

## Purchasing Postage

### **THIS IS AN INFORMATIONAL DOCUMENT FOR THE PURCHASING OF POSTAGE**

**TO USE AN eVA PURCHASE ORDER to record a postage purchase proceed as follows:**

“You may elect to record a postage transaction amount in Eva for the purchase of postage from USPS by selecting **United States Postal Service** as the vendor. Use the default selection R01 in the PO category area on the requisition screen.

**Note: Using this method only records the purchase of postage in eVA to indicate the commodity spend amount.** eVA does **not** transmit orders directly to the USPS. Orders must be hand delivered/regular mail/overnight delivered with payment in order to receive postage. Agencies are not charged eVA fees for recording a postage purchase from USPS through eVA.

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### **Neopost Postage-On-Call**

The following applies to Neopost Postage-On-Call meters only. Do not issue purchase orders in eVA to Neopost for postage.

Neopost offers two options to prepay postage. Checks may be deposited to the USPS account at Citibank or funds may be sent electronically by ACH Credit.

Checks may be deposited to the USPS account at Citibank. The Postage-on-Call account number must be referenced on the check or be accompanied by a deposit coupon. This ensures the correct prepay account is funded accurately. Charge cards may **not** be used.

- (1) CITIBANK: To deposit funds at Citibank, send checks via **regular mail only** (Citibank charges the USPS a fee for overnight transactions, so the USPS does not want deposits made utilizing this method) to:

REGULAR MAIL  
TRANSMITTAL (ONLY)    CMRS-POC  
                                 PO Box 7247-0255  
                                 Philadelphia, PA 19170-0255

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(2) ELECTRONIC CHECKS (ACH Credit):

**Citibank**

**CMRS / Neopost**

**Account # 4067-8625**

**Routing # 021000089**

**Format CCD Plus**

**Addenda Format**

**Ref\*IC\*xxxxxxx (xxxxxxx = Your POC Acct#)**

**OR**

**NTE\*ALL\*xxxxxxx (xxxxxxx = Your POC Acct#)**

**To manage your account:**

**Go on Postage-on-Call at [Neopostinc.com](http://Neopostinc.com) to obtain Postage reports**

Check writers may obtain coupon books by calling 1-800-Toreset and speaking to a customer service representative.