



# ONECODE Function

The OneCode (AKA Intelligent / 4-State) barcode is used to identify the sender, the mailpiece; contains the sorting, routing and optional Product, Special Service and Unique indicators.

OneCode is a 5 part formula: ONECODE(Barcode ID, Special Services, Customer ID, Sequence No, Zipcode)

	Part1	Part2	Part3	Part4	Part5
--	-------	-------	-------	-------	-------

## FORMULA LEGEND

Barcode Id:	2 digits only	"00" if you are not using the OEL (Optional Endorsement Line).
Special Services:	3 digits only	"700": First-Class; "702": Standard; "704": Periodicals; "706" Bound Printed Matter
Customer/Mailer Id:	6 digits only	<i>9 digit Id numbers</i> place first 6 digits here and carry the last 3 digits to the left side of the Sequence No position.
Sequence no:	0 - 9 digits	If not needed use "". <i>US mailings must use 9 digits. If not needed use zeros to complete the 9 digit string.</i>
Zipcode:	Empty, 5, 9, 11 digits	If not needed leave empty.

Sample formula for a US mailing: `ONECODE("00","702","123456","789000000", [11digit])` (11digit=12345678912)

Resulting barcode: 

- \* Fixed/Static data can be entered using "" double quotes like "00"
- \* Database field data is entered using [] brackets with the field header like [Zip]

## QUESTIONS and ANSWERS

How do I get to the ONECODE function?

- 1 - Create a text variable: Draw a textbox > type "@text@" (any alpha/numeric character in between @ signs will work).
- 2 - Left click on the Variables tab (Mac: Window > Show Variables / Win: Window > Variables).
- 3 - Left click 2X on "text". The Edit Expression for "text" window will appear.
- 4 - Under "Functions" scroll down and left click 2X on ONECODE. This will put it into the Expression window.

Which font do I use for the OneCode?

PSMOneCode (provided from PrintShop Mail cd) or USPS4CB (provided by the USPS).

How do I select the font?

Mac: Text > Fonts > Show Fonts > Family  
Win: Text > Fonts > Font

Can I use other vendor's OneCode fonts if needed?

Yes, but please contact them regarding format coding/size issues.

If I need to test the barcode for USPS coding accuracy (not size) is there a decoder or encoder available?

The USPS provides an online decoder & encoder at: <http://ribbs.usps.gov/OneCodeSOLUTION/Default.aspx>.

How do I check for font size accuracy?

It is recommended that you print a OneCode sample from your printer and have it reviewed by your local USPS Mailpiece Design Analyst (call 877-640-0724 for contact name/phone) or your local USPS Bulk Mail center.