

SUPPLY MANAGEMENT

USPS | Re:Supply

NEWSLETTER



Mark Guilfoil

Vice President, Supply Management

ISSUE 46 | January 2025

To: Postal Service Suppliers and Prospective Suppliers

This newsletter is provided to inform you of important topics and initiatives within Supply Management and the Postal Service's supply chain. You are receiving this communication as a current supplier supporting our operations, or as a firm who has registered your interest to do business with the Postal Service, or your email address is on file with us from prior performance under a past contract. Please share this newsletter with your colleagues within your company.

2025 NATIONAL POSTAL FORUM



The dates of the 2025 National Postal Forum (NPF) are fast approaching, and Supply Management preparations are being finalized for a great supplier agenda, and broad mailing industry event. The NPF will be held April 27 - 30, 2025 in Nashville, TN. The NPF is the premier mailing and shipping conference that works directly with the United States Postal Service (USPS) to provide the most comprehensive educational and networking platform available in the industry.

At this year's NPF Supply Management will be hosting the following events you won't want to miss:

Officer led session by Mark Guilfoil, VP of Supply Management, "Delivering Supply Chain Excellence"

Postal Supplier Council Meeting – open to all suppliers and NPF attendees

2024 Supplier Performance Awards Ceremony – open to all NPF attendees

Supply Management educational workshops

"Let's Do Business" booth in the Exhibit Hall

Additionally, your registration gives you access to the full suite of USPS and industry educational sessions and networking events that include:

- **Executive Leadership Team/Officer Presentations** which will put you in the same room as USPS leadership, along with influential decision makers in your field
- The largest **Exhibit Hall** in the industry, featuring the latest in technologies and trends
- **Networking Events** in the daytime and evening to generate interactions
- **Professional Certifications**
- And the highly anticipated **PMG General Session(s)** featuring the Keynote Address from Postmaster General Louis DeJoy
- **100+ workshops** on dozens of topics across several industry specific categories

Suppliers will receive a 10% discount on a 4-day pass, or the Monday / Tuesday only pass. Enter the discount code **Supplier2025** in the "other" discount field for either registration. Log in to <https://www.npf.org/> to learn more about the conference and all options to register.

SUPPLY MANAGEMENT

USPS | Re:Supply

NEWSLETTER

ISSUE 46 | January 2025

ANNOUNCING NEW SUPPLIER WEBPAGE THAT ALLOWS USPS SUPPLIERS EASY ACCESS TO BUSINESS TOOLS

A new supplier webpage on USPS.com allows easy access to important USPS supplier business applications. Existing USPS suppliers can now access USPS business tools for reporting or submitting, documents, invoices or proposals through a central location on USPS.com. Each system has a link to enter the application and information about each system and its capabilities. All systems are password protected. Suppliers are granted access to USPS business tools during supplier onboarding. Existing suppliers can also contact the system administrator or their USPS representative for help accessing each applicable system.

To learn more or to enter the Supplier Business Tools area of USPS.com visit: <https://about.usps.com/what/business-services/suppliers/general-information/business-tools.htm>

NEED TO UPDATE YOUR BANK INFORMATION?

LEARN HOW TO HELP PROTECT YOUR FINANCIAL INFORMATION FROM FRAUD THREATS

Business Email Compromise continues to be a top cyber threat. Criminals seek to hack suppliers/businesses email accounts and leverage those accounts to gain access to supplier's financial information, invoices and other company information. The hacker may then use the information to impersonate an employee at the company. The hacker sends fraudulent emails requesting that the supplier's financial information be changed to direct electronic payments to a different bank account. These emails messages can be very sophisticated and can appear to be authentic.

USPS contracting officers are constantly aware of this threat, and specific procedures are in place to combat fraudulent actors. Should a supplier need to change their banking information, the Postal Service has processes in place to guard against this type of email threat. The first step is to let their Contracting Officer know a change in banking information is needed. The Contracting Officer will send the supplier Form 3881-X Supplier and Payee Electronic Funds Transfer (ETF) Enrollment. The form will be completed by the supplier and verified by the contracting officer. The contracting officer will send the updated information to USPS Accounting office. When this process is followed, only then will banking information be updated.

SUPPLY MANAGEMENT

USPS | Re:Supply

NEWSLETTER

ISSUE 46 | January 2025

ARE YOU REGISTERED TO DO BUSINESS WITH THE U.S. POSTAL SERVICE?

All suppliers interested in doing business with the U.S. Postal Service should register their company in the Postal Service Supplier Registration system.

For more information, please go to: <http://about.usps.com/suppliers/becoming/registration.htm>

REGISTERED SUPPLIERS – ENSURE YOUR CONTACT INFORMATION IS UP-TO-DATE

Keeping your information current is the only way to guarantee you won't miss out on the latest USPS supply management news and procurement opportunities. If you have changes to your contact or company information, send your updates to the helpdesk at esourcing@usps.gov and, if you have a Contracting Officer assigned to your company also share with them your updated contact information.

CONTACT US!

We value your questions and feedback to this newsletter. Please feel free to reply to this message with your feedback or mail to:

U.S. Postal Service
Supply Management Communications
475 L'Enfant Plaza, SW, Room 1100
Washington, DC 20260-6201

If you prefer not to receive future issues of *Re:Supply* send an email to: SMCommunications@usps.gov