

US POSTAL SERVICE POLICY GUIDE

SELLING UNIFORM ITEMS TO THE GENERAL PUBLIC IS PROHIBITED

Vendors must only sell official postal uniform items to eligible Postal Service employees. Official items include uniform items bearing the Postal Service logo as stated in Appendix A and items the general public associates with the official postal uniform. The sale of official postal uniform items to non-employees creates a serious security risk and will be grounds for immediate termination from the Uniform Program.

EMPLOYEES MUST PRESENT THE UNIFORM ALLOWANCE PURCHASE CARD

If an employee wishes to purchase uniform items, the employee must present a valid Uniform Allowance Purchase Card (UAPC). This includes all sales made in person, via the internet, by mail order or over the phone. If the purchase is in excess of the uniform allowance, the employee may use his/her own funds to complete the transaction. Transactions attempted without valid cards are not permitted and violates Condition 4 of the *Uniform Vendors License Code of Ethical Conduct* that states in relevant part: "Only postal employees presenting positive postal employment identification may purchase postal uniform items." Expired cards are not valid forms of identification, and attempting to process expired cards violates Condition 4 as stated above.

VENDORS MAY NOT REQUEST SENSITIVE INFORMATION FROM EMPLOYEES

The United States Postal Service committed to the security and the proper use, collection and protection of employee Personally Identifiable Information (PII). The Uniform Program reiterates its zero-tolerance policy for any vendor in violating USPS Privacy Policy. Vendors are forbidden to acquire cardholders' Social Security Numbers, in full or in part (i.e. the last 4 digits), nor may the vendor acquire any PII or share PII with any third parties. Any privacy infraction will result in the vendor's immediate termination from the Uniform Program.

A valid UAPC will suffice as proof of employment, along with photo identification. If you have any suspicions as to the purchaser's true identity or employment status, always err on the side of caution and deny the transaction.

VENDORS MUST NOT ACCEPT LETTERS AUTHORIZING UNAUTHORIZED PURCHASES

Do not accept letters of authorization for purchases deviating from the official list of authorized items approved for employees' uniform categories (refer to ELM 930 or Appendix A of the *Uniform Vendors License Code of Ethical Conduct*). Only the Uniform Program Office in Washington, DC issues deviation letters. Letters of permission from postmasters, station managers, or local management are not valid. Vendors who sell unauthorized items are subject to termination. This includes selling letter carriers sweatshirts designed for mail handlers. These sweatshirts do not meet postal safety specifications for outerwear.

Production companies requesting to purchase uniform items require an approval letter issued by the Uniform Program office in Washington, DC.

PROMOTIONAL ITEMS MUST BE LICENSED THROUGH THE U.S. POSTAL SERVICE

Any vendor selling promotional (non-reimbursable) items with USPS copyrighted images must be licensed through the Postal Service's Brand, Equity and Design office. Selling unlicensed items, even outside the uniform program, violates the licensing agreement. Please email uniformprogram@usps.gov for more information.

VENDORS CANNOT HOLD EMPLOYEES' UAPC

Vendors may not "hold" the employee's card. UAPCs are Postal Service property and must remain in the employee's possession at all times. Cards are to be returned to the employee at the point of sale. In addition, vendors and sales representatives may not act on behalf of the employee with Citibank.

HEARING IMPAIRED EMPLOYEES

Citibank is able to accommodate hearing impaired employees with TTD/TTY access. Vendors are asked to please direct any hearing impaired employee to these services, if needed.

VENDORS MUST ENSURE THAT TRANSACTIONS ARE PROCESSED CORRECTLY

If you change banks or credit card processing services, or if your bank merges with another bank, your transactions may fail with Citibank. Please contact the Uniform Program office at 202-268-8391 or email uniformprogram@usps.gov if you cannot process UAPCs. We can help you re-establish the connection with Citibank.

Uniform Vendors must ensure that their banking information is current with Citibank so that transactions are processed correctly.

VENDORS MUST SHIP UNIFORM ITEMS USING THE U.S. POSTAL SERVICE ONLY

As a supplier to the U.S. Postal Service, you are expected to use the Postal Service to ship any uniform items to postal employees.

ADVANCE SALES PROCESSING IS PROHIBITED

Employee accounts are funded according to the employee's position, and allowance amounts may change from year-to-year. Any vendor processing advanced sales are doing so at their own risk. The Postal Service does not endorse this process, nor will it be held responsible or liable for those advanced sales and purchases completed prior to the employee's allowance anniversary date. Our policy states all transactions are to be completed at the point of sale.

VENDORS ARE EXPECTED TO MEET MINIMUM SALES REQUIREMENTS

Each vendor is required to produce \$500 in sales every six months as stated in Condition 8 of the *Uniform Vendors License Code of Ethical Conduct*. Failure to meet this sales goal may be grounds for the termination of your vendor's license.

VENDORS MUST PAY ANNUAL LICENSING AND ADMINISTRATIVE FEES

To ensure timely delivery of invoices, please contact the Uniform Program Office with any change in the billing address or contact information. Vendors who do not pay fees as required will be sent to collections with the Department of the Treasury and terminated from the program.

POLICY ON FORBIDDEN SALES PRACTICES

Condition 6 of PS Form 2458, *Uniform Vendors License Code of Ethical Conduct* forbids the sales practices that reward employees for uniform purchases, such as offering free gifts, rebates,

gratuities, or other inducements for purchase. Please contact the Uniform Program Office with any questions.

LICENSES ARE NON-TRANSFERABLE

According to the agreement you have signed, PS Form 2458, licenses are non-transferable. The Postal Service will not recognize any license acquired without our authorization.

CREDIT CARD FRAUD

This is official notice that any vendor with excessive declined transactions or any other questionable credit card processing activity will be reported to their merchant bank, VISA and will be terminated from the Uniform Program. Termination from the Uniform Program will not preclude the possibility of criminal prosecution. Please share this information with all your sales representatives and staff.

ON LINE UNIFORMS SALES

Any vendor selling licensed uniform items over the Internet is now required to clearly post "US Postal Service Uniform Vendor License Number" and their assigned five digit license number. This must be displayed prominently on the website's homepage. In addition, a valid UAPC will be required as proof of employment for each internet transaction. Requiring or requesting social security numbers as a term or condition of an internet sale is not authorized and will result in termination from the Uniform Program.

DOCUMENTATION OF POSTAL SALES

If you do not do so already, you are required to accurately record itemized descriptions of all items charged to the Uniform Allowance Purchase Card. Itemized sales documentation will be reviewed periodically to ensure compliance to the terms and conditions of the Uniform Vendors License. Please share this information with all of your sales representatives and staff.

IN-STORE CREDIT

Vendors may not "bank" unspent money from employee's allowances for in-store credit to be used at a later time. This is misappropriation of funds and violators will immediately be terminated the Uniform Program. Termination from the Uniform Program will not preclude any criminal or civil litigation (Title 18, United States Code, Section 1001).

BACK ORDERS

The vendor can only charge the UAPC only for delivered items. The vendor may not charge the employee for any backordered items until the order is filled and delivered. If the items cannot be delivered before the employee's allowance expires the vendor should suggest that the employee purchase other approved uniform items or suggest that the employee try to find the item through another licensed vendor. Previous year allowances are not issued to vendors in this situation.

SPENDING OVER CONTRACTUAL LIMITS

Vendors who charge the UAPC in excess of the cardholder's yearly contract amount will be terminated from the program.