

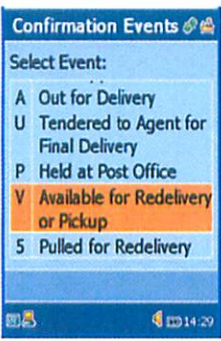


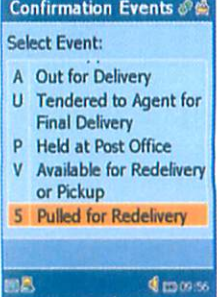
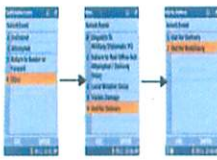


# Standard Work: Left Notice Redelivery Scanning



Visual	Important Steps	Key Points	Reasons for Key Points
	<p>1. Complete PS Form 3849, We ReDeliver for You, for items that cannot be delivered on the first attempt.</p> <p><b>Delivering Employee</b></p>	<ul style="list-style-type: none"> <li>Perform required <b>Attempted scan for On-Street Users</b> at point of delivery.</li> <li><b>Available for Pick-Up</b> scan should be performed for In-Office users i.e. Box Section Left Notice parcels.</li> </ul>	<p>The Attempted and Available for Pick Up scans will be used to inform customers of the status of their items.</p> <p>It will also be used by Product Tracking and MyPO to assist in managing the final notice and return process for Attempted items.</p>
	<p>2. Write the following near the address on the item:</p> <ul style="list-style-type: none"> <li>Date of attempt</li> <li>Date of Final Notice</li> <li>Date of Return</li> </ul> <p><b>Clerk</b></p>	<ul style="list-style-type: none"> <li>Prior to storing item on shelf, ensure that the date(s) of the attempt, final notice, and return are transcribed on the item.</li> </ul>	
	<p>3. Perform "Available for Redelivery or Pick-Up" scan on mail piece(s)</p> <p><b>CLERK</b></p>	<ul style="list-style-type: none"> <li>Notice Left clerk should perform Available for Redelivery or Pick-Up scan on all pieces being placed on the Notice Left bins/shelves</li> </ul>	<p>This scan will be used to inform customers that their items are available to be picked up if PO Box. Or picked up or Redelivered if On-Street delivery item.</p>
	<p>4. File and Store the mail piece</p> <p><b>CLERK</b></p>	<p>File mail items using one of the recommended filing systems:</p> <ul style="list-style-type: none"> <li>Last number of the delivery address</li> <li>Last two numbers of the delivery address</li> </ul>	<p>Ensures item can be located and retrieved quickly and efficiently.</p>

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	<p>5. Check MyPO for Redelivery Request  <b>CLERK/Supervisor</b></p>	<ul style="list-style-type: none"> <li>Retrieve Item from Notice Left Shelf for Redelivery</li> </ul>	
	<p>6. Scan item(s) as "Pulled for Redelivery"  <b>CLERK</b></p>	<ul style="list-style-type: none"> <li>Scan item as "Pulled for Redelivery" and hand off to carrier</li> <li>Notify management if unable to connect item with carrier</li> </ul>	<p>Inform carrier of the Redelivery request to ensure the item is scanned as "Out for Redelivery"</p>
	<p>7. Scan the barcode and select "Other".</p> <ul style="list-style-type: none"> <li>After selecting "other", scroll down &amp; select "Out for Delivery"</li> <li>After selecting "Out for Delivery" above, select "Out for Redelivery"</li> </ul> <p><b>CARRIER</b></p>	<ul style="list-style-type: none"> <li>This scan is completed after moving to the street, <b>prior</b> to loading.</li> <li>PTR will display to the customer "Out for Delivery" when the carrier scans Out for Redelivery"</li> </ul>	<p>To notify customers that an item(s) is being Redelivered.</p>