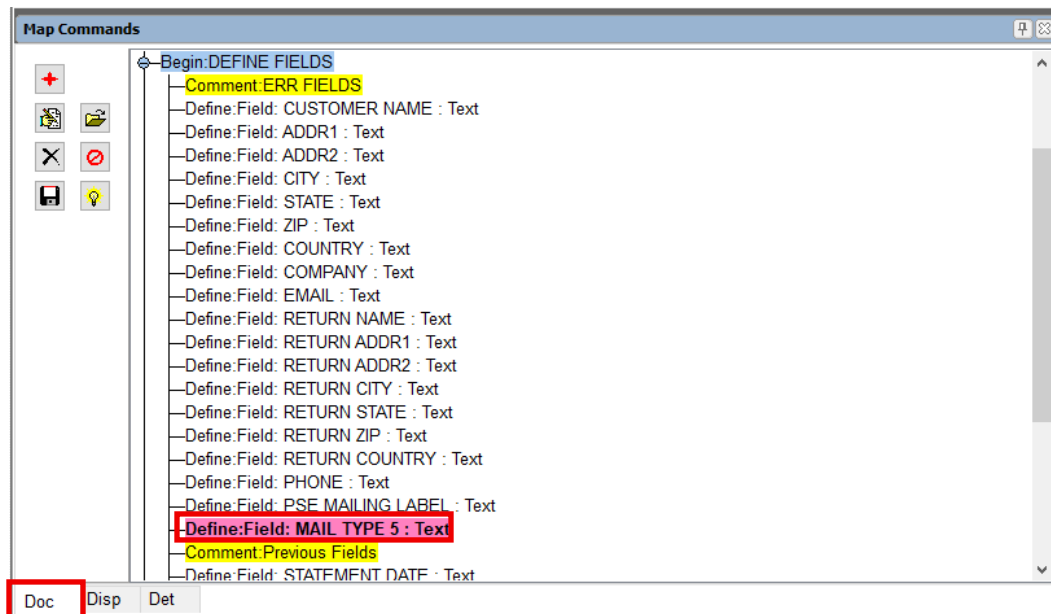
View History

Composition

Labels

In order to get the appropriate label on your map and submission these steps will need to be taken to ensure that the correct label goes on the map. There are 4 different labels that will put in a template on your map for your label in composition. There is a 6 x 9 label, 6 x 9.5 label, 10 label, and 9.5 x 12 label.

You will need to create 2 fields in composition to get the appropriate label on your map, as well as a Sys_Field to communicate with your print configuration.



This is an example of the first Field needing to be set up. You can give it any name you'd like.

In the Map Commands window, create a Field with a Fixed Value of **NL**.
This means No Label.

You will need to make sure that you have the System Field Link set for **Sys_MailType5**.

The 'Edit Fields' dialog box is shown. The 'Field Name' is 'MAIL TYPE 5'. The 'Value Type' is 'Text'. The 'System Field Link' is 'Sys_MailType5'. The 'Fixed Value' is 'NL'. The 'Field Type' is 'Fixed'. The 'Error Handling' section is also visible.

The 'Map Commands' window is shown. The list of fields includes: Define:Field: CUSTOMER NAME : Text, Define:Field: ADDR1 : Text, Define:Field: ADDR2 : Text, Define:Field: CITY : Text, Define:Field: STATE : Text, Define:Field: ZIP : Text, Define:Field: COUNTRY : Text, Define:Field: COMPANY : Text, Define:Field: EMAIL : Text, Define:Field: RETURN NAME : Text, Define:Field: RETURN ADDR1 : Text, Define:Field: RETURN ADDR2 : Text, Define:Field: RETURN CITY : Text, Define:Field: RETURN STATE : Text, Define:Field: RETURN ZIP : Text, Define:Field: RETURN COUNTRY : Text, Define:Field: PHONE : Text, Define:Field: PSE MAILING LABEL : Text, Define:Field: MAIL TYPE 5 : Text, and Define:Field: STATEMENT DATE : Text. The 'Doc' button is highlighted.

Here is an example of the second map command needed for label to work. This Field can also be given any name chosen to easily identify it.

In the Map Commands Window, create a Fixed Field with the image path from the Submit Folder to where you have your ERR Labels in. This should be <\\ServerName\submit\images\clientname\subfolder\err.pdf>

The Fixed Field must be called **PSE Mailing Label** in order for the label to work.

This will need to be a Save to DB field as well in order for it to be pulled up in the Database.

In addition to the Fixed Field, you will need to use the **PSE Mailing Label Code Group**. These 2 combined are what will allow the correct ERR label to go on a submission and document.

This is the Fixed Field setup. If you change the label name here, it will change the output on the map.

The screenshot shows the 'Edit Fields' dialog box with the 'Define' tab selected. The 'Field Name' is 'PSE MAILING LABEL'. The 'Value Type' is 'Text'. The 'Fixed Value' is '\\Trans-qa3\submit\IMAGES\Tyler\ERR\ERRLabel.pdf'. The 'Save to DB' checkbox is checked. The 'Field Type' section shows 'Fixed' selected. The 'Error Handling' tab is also visible.

Field Name: PSE MAILING LABEL

Value Type: ☒ Text ☐ Real ☐ Date ☐ Integer ☐ Currency ☐ Boolean

Function: [v] []

System Field Link: [v]

Define Error Handling

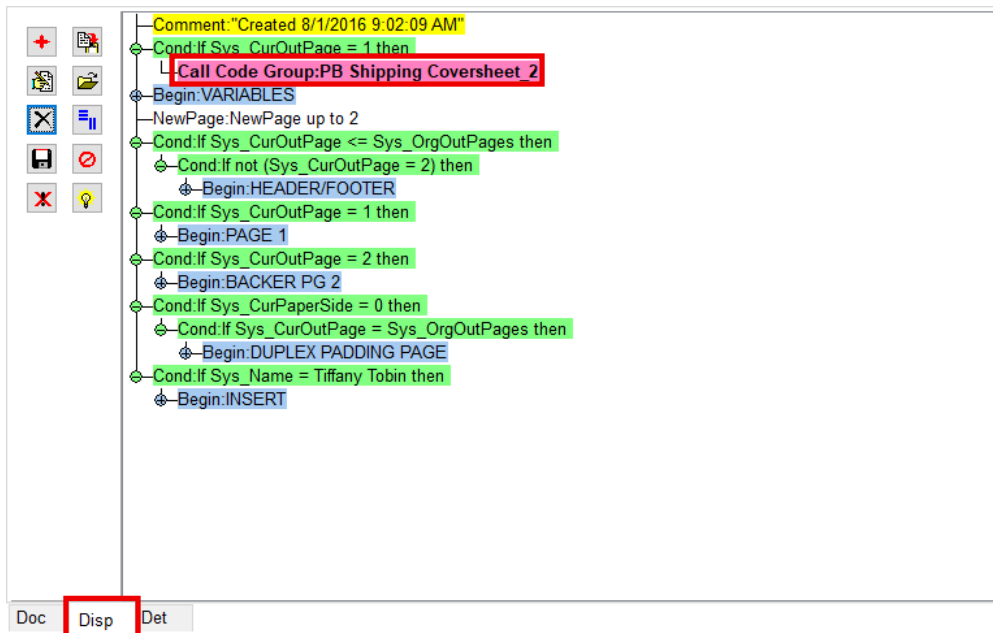
Field Type: ☐ Position ☐ Test ☐ Delimited ☒ Fixed ☐ XML ☐ Not Assigned

Fixed Value: \\Trans-qa3\submit\IMAGES\Tyler\ERR\ERRLabel.pdf

☒ Save to DB

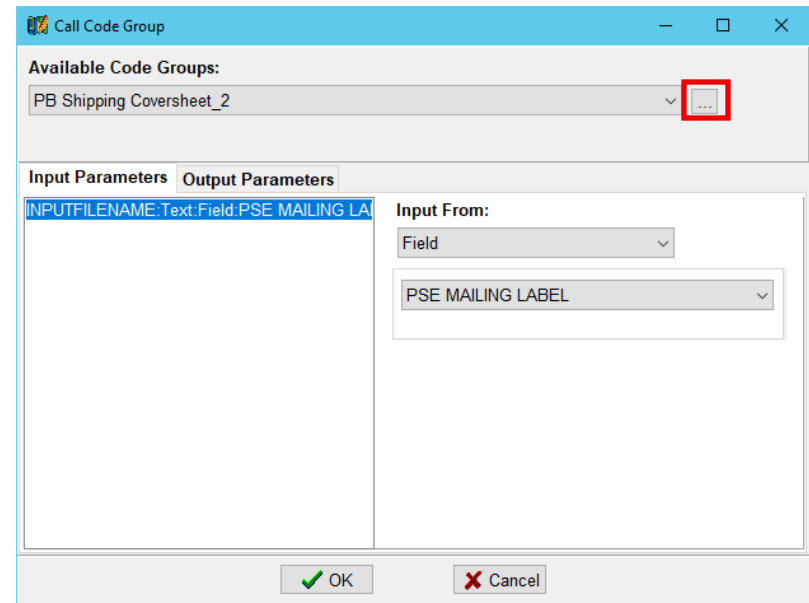
For Case Insensitive, surround Regular Expression with /.../i

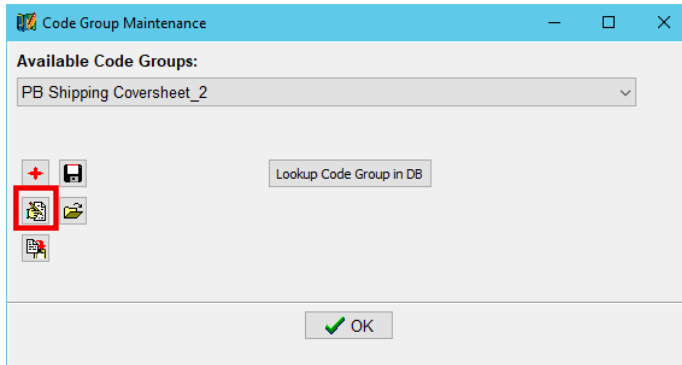
OK Cancel



On the display tab of the Map Commands window, add your code group.

Once added, click on the ellipsis to edit.



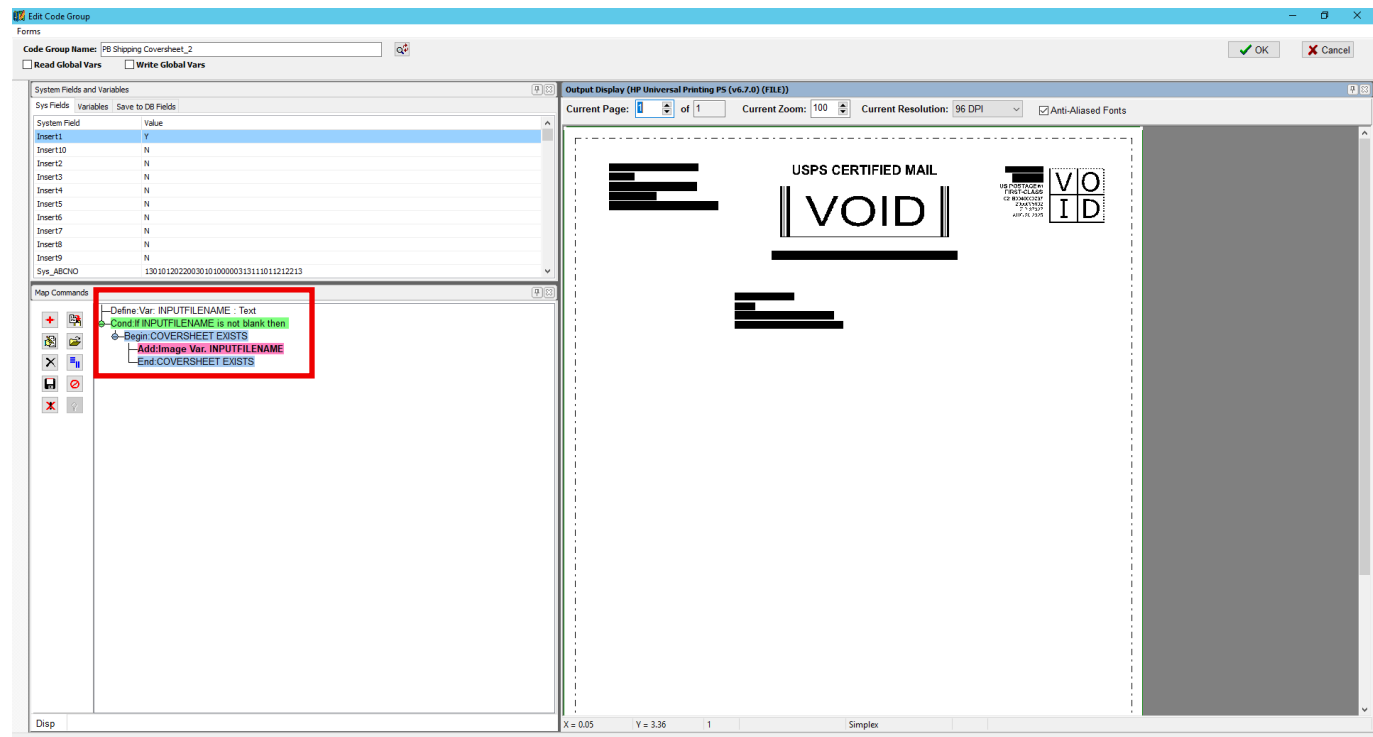


Next it will pull up the window to Edit, Save, Lookup, etc.

Click the edit button to edit the Code Group Template

This is what the editor will look like. If you adjust a Code Group, it will affect all maps and submissions with the Code Group in it.

Note the INPUTFILENAME Variable will allow you to adjust where the template will be placed, along with the Fixed Field mentioned above.



Edit Variable

Input/Output

☐ Neither

☒ Input

☐ Output

☐ Both

Variable Name:

INPUTFILENAME

Value Type

☒ Text ☐ Real ☐ Date

☐ Integer ☐ Currency ☐ Boolean

Function: [v] []

Field Type

☒ Fixed

☐ Not Assigned

Fixed Value:

\\Trans-qa3\submit\IMAGES\Tyler\ERR\ERRLabel.pdf

OK Cancel

In the Code Group editor, when changing the ERR Template, you'll see that the Variable is set as an Input Variable.

If everything is set up properly, you'll be able to change the ERR Template and the Code Group will assist in getting the correct output on your documents.

Here is an example of the 6x9 Redacted Template:



USPS CERTIFIED MAIL

VOID

FIRST CLASS
 \$9.15⁰
 US POSTAGE
 FIRST CLASS
 02130000000238
 2/1/19/00/2
 01 0844
 00114 2005

Pg 1 of 6

V

O

I

D

ACCOUNTS AT A GLANCE
 Checking Balance: \$1,965.85
 Savings Balance: \$3,500.00

CHECKING ACCOUNT

 1010123456789

Previous Statement Balance on 1/1/2017	\$115.37
Total Deposits	\$5,245.51
Total Withdrawals	\$3,390.03
Total Service Charges	\$5.00
New Balance	\$1,965.85

Checks & Other Debits	Check #	Date	Transaction	Amount
	153	1/1/2017	Woodlawn Apartments	\$825.00
		1/1/2017	Withdrawal #00281 at ATM #423A	\$200.00
		1/1/2017	Target	\$157.42
		1/1/2017	Home Depot	\$456.12
		1/2/2017	Kroger	\$156.28
		1/2/2017	Shell	\$31.24
		1/8/2017	Starbucks	\$8.11
		1/8/2017	Chick-Fil-a	\$11.20
	154	1/10/2017	Uluro Energy	\$147.50
		1/10/2017	Whole Foods	\$60.70
		1/11/2017	Taco Bell	\$6.35
		1/11/2017	Mapco	\$13.78
		1/11/2017	Coach	\$256.18
		1/11/2017	Gold's Gym	\$25.00
		1/12/2017	Waffle House	\$3.63
	155	1/12/2017	Uluro Gas	\$33.61
		1/12/2017	Shell	\$22.81
		1/12/2017	Withdrawal #00281 at ATM #423A	\$100.00
		1/12/2017	Donut Country	\$4.23
		1/12/2017	Marshall's	\$124.86
		1/12/2017	Ulta	\$31.87
		1/12/2017	Sun Tan City	\$30.00
		1/12/2017	Food Lion	\$81.47

Here is an example of the 6x9.5 Redacted Template:



USPS CERTIFIED MAIL

VOID

POSTAGE & FEE
\$9.15
US FIRST CLASS PERMIT NO. 1000 NEW YORK, NY 10108
02 8004000237
230418002
01 06484
017 14 2125

VOID

ACCOUNTS AT A GLANCE

Checking Balance: \$1,965.85

Savings Balance: \$3,500.00

CHECKING ACCOUNT

1010123456789

Previous Statement Balance on 1/1/2017	\$115.37
Total Deposits	\$5,245.51
Total Withdrawals	\$3,390.03
Total Service Charges	\$5.00
New Balance	\$1,965.85

Checks & Other Debits	Check #	Date Paid	Transaction	Amount
	153	1/1/2017	Woodlawn Apartments	\$825.00
		1/1/2017	Withdrawal #00281 at ATM #423A	\$200.00
		1/1/2017	Target	\$157.42
		1/1/2017	Home Depot	\$456.12
		1/2/2017	Kroger	\$156.28
		1/2/2017	Shell	\$31.24
		1/8/2017	Starbucks	\$8.11
		1/8/2017	Chick-Fil-a	\$11.20
	154	1/10/2017	Uluro Energy	\$147.50
		1/10/2017	Whole Foods	\$60.70
		1/11/2017	Taco Bell	\$6.35
		1/11/2017	Mapco	\$13.78
		1/11/2017	Coach	\$256.18
		1/11/2017	Gold's Gym	\$25.00
		1/12/2017	Waffle House	\$3.63
	155	1/12/2017	Uluro Gas	\$33.61
		1/12/2017	Shell	\$22.81
		1/12/2017	Withdrawal #00281 at ATM #423A	\$100.00
		1/12/2017	Donut Country	\$4.23
		1/12/2017	Marshall's	\$124.86
		1/12/2017	Ulta	\$31.87
		1/12/2017	Sun Tan City	\$30.00
		1/12/2017	Food Lion	\$81.47

Here is an example of the 10 Redacted Template:



USPS CERTIFIED MAIL

VOID

P123456789
\$9.15
 US POSTAGE
 FIRST CLASS
 02 B004000237
 22 JAN 02
 C 1 06484
 07 14 2125

V
O

I
D

Pg. 1 of 6





ACCOUNTS AT A GLANCE
 Checking Balance: \$1,965.85
 Savings Balance: \$3,500.00

CHECKING ACCOUNT 1010123456789	Previous Statement Balance on 1/1/2017 Total Deposits Total Withdrawals Total Service Charges	\$115.37 \$5,245.51 \$3,390.03 \$5.00
	New Balance	\$1,965.85

Checks & Other Debits	Check #	Date Paid	Transaction	Amount
	153	1/1/2017	Woodlawn Apartments	\$825.00
		1/1/2017	Withdrawal #00281 at ATM #423A	\$200.00
		1/1/2017	Target	\$157.42
		1/1/2017	Home Depot	\$456.12
		1/2/2017	Kroger	\$156.28
		1/2/2017	Shell	\$31.24
		1/8/2017	Starbucks	\$8.11
		1/8/2017	Chick-Fil-a	\$11.20
	154	1/10/2017	Uluro Energy	\$147.50
		1/10/2017	Whole Foods	\$60.70
		1/11/2017	Taco Bell	\$6.35
		1/11/2017	Mapco	\$13.78
		1/11/2017	Coach	\$256.18
		1/11/2017	Gold's Gym	\$25.00
		1/12/2017	Waffle House	\$3.63
	155	1/12/2017	Uluro Gas	\$33.61
		1/12/2017	Shell	\$22.81
		1/12/2017	Withdrawal #00281 at ATM #423A	\$100.00
		1/12/2017	Donut Country	\$4.23
		1/12/2017	Marshall's	\$124.86
		1/12/2017	Ulta	\$31.87
		1/12/2017	Sun Tan City	\$30.00
		1/12/2017	Food Lion	\$81.47

Here is an example of the 9.5x12 Redacted Template:



USPS CERTIFIED MAIL

VOID

PITNEY BOWES
\$9.15⁰
US POSTAGE
FIRST-CLASS
02130046000238
24X109%02
ZIP 08404
CITY 10, 2015

V O
I D

Pg 1 of 6



ACCOUNTS AT A GLANCE
 Checking Balance: \$1,965.85
 Savings Balance: \$3,500.00

CHECKING
ACCOUNT

1010123456789

Previous Statement Balance on 1/1/2017
 Total Deposits
 Total Withdrawals
 Total Service Charges
 New Balance

\$115.37
 \$5,245.51
 \$3,390.03
 \$5.00
 \$1,965.85

Checks & Other Debits	Check #	Date Paid	Transaction	Amount
	153	1/1/2017	Woodlawn Apartments	\$825.00
		1/1/2017	Withdrawal #00281 at ATM #423A	\$200.00
		1/1/2017	Target	\$157.42
		1/1/2017	Home Depot	\$456.12
		1/2/2017	Kroger	\$156.28
		1/2/2017	Shell	\$31.24
		1/8/2017	Starbucks	\$8.11
		1/8/2017	Chick-Fil-a	\$11.20
	154	1/10/2017	Uluro Energy	\$147.50
		1/10/2017	Whole Foods	\$60.70
		1/11/2017	Taco Bell	\$6.35
		1/11/2017	Mapco	\$13.78
		1/11/2017	Coach	\$256.18
		1/11/2017	Gold's Gym	\$25.00
		1/12/2017	Waffle House	\$3.63
	155	1/12/2017	Uluro Gas	\$33.61
		1/12/2017	Shell	\$22.81
		1/12/2017	Withdrawal #00281 at ATM #423A	\$100.00
		1/12/2017	Donut Country	\$4.23
		1/12/2017	Marshall's	\$124.86
		1/12/2017	Ulta	\$31.87
		1/12/2017	Sun Tan City	\$30.00
		1/12/2017	Food Lion	\$81.47

The images displayed are just templates to show where the label will be placed. Once cleansing happens, the template will not appear on the final output. If a label is supposed to go on a document, the template will be replaced with the appropriate information including the name and address of the recipient.

Once the map has been completed, save and close and ensure that the appropriate steps for the submission to run through the Relay Unify system are in place.

uControl

Submit the data file for the ERR submission next and let it go through the system, and you will see the submission be split into 2 Print Jobs.

Under the first tab on uControl, the View Submissions Tab you will see your data file running through the Relay Unify system. It will be displayed as a single submission for a single data file.

Relay™ Unify
Powered by Transformations

SETTINGS **VIEW SUBMISSIONS** VIEW JOBS VIEW PRINT JOBS PRODUCTION SCHEDULE

James Smith

Control | **Submission Management**
Household, Combine, Resubmit and Beyond

Uluro North America | Trans-QA3 Change Context

FILTERS Hide

COMMON FILTERS

- Create a Job
- Customer: Relay Unify Web4
- Submission Type: All
- Status: All
- Location: All
- Submission Id
- Job Id

SETTINGS

- Auto Refresh Interval: 10 Refresh
- Records to Display: Total 50 Apply
- Status Colors
- Submission Tickets

	JOB ID	ID	CUSTOMER	SUBMISSION	STATUS	# OF DOCS	BP %	RECEIVED	LOCATION	PRESORT	# OF PAGES	FORM
	3450	8108	Relay Unify Web4	John Map Test	Print Manager	4	100	10/20/2025 10:29:30 AM	Connecticut	Mailing / Shipping Template	16	
	3449	8107	Relay Unify Web4	John Map Test	Print Manager	4	100	10/20/2025 9:58:25 AM	Connecticut	Mailing / Shipping Template	16	
	3448	8106	Relay Unify Web4	John Map Test	Ready to Print	4	100	10/20/2025 9:44:12 AM	Connecticut	Mailing / Shipping Template	16	
	3447	8105	Relay Unify Web4	John Map Test	Ready to Print	4	100	10/20/2025 9:42:10 AM	Connecticut	Mailing / Shipping Template	16	
	3446	8104	Relay Unify Web4	John Map Test	Ready to Print	4	100	10/20/2025 9:36:37 AM	Connecticut	Mailing / Shipping Template	16	
	3445	8103	Relay Unify Web4	John Map Test	Print Manager	4	100	10/17/2025 2:54:05 PM	Connecticut	Mailing / Shipping Template	16	
	3444	8102	Relay Unify Web4	John Map Test	Print Manager	4	100	10/17/2025 2:27:06 PM	Connecticut	Mailing / Shipping Template	16	

Following Job ID 3450, on the View Jobs Tab you'll see that it is still going through the system as a single submission, (unless combined or householded).

Relay™ Unify
Powered by Transformations

SETTINGSVIEW SUBMISSIONSVIEW JOBSVIEW PRINT JOBSPRODUCTION SCHEDULE

James Smith

Control | Jobs Management
Manage Jobs & Submissions

Uluro North America | Trans-QA3Change Context

FILTERS

COMMON FILTERS

Status
<ALL>

Presort Type
Mailing / Shipping Template

Location
<ALL>

Job Id

Apply Filter

Reset Filter

Save Settings

Reset Settings

SETTINGS

Auto RefreshInterval10Refresh

Records to DisplayTotal50Apply

Status ColorsReports

ID	SUBMISSION TYPE	CREATED DATE	STATUS	# DOCS	MAX SHEETS	# BEFORE HOUSEHOLD	# HOUSEHOLD	# UNHOUSEHOLD	# TRAYS	MAX P
3450	John Map Test	10/20/2025 10:29:40 AM	Print Manager	4	3	4	0	4	0	4
3449	John Map Test	10/20/2025 9:58:50 AM	Print Manager	4	3	4	0	4	0	4
3448	John Map Test	10/20/2025 9:44:20 AM	Ready to Print	4	3	4	0	4	0	4
3447	John Map Test	10/20/2025 9:42:20 AM	Ready to Print	4	3	4	0	4	0	4
3446	John Map Test	10/20/2025 9:38:20 AM	Ready to Print	4	3	4	0	4	0	4
3445	John Map Test	10/17/2025 2:54:20 PM	Print Manager	4	3	4	0	4	0	4
3444	John Map Test	10/17/2025 2:28:10 PM	Print Manager	4	3	4	0	4	0	4

Next, the Print Job Tab is where the submission will have been split into 2 print jobs, based on the print configurations attached to this submission. One for documents with ERR Labels, and the other without.

Relay™ Unify

Powered by Transformations

SETTINGS

VIEW SUBMISSIONS

VIEW JOBS

VIEW PRINT JOBS

PRODUCTION SCHEDULE

James Smith

Control

Print Jobs Management

Search Print Jobs & View Details

Uluro North America | Trans-QA3

Change Context

FILTERS

COMMON FILTERS

Print Job Status

All

Location

All

Print Job Id

Apply Filter

Reset Filter

Save Settings

Reset Settings

SETTINGS

Auto Refresh

Interval 10

Refresh

Records to Display

Total 50

Apply

Reports

PRINT JOB ID	JOB ID	EXT JOB NAME	PRINTER NAME	STATUS	AUTO SAMPLE	CREATE DATE	COMPLETE DATE	LOCATION
2081	3455		Uluro Native PDF Output	Complete		10/21/2025 1:04:00 PM	10/21/2025 1:04:03 PM	
2080	3454		Uluro Native PDF Output	Print Manager		10/21/2025 9:50:00 AM	10/21/2025 9:50:04 AM	
2078	3450		Uluro Native PDF Output	Print Manager		10/20/2025 10:30:01 AM	10/20/2025 10:30:05 AM	
2077	3450		Uluro Native PDF Output	Print Manager		10/20/2025 10:30:00 AM	10/20/2025 10:30:04 AM	
2076	3449		Uluro Native PDF Output	Print Manager		10/20/2025 10:00:01 AM	10/20/2025 10:00:05 AM	
2075	3449		Uluro Native PDF Output	Print Manager		10/20/2025 10:00:01 AM	10/20/2025 10:00:05 AM	

JOB DETAILS

REFRESH

JOBS ▶ JOB 3450

JOB DETAILS

JOB ID:

3450

STATUS:

Print Manager

UNPRINTED:

0

PRESORT TYPE:

Mailing / Shipping Template

JOB DATE:

10/20/2025

LOCATION:

Connecticut

JOB TRANSACTION DETAIL

Select Details

Print Jobs

PRINT JOBS

PRT JOB ID	PRINTER NAME	STATUS	FILTER	PAGE CNT FILTER	ORDER	PRINT FILE
2077	Uluro Native PDF Output	Print Manager	isnull(mailtype6,) = " and (isnull(eStatement,N) = 'N') and (MailType5 = 'L')	paperpagecnt >= 1 and paperpagecnt <= 999999	Cast(Pieceno as integer)	\\Trans-qa3\SUBMIT\PR\<#Submid>_<#prtjobid>_MODTesting
2078	Uluro Native PDF Output	Print Manager	isnull(mailtype6,) = " and (isnull(eStatement,N) = 'N') and (MailType5 <> 'L')	paperpagecnt >= 1 and paperpagecnt <= 999999	Cast(Pieceno as integer)	\\Trans-qa3\SUBMIT\PR\<#Submid>_<#prtjobid>_MODTesting

As you see here, the submission with Job ID 3450 was split into print jobs with the Print Job ID of 2077 and 2078.

Pitney Bowes

ERR Shipping User Guide

October 2025

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TIFFANY TOBIN PB 1585 MALLORY LANE SUITE 105 BRENTWOOD TN 37067		USPS CERTIFIED MAIL VOID		PINNEY BOWEN \$6.93 US POSTAGE FIRST CLASS 02180400000318 300008832 ZIP 37067 OCT 20 2020	Page 1 of 1 VOID
		9407 1098 9864 4494 1320 60		ACCOUNTS AT A GLANCE Checking Balance: \$1,965.85 Savings Balance: \$3,500.00	
TIFFANY TOBIN PB C/O BILL FAUCET 201 SEABOARD LN FRANKLIN TN 37067					
CHECKING ACCOUNT		Previous Statement Balance on 1/1/2017		\$115.37	
		Total Deposits		\$5,245.51	
		Total Withdrawals		\$3,390.03	
		Total Service Charges		\$5.00	
1010123456789		New Balance		\$1,965.85	

Checks & Other Debits	Check #	Date Paid	Transaction	Amount
	153	1/1/2017	Woodlawn Apartments	\$825.00
		1/1/2017	Withdrawal #00281 at ATM #423A	\$200.00
		1/1/2017	Target	\$157.42
		1/1/2017	Home Depot	\$456.12
		1/2/2017	Kroger	\$156.28
		1/2/2017	Shell	\$31.24
		1/8/2017	Starbucks	\$8.11
		1/8/2017	Chick-Fil-a	\$11.20
	154	1/10/2017	Uluro Energy	\$147.50
		1/10/2017	Whole Foods	\$60.70
		1/11/2017	Taco Bell	\$6.35
		1/11/2017	Mapco	\$13.78
		1/11/2017	Coach	\$256.18
		1/11/2017	Gold's Gym	\$25.00
		1/12/2017	Waffle House	\$3.63
	155	1/12/2017	Uluro Gas	\$33.61
		1/12/2017	Shell	\$22.81
		1/12/2017	Withdrawal #00281 at ATM #423A	\$100.00
		1/12/2017	Donut Country	\$4.23
		1/12/2017	Marshall's	\$124.86
		1/12/2017	Ulta	\$31.87
		1/12/2017	Sun Tan City	\$30.00
		1/12/2017	Food Lion	\$81.47
	156	1/12/2017	AT&T	\$61.54
		1/12/2017	Payless Shoes	\$42.65
		1/12/2017	Shell	\$28.00
		1/17/2017	Belk	\$62.47
		1/17/2017	Withdrawal #00281 at ATM #423A	\$200.00
	157	1/18/2017	Direct TV	\$217.54
		1/18/2017	Red Robin	\$14.52

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Member FDIC

ACCOUNTS AT A GLANCE

Checking Balance: \$2,738.22

Savings Balance: \$4,150.13

CHECKING ACCOUNT 123454321	Previous Statement Balance on 1/1/2017	\$1,532.65
	Total Deposits	\$4,288.51
	Total Withdrawals	\$3,077.94
	Total Service Charges	\$5.00
New Balance		\$2,738.22

Checks & Other Debits	Check #	Date Paid	Transaction	Amount
	153	1/2/2017	Woodlawn Apartments	\$900.00
		1/1/2017	Withdrawal #00281 at ATM #423A	\$200.00
		1/1/2017	Target	\$157.42
		1/8/2017	Home Depot	\$456.12
		1/10/2017	Kroger	\$156.28
		1/11/2017	Shell	\$31.24
	154	1/12/2017	Uluro Energy	\$147.50
		1/12/2017	Whole Foods	\$60.70
		1/12/2017	Taco Bell	\$6.35
		1/12/2017	Mapco	\$13.78
		1/12/2017	Coach	\$256.18
		1/17/2017	Gold's Gym	\$25.00
	155	1/19/2017	Uluro Gas	\$33.61
		1/20/2017	Shell	\$22.81
		1/21/2017	Withdrawal #00281 at ATM #423A	\$100.00
		1/21/2017	Ulta	\$31.87
	156	1/28/2017	AT&T	\$61.54
		1/30/2017	Withdrawal #00281 at ATM #423A	\$200.00
	157	1/30/2017	Direct TV	\$217.54

Deposits & Other Credits	Transaction	Date Posted	Amount
	Customer Deposit...	1/1/2017	\$50.00
	Direct Deposit...	1/1/2017	\$1,600.00
	Transfer from 4039-557 at ATM #423C	1/2/2017	\$100.00
	Venmo	1/7/2017	\$20.00
	Customer Deposit...	1/7/2017	\$100.00
	Customer Deposit...	1/10/2017	\$150.00
	Venmo	1/10/2017	\$15.00