



# Intelligent Mail® Full-Service & Electronic Documentation Checklist

Version 4

June 26, 2009

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## INTRODUCTION

The Intelligent Mail Full-Service and Electronic Documentation checklist assists mailers in preparing for electronic documentation, Basic and Full-Service options. The checklist also offers guidance for migrating to the mailing industry standard Mail.dat® format 09-1. Full-Service Mailers will have three options to submit electronic mailings: Postal Wizard, Mail.dat®, and Mail.XML™. Postal Wizard submissions and Mail.dat files will be accepted in May 2009, and Mail.XML will be accepted beginning in November 2009. The steps provided below apply to both Mail.dat 09-1 and Postal Wizard unless otherwise noted.

The Checklist shows how to start participating in electronic documentation (eDoc), Basic and Full-Service. Note that a Mailer can participate in eDoc with or without Intelligent Mail service. Use of electronic documentation is optional for the Intelligent Mail Basic Service; electronic documentation is required for Intelligent Mail Full-Service.

For mailers who wish to participate in the Basic service, it implies your interest in moving from POSNET barcode to using the Intelligent Mail® barcode on your letter and flat mailpieces in place of the POSNET barcode. In this case, you would follow the Checklist steps 1 and 2 below. However, if you plan to optionally send mailing information electronically for Basic, follow the eDoc steps 3, 5, and 8 plus steps 1 and 2 (for Basic).

For mailers wishing to participate in eDoc, you are interested in submitting mailings using the mailing industry standard Mail.dat® format 09-1 file specification. In this case for eDoc, you would follow the Checklist steps 1, 3, 5 and 8.

For mailers who wish to participate in the Full-Service option, you are interested in complying with Intelligent Mail tray barcodes and container labels requirements; and submitting mailing information electronically whereby you demonstrate the nesting relationships and ability to uniquely identification the mailpiece, tray or sack label and containers using Intelligent Mail barcodes. In this case for Full-Service, you would follow all the Checklist steps. Note that steps 6 and 9 apply only to the Full-Service Postal Wizard option.

If you are a mailer interested in Full-Service and electronic documentation, we provide a Test Environment for Mailers (TEM) and encourage you to practice in the TEM for as long as you need. In the TEM we provide you with a file validator to verify files before transferring them to the USPS. This tool checks the validity of the data elements in the file you submit and records error messages and warnings. During your practice in the TEM, you are enabled to understand file warnings and can fix your errors before you begin the actual test validations with the USPS Help Desk. The TEM will support Mail.dat Versions 08-2 and 09-1. Mail.dat version 08-1 will no longer be supported for new mailers not currently engaged with the USPS.

### ❶ Review the Guides & Specifications

#### ○ [A Resource Map to Intelligent Mail Documents](#)

- To understand how to populate Intelligent Mail documents

#### ○ [A Guide to Intelligent Mail for Letters and Flats](#)

- To understand electronic documentation, electronic documentation, Basic and Full Service Options
- To understand how populate the Service Type Codes for the Intelligent Mail barcode for the Basic and Full Service options
- To understand how to develop the electronic documentation for Full Service
- To understand Full Service feedback – Full Service ACS, Start-the-Clock

- [Domestic Mail Manual](#)
  - Basic and Full Service Mail Preparation Standards
- [USPS-B-3200](#)
  - To print the Intelligent Mail barcode on the mailpiece
- [USPS-B-3216](#)
  - To print the 24-digit Intelligent Mail tray label and barcode on trays and sacks
- [USPS-B-3215](#)
  - To print the Intelligent Mail container barcode.
- [Postal Service Mail.dat Technical Specification](#)
  - For developing the Mail.dat solution for electronic documentation
- [Postal Service Mail.XML Technical Specification](#)
  - For electronic scheduling options
  - For receiving Full-Service ACS, Start-the-Clock and Container Visibility information via Mail.XML
- [User Access to Electronic Mailing Information and Reports Guide](#)
  - To understand how to access postal systems via the [Business Customer Gateway](#)
  - To understand the roles such as the Business System Administrator.
  - To understand how to access the different business services
  - To understand how to access the Test Environment to test electronic documentation and Full Service options.
  - To understand how to acquire Mailer IDs, distribute data for Full Service, establish profiles for retrieving Full Service feedback via Mail.XML and view Full Service reports.
- [A Guide to Customer/Supplier Agreements \(CSA\)](#)
  - To understand when CSAs are needed and the specifications.

## ② Plan Barcodes & Feedback

- **Design Barcodes**
  - Mailer ID
  - Service Type Code
  - Unique Numbering
  - Barcode Types (check all that apply)
    - = IMb Mailpiece Barcode
    - = IMb Tray Label
    - = IMb Container Label
- **Design Feedback**
  - Postal Wizard
    - = Discuss Full-Service ACS with the Business Mail Entry Unit (BMEU)

- = Understand options for obtaining the Full-Service ACS information to include Change of Address and Nixie, and Start-the-Clock and Container Visibility (for only the Mail Owner of mailing permit).
- o Mail.dat
  - = Ranging, Unique Numbering, Nesting
  - = Mail Owner and Mail Preparer are identified in the By/For section of the electronic documentation if you wish to retrieve data use one of the following:
    - o Permit Number
    - o Mailer ID
    - o CRID
  - = Mailer ID must be in the By/For of the electronic documentation if Mail Owner wishes to delegate the data.
- o Mail.XML (Future)

**O Plan Feedback**

- o Full Service ACS data which is comprised of the Change of Address (COA) and Nixie, if requested, is provisioned to the Mail Owner by default as indicated in the Mail.dat file.
  - o Does Mail Owner want Full Service ACS (COA and Nixie) information? Yes / No
  - o If yes, do you wish to designate to a third party?
    - o Third Party MID is required \_\_\_\_\_
    - o Determine data receipt method:
      - \_ Online downloadable reports
      - \_ Mail.XML pull
      - \_ Mail.XML push
- o Start-the-Clock and Container Visibility data is provisioned to the Mail Owner and the Mail Preparer as indicated in the Mail.dat file.
- o Does **Mail Owner** want Start-the-Clock? Yes / No
  - o If yes, do you wish to designate to third party?
    - o Third Party MID is required \_\_\_\_\_
    - o Determine data receipt method:
      - \_ Online downloadable reports
      - \_ Mail.XML pull
      - \_ Mail.XML push
- o Does **Mail Preparer** want Start-the-Clock? Yes / No
- o If yes, do you wish to designate to third party?
  - o Third Party MID is required \_\_\_\_\_
  - o Determine data receipt method
    - \_ Online downloadable reports
    - \_ Mail.XML pull
    - \_ Mail.XML push

- Delegate the management of data distribution for my Mailer ID

### ③ Access USPS [Business Customer Gateway](#)

#### ○ New Users register online for a *Business* account

#### ○ Business Services Administrator (BSA) role

- BSA approves new users and grants access to service(s) to the new user.
- BSA verifies its users are linked to correct CRIDs (CRID displays behind business name in User Request)

#### ○ Request Service(s)

- Manage Mailing Activity
- Mailer ID
- FAST (only if you are making appointments)
- CSA (only if you require a CSA and wish to download it)

#### ○ Verify Business Profile (CRID displays behind business name under locations in Profile)

- Verify CRID / Location(s): Users linked to a location all have the same CRID assigned to that location. (Locations may get different CRID assignments depending on variations in address entry).
- Verify User / CRID Location(s): If adding a new user, the address needs to match the location they want to be linked to. If user is not linked to correct location CRID, call the Help Desk at 800-522-9085.
- Obtain CRID of business location (sending file) for your Mail.dat and Mail.XML specification  
For 09-1 Mail.dat file submission the CRID is the Mail Facility ID.
  - Record the CRID in position 238-247 in the segment file of the Mail.dat 09-1 file
  - Record the CRID in request message from OpenMailingGroup in the Mailing Facility field.

#### ○ Acquire New Mailer ID (MID) (if applicable)

- Access Mailer ID system from the [Business Customer Gateway](#)  
\_ Select business location (CRID) for MID assignment and Request MID

#### ○ Validate Existing Mailer ID (for record keeping):

- Verify MID displays in Profile and is associated to the desired location (CRID).  
(If user MID is not listed for your company location, contact the Help Desk).

#### ○ Register Existing Mailer IDs with ACS Department if any of the following apply:

- If changes need to be made to your Mailer ID ACS default setting (of First Class, Address Service Option 2), complete PS Form 3573 to register changes. Email the form to the ACS department at [acs@usps.gov](mailto:acs@usps.gov) (Refer to [DMM 507.1.5](#) for full descriptions of ACS service options).
- If you do not want to receive electronic address corrections, or prefer to receive Traditional ACS records only, contact the ACS department at 1-877-640-0724 option # 1.
- If you expect to produce Basic Service mailings and want to purchase OneCode ACS address corrections, complete [PS Form 3573](#) to register.

### ④ Validate Barcodes (check all that apply)

- **Validate Intelligent Mail barcodes and print labels** - Contact Mailpiece Design Analyst (MDA)
  - IMb mailpiece barcode
  - IMb tray label
  - IMb container label
- **Certify Intelligent Mail Tray Labels – Software Development**
  - Contact the National Customer Support Center at 1-877-640-0724, Option 2

## ⑤ Enter the Test Environment for Mailers (TEM) for Mail.dat

- **Log on to the [Business Customer Gateway](#)**
  - **Select Electronic Data Exchange**
  - **Complete TEM Process**
    - Follow the client software download to access a quick view of the status of your submitted files.
      1. Download and extract the Mail.dat Client software
      2. Double click the MDRClient.bat and log into the client application with your existing Gateway logon information
      3. Click the Job Validation/Upload tab and adds *jobs to be validated or uploaded*
      4. Once completed click on the Home tab and select a valid date and range to submit (Ensure that your Mail Facility ID box is checked)
      5. Once you submit the filtered criteria, a list of jobs will be displayed (Here you can immediately tell if a Qualification Report and Postage Statement have been generated as well as the status of the submission).
      6. Double click on the job ID and a detailed error screen will display which includes the Message Description, Message Type, Field Name and Position.
    - When you are ready to practice, send the Help Desk an email notification that you will be sending practice files to TEM (use email link on Data Exchange Page).
      - ✓ Email the following to the Help Desk: **Email Subject Line: Full Service Practice or eDoc Practice** (depending on what you are planning to do) and in the body of the email, include: Company Name, Address, City, State, ZIP, CRID, Contact Name, Phone Number, Name of Post Office of Mailing, and Data Exchange Method appended by an F (Full Service) or E (eDoc) (Mail.dat 09-1E).
      - ✓ If doing Full Service mailings, complete the Data Set-up Request Worksheet (refer to Exhibit 1 below) and attach it to your email to the Help Desk.
    - Help Desk will send an acknowledgement email with a test scenario worksheet.
    - Begin using the client software to upload files to TEM and practice with the test scenarios. Refer to the Test Criteria at the end of this document (use test scenarios which closely resemble your mailing operation and production plans i.e., mail classes, processing category etc). Note: Do not send a Test Scenario Worksheet for practice files.
- Once you have completed practice and are ready to test:
- Submit the required test scenario files to TEM. (Help Desk will work with you to resolve any issues).

- o Complete and return the Test Scenario Worksheet with all appropriate field completed.
- 7. Email the following to the Help Desk: **Email Subject Line: Full Service (or eDoc) Test Scenario Worksheet and Class of Mail.** (it is recommended to test a single class of mail at a time) In the body of the email, include: Company Name, Address, City, State, ZIP, CRID, Contact Name, Phone Number, and Data Exchange Method appended by an F (Full Service) or E (eDoc) (Mail.dat 09-1E) along with the Test Scenario worksheet attachment.

**O All scenarios have been successfully completed / validated.**

**Existing eDoc Mailers:**

HQ TEM Team will notify Mailer (via email) and cc the Help Desk and Business Mail Entry (BME) or Business Mailer Support (BMS) with test validation.

**New eDoc Mailers:**

or Business Mailer Support (BMS) with test results.

- Weigh Verified mailers - HQ TEM Team will notify Mailer and cc the Help Desk and Business Mail Entry (BME)
- Postage Payment System mailers - Receive BMS Authorization. (BMS will run parallel test for the special postage payment systems and then authorize the mailer to submit files for production).

**⑥ Full-Service mailings using the Postal Wizard only**

Mailers that use Postal Wizard are not required to send postage statements to the TEM.

- o Receive authorization from local Business Mail Entry Unit (BMEU) to send the electronic postage statement through Postal Wizard.

**⑦ Establish Feedback Profiles through the [Business Customer Gateway](#)**

- O Update Profile (go to Profile link).** If you are using Mail.XML push, enter your URI profile in the Push Subscription profile via the [Business Customer Gateway](#).
- O Data Distribution to recipients (use Mailer ID System)**

### ⑧ **Migrate to Production**

- Access online Full Service Reports through [Business Customer Gateway](#) > Mailing Reports > Full Service Reports

#### **Full-Service mailings using the Postal Wizard only**

- Access Verification Results data through the [Business Customer Gateway](#) > Manage Mailing Activity > Dashboard then select View Verification Results.

### ⑨ **Full-Service mailings using the Postal Wizard only**

- Access the Postal Wizard (under the Manage Mailing Activity menu) to claim Full-Service
  - Check the Full Service indicator check boxes on the Postage Statement.
  - Enter the Mailer ID in the Postal Wizard module.

## Exhibit 1: Full-Service Data Set-up Request Worksheets

### Full-Service Data Set-up Request Worksheets

In the "List of Mailer IDs" worksheet include your complete list of Mailer IDs and the location to which you would like to associate the Mailer IDs. This is for the purposes of USPS administrative purposes and will not restrict your use of Mailer IDs.

In the "List of CRIDs" worksheet include an entry for each CRID location. Include an entry for each Mailer ID with a different location.

Element	Description
① Mailer ID (MID)	List of Mailer Owner ID
② CRID	Customer Registration ID assigned by USPS system
③ Address (business entity)	Enter the location to which you would like to associate the Mailer ID
④ CRID	Customer Registration ID assigned by USPS system
⑤ CRID Location Address	Enter the location you wish to associate to the CRID
⑥ Mailer ID	Enter Mailer ID associated to the CRID

List of Mailer IDs Worksheet (one MID can only have one CRID)		
① Mailer ID	② CRID	③ (Mailer ID) Address
9XX XXX XX1	XXX XXX XXX XX1	123 Main Street NW, Wash DC 20010
9XX XXX XX2	XXX XXX XXX XX2	234 7th Street, Wash DC 20026
9XX XXX XX3	XXX XXX XXX XX3	345 Georgia Street, Wash DC 20012
9XX XXX XX4	XXX XXX XXX XX4	456 M Street NW, Wash DC 20013
9XX XXX XX5	XXX XXX XXX XX5	678 U Street, Wash DC 20011

List of CRIDs Worksheet (one CRID can have one or more MIDs)		
④ CRID	⑤ CRID Location Address	⑥ Mailer ID
XXX XXX XXX XX1	123 Main Street, Wash DC 20010	9XX XXX XX1
		9XX XXX XX2
		9XX XXX XX3
		9XX XXX XX4
		9XX XXX XX5

## Test Scenario Criteria

To ensure proper and thorough testing, Mailers should replicate the types of mailings they anticipate sending to the *PostalOne!* production environment. Mailer should submit files for all mail classes, processing categories and price levels that apply:

- Classes (First-Class Mail, Periodicals, Standard Mail, Bound Printed Matter)
- Price categories (Enhanced Carrier Route, Automation (Full Service and/or Basic) Non-automation, Machinable, Nonmachinable, Irregular, Presorted, , etc)
- Processing categories (Cards, Letters, Flats, Machinable Parcels, Irregular Parcels)
- Customer/Supplier Agreement information (for Mailers with agreements and submitting Full Service mailings)

Files should contain volumes typical of what would be mailed in production. Select the scenarios applicable to your mailing operation.

## Test Criteria by Class:

### First-Class Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
FC1A or FC1B	X		X	
FC2A or FC2B	X		X	
FC3	X		X	
FC4	X		X	
FC5			X	
FC6				X
FC7		X		X
FC8		X		X
FC9		X		X

Scenario FC1A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (CSM Container status is 'blank' for an original file)
- Version Summary Report
- Then submit a 'ready to pay' Mail.dat file that contains the information necessary to generate the following documents:
  - PS Form 3600 - Postage Statement - First-Class and Priority Mail (CSM Container status is 'R' for ready-to-pay)
  - Reconciliation Report

Or

Scenario FC1B: Submit an 'original ready to pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 - Postage Statement - First-Class and Priority Mail
- Version Summary Report
- Reconciliation Report

Scenario FC2A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (CSM Container status is 'blank' for an original file)
- Version Summary Report
- Then submit a 'ready-to-pay' Mail.dat file that contains the information necessary to generate multiple (at least two) postage statements (CSM Container status is 'ready-to-pay') and the following documents:
  - o PS Form 3600 - Postage statement - First-Class and Priority Mail – Multiple postage statements (at least two; with different mailing dates)
  - o Reconciliation Report

Or

Scenario FC2B: Submit an 'original ready-to-pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 - Postage Statement - First-Class and Priority Mail – Multiple postage statements (at least two; with different mailing dates)
- Version Summary Report
- Reconciliation Report

Scenario FC3: Submit a Mail.dat file that cancels a postage statement or cancel a postage statement through the *PostalOne!* Graphic User Interface.

Scenario FC4: Submit a Mail.dat file that changes the piece weight and creates a postage statement with the new piece weight.

Scenario FC5: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 - Postage Statement - First-Class and Priority Mail
- Version Summary Report
- Reconciliation Report
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario FC6: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 - Postage Statement - First-Class and Priority Mail
- Version Summary Report
- Reconciliation Report
- Identify each piece as Full-Service, Basic or POSTNET (Basic Service can include POSTNET pieces)
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level

- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

**Scenario FC7:** Mailings including Repositionable Notes. Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information
- PS Form 3600 - Postage Statement - First-Class and Priority Mail – includes pieces at the repositionable notes price
- Version Summary Report
- Reconciliation Report

**Scenario FC8:** First-Class Mail Co-mail. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement: PS Form 3600 - Postage Statement - First-Class and Priority Mail with multiple child statements
- Version Summary Report
- Reconciliation Report

**Scenario FC9:** First-Class Mail Co-palletization. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 - Postage Statement - First-Class and Priority Mail
- Version Summary Report
- Reconciliation Report

### Standard Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
S1A or S1B	X		X	
S2A or S2B	X		X	
S3	X		X	
S4	X		X	
S5			X	
S6				X
S7		X		X
S8		X		X
S9		X		X

**Scenario S1A:** Submit an ‘original’ Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (CSM Container status is ‘blank’ for an original file)
- Version Summary Report
- Then submit a ‘ready to pay’ Mail.dat file that contains the information necessary to generate the following documents:
  - PS Form 3602 - Postage Statement - Standard Mail (CSM Container status is ‘R’ for ready-to-pay)

- Register (applicable for plant-verified drop shipment mailings)
- Reconciliation Report

Or

Scenario S1B: Submit an 'original ready-to-pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3602 - Postage Statement – Standard Mail
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario S2A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (CSM Container status is 'blank' for an original file)
- Version Summary Report
- Then submit a 'ready-to-pay' Mail.dat file that contains the information necessary to generate multiple (at least two) postage statements (CSM Container status is 'ready-to-pay') and the following documents:
  - PS Form 3602 - Postage statement - Standard Mail - Multiple postage statements (at least two; with different mailing dates)
  - Register (applicable for plant-verified drop shipment mailings)
  - Reconciliation Report

Or

Scenario S2B: Submit an 'original ready to pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3602 - Postage Statement - Standard Mail – Multiple postage statements (at least two; with different mailing dates)
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario S3: Submit a Mail.dat file that cancels a postage statement or cancel a postage statement through the *PostalOne!* Graphic User Interface.

Scenario S4: Submit a Mail.dat file that changes the piece weight and creates a postage statement with the new piece weight.

Scenario S5: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3602 - Postage Statement – Standard Mail
- Register (applicable for plant-verified drop shipment mailings)

- Version Summary Report
- Reconciliation Report
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

**Scenario S6:** Mixed Mailings – Mailings with Full-Service and Basic Service (Basic can include POSTNET pieces) mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3602 - Postage Statement – Standard Mail
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Identify each piece as Full-Service, Basic or POSTNET
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

**Scenario S7:** Mailings including Repositionable Notes. Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information
- PS Form 3602 - Postage Statement – Standard Mail – includes the price for repositionable notes
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

**Scenario S8:** Standard Mail Co-mail. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement: PS Form 3602 - Postage Statement – Standard Mail with multiple child statements
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

**Scenario S9:** Standard Mail Co-palletization. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3602 - Postage Statement – Standard Mail
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

## Bound Printed Matter

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
B1A or B1B	X		X	
B2A or B2B	X		X	
B3	X		X	
B4	X		X	
B5			X	
B6				X
B7		X		X
B8		X		X

Scenario B1A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (CSM Container status is 'blank' for an original file)
- Version Summary Report
- Then submit a 'ready-to-pay' Mail.dat file that contains the information necessary to generate the following documents:
  - o PS Form 3605 - Postage Statement – Package Services (CSM Container status is 'R' for ready-to-pay')
  - o Register (applicable for plant-verified drop shipment mailings)
  - o Reconciliation Report

Or

Scenario B1B: Submit an 'original ready-to-pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3605 - Postage Statement – Package Services
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario B2A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (CSM Container status is 'blank' for an original file)
- Version Summary Report
- Then submit a 'ready to pay' Mail.dat file that contains the information necessary to generate multiple (at least two) postage statements (CSM Container status is 'ready-to-pay') and the following documents:
  - o PS Form 3605 - Postage statement – Package Services - Multiple postage statements (at least two with different mailing dates)
  - o Register (applicable for plant-verified drop shipment mailings)
  - o Reconciliation Report

Or

Scenario B2B: Submit an 'original ready to pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3605 - Postage Statement – Package Services – Multiple postage statements (at least two with different mailing dates)
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario B3: Submit a Mail.dat file that cancels a postage statement or cancel a postage statement through the *PostalOne!* Graphic User Interface.

Scenario B4: Submit a Mail.dat file that changes the piece weight and creates a postage statement with the new piece weight.

Scenario B5: Full Service. If there is a Customer/Supplier Agreement, include applicable information in file. Include nonpresorted and/or nonbarcoded piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3605 - Postage Statement – Package Services
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario B6: Mixed Mailings – Mailings with Full-Service and Basic Service (Basic can include mailpieces with a POSTNET barcode) mailpieces in the automation portion. Include nonpresorted and/or nonbarcoded piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3605 - Postage Statement – Package Services
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Identify each piece as Full-Service, Basic or POSTNET
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario B7: Bound Printed Matter Co-mail. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement: PS Form 3605 - Postage Statement – Package Services with multiple child statements
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

**Scenario B8:** Bound Printed Matter Co-palletization. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3605 - Postage Statement – Package Services
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

## Periodicals

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
P1	X		X	
P2	X		X	
P3		X		X
P4			X	
P5		X		
P6		X		X
P7		X		X
P8		X		X
P9		X		X
P10		X		X
P11		X		X
P12		X		X
P13		X		X

Periodicals may include supplements, firm bundles, non-incidentals and incidentals enclosures, ride-alongs, repositionable notes, pending Periodicals, In-County and Outside County. It is important to test the items that your mailers use. However, these items once tested for one publication need not be tested for another publication.

**Scenario P1:** The Mailer must be able to submit an 'original' Mail.dat file that contains the necessary information to generate the following documents:

- Qualification Report including Container Information
- Outside County Container and Bundle Report (will not be produced for In-County mail)
- Follow this with a 'ready to pay' scenario P2 listed below.

**Scenario P2 Periodicals:** The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P4 Full-Service or mixed with Full-Service: If there is a Customer/Supplier Agreement, include applicable information in file. The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains an IMR (Intelligent Mail Range Record) file or PDR (Piece Detail Record) file and other necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables.
- Ad Percentage Worksheet
- Edition Weight Worksheet
- Full Service Reports for Address Change Service and Start-the-Clock

Scenario P5 Basic Option or POSTNET: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P6 Pending Periodicals with Standard Mail prices: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will show the postage due while pending at the Standard Mail prices.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)
- Pending Periodicals cannot be CPP so cannot have a Payment Request

Scenario P7 Periodicals with Incidental Enclosures: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will show the postage due for the main book including the incidental enclosure.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P8 Periodicals with Non-Incidental Enclosures: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables.
- Postage statements PS Form 3600 for First-Class Enclosures
- Postage statements PS Form 3602 for Standard Mail Enclosures
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P9 Periodicals with Repositionable notes: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the repositionable notes.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P10 Periodicals with firm bundles: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the firm bundles.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P11 Periodicals with supplementals: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the supplementals.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P12 Periodicals with ride-alongs: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the ride-alongs.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P13 Periodicals Co-mail or Co-palletization: Periodicals co-mail or co-palletization may include pending Periodicals, Periodicals and include all the elements supplements, firm bundles, non-incidentals and incidentals enclosures, ride-alongs, repositionable notes, In-County and Outside County.

The scenario generates

- Postage statements separated by the postage statement generation variables (including publication issue).
- Ad Percentage Worksheets for each publication issue
- Edition Weight Worksheets for each publication issue

### Testing Criteria for MLOCR (Two-Pass) - First-Class Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
MFC1	X		X	
MFC2	X		X	
MFC3	X		X	
MFC4			X	
MFC5				X

Scenario MFC1: For Multi-Line Optical Character Reader (MLOCR) letter and/or Flat mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- Qualification Report and Container Information
- Master Statement – PS Form 3600 - Postage Statement - First-Class and Priority Mail, with multiple child statements and multiple postage payment types (permit imprint, meter stamps and precanceled stamps)
- Customer Mail Report
- Summary ZIP Destination Report
- Reconciliation Report

- Postage Statement Summary Report

Scenario MFC2: For Multi-Line Optical Character Reader (MLOCR) mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- Qualification Report including Container Information
- Master Statement – PS Form 3600 - Postage Statement - First-Class and Priority Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Customer Mail Report
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report

Scenario MFC3: The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Master Postage Statement, and reports specified in Scenario M1. The Mailer must be able to Cancel a Postage Statement.

Scenario MFC4: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement – PS Form 3600 - Postage Statement - First-Class and Priority Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Reconciliation Report
- Customer Mail Report
- Summary ZIP Destination Report
- Postage Statement Summary Report
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- Submit an update with handling unit and container data

Scenario MFC5: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement – PS Form 3600 - Postage Statement - First-Class and Priority Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements

- multiple postage payment types
  - permit imprint (at least two child statements for different mail owners)
  - meter stamps
  - precanceled stamps (at least two child statements for different mail owners)
- Reconciliation Report
- Customer Mail Report
- Summary ZIP Destination Report
- Postage Statement Summary Report
- Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- Submit an update with handling unit and container data

### Testing Criteria for MLOCR (Two-Pass) – Standard Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
MSM1	X		X	
MSM2	X		X	
MSM3	X		X	
MSM4			X	
MSM5				X

Scenario MSM1: For Multi-Line Optical Character Reader (MLOCR) letter and/or Flat mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- Qualification Report and Container Information
- Master Statement – PS Form 3602 - Postage Statement - Standard Mail, with multiple child statements and multiple postage payment types (permit imprint, meter stamps and precanceled stamps)
- Customer Mail Report
- Register (applicable for plant-verified drop shipment mailings)
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report

Scenario MSM2: For Multi-Line Optical Character Reader (MLOCR) mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- Qualification Report including Container Information
- Master Statement – PS Form 3602 - Postage Statement - Standard Mail,
  - with multiple customers' mail in the mailing
  - with multiple child statements
  - multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Customer Mail Report

- Register (applicable for plant-verified drop shipment mailings)
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report

Scenario MSM3: The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Master Postage Statement, and reports specified in Scenario M1. The Mailer must be able to Cancel a Postage Statement.

Scenario MSM4: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement – PS Form 3602 - Postage Statement - Standard Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Reconciliation Report
- Customer Mail Report
- Register (applicable for plant-verified drop shipment mailings)
- Summary ZIP Destination Report
- Postage Statement Summary Report
- Piece level information in an IMR (Intelligent Mail Record) or PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- Submit an update with handling unit and container data

Scenario MSM5: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement – PS Form 3602 - Postage Statement - Standard Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Reconciliation Report
- Customer Mail Report
- Register (applicable for plant-verified drop shipment mailings)
- Summary ZIP Destination Report
- Postage Statement Summary Report
- Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file

- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- Submit an update with handling unit and container data

### Testing Criteria for MLOCR One-Pass - First-Class Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
MOFC1	X		X	
MOFC2	X		X	
MOFC3	X		X	
MOFC4			X	
MOFC5				X

**Scenario MOFC1:** For Multi-Line Optical Character Reader (MLOCR) One-Pass mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- Qualification Report Plan including Container Information
- Update to Qualification Report to show the Actual piece counts
- Master Statement – PS Form 3600 - Postage Statement - First-Class and Priority Mail, with multiple child statements and multiple postage payment types (permit imprint, meter stamps and precanceled stamps)
- Customer Mail Report
- Tray Difference Report
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report

**Scenario MOFC2:** For Multi-Line Optical Character Reader (MLOCR) mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- Qualification Report including Container Information
- Update to Qualification Report to show the Actual piece counts
- Master Statement – PS Form 3600 - Postage Statement - First-Class and Priority Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Customer Mail Report
- Tray Difference Report
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report

**Scenario MOFC3:** The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Master Postage Statement, and reports specified in Scenario MOFC1 or Scenario MOFC2. The Mailer must be able to Cancel a Postage Statement.

Scenario MOFC4: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement – PS Form 3600 - Postage Statement – First-Class and Priority Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Customer Mail Report
- Tray Difference Report
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- Submit an update with handling unit and container data

Scenario MOFC5: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement – PS Form 3602 - Postage Statement - Standard Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Customer Mail Report
- Tray Difference Report
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report
- Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- Piece level information in an IMR (Intelligent Mail Record) or PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- Submit an update with handling unit and container data

## Testing Criteria for MLOCR One-Pass - Standard Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
MOSM1	X		X	
MOSM2	X		X	
MOSM3	X		X	
MOSM4			X	
MOSM5				X

**Scenario MOSM1:** For Multi-Line Optical Character Reader (MLOCR) One-Pass mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- Qualification Report Plan including Container Information
- Update to Qualification Report to show the Actual piece counts
- Master Statement – PS Form 3602 - Postage Statement - Standard Mail, with multiple child statements and multiple postage payment types (permit imprint, meter stamps and precanceled stamps)
- Customer Mail Report
- Register (applicable for plant-verified drop shipment mailings)
- Tray Difference Report
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report

**Scenario MOSM2:** For Multi-Line Optical Character Reader (MLOCR) mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- Qualification Report including Container Information
- Update to Qualification Report to show the Actual piece counts
- Master Statement – PS Form 3602 - Postage Statement - Standard Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Customer Mail Report
- Register (applicable for plant-verified drop shipment mailings)
- Tray Difference Report
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report

**Scenario MOSM3:** The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Master Postage Statement, and reports specified in Scenario MOFC1 or Scenario MOSM2. The Mailer must be able to Cancel a Postage Statement.

Scenario MOSM4: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement – PS Form 3602 - Postage Statement – Standard Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Customer Mail Report
- Register (applicable for plant-verified drop shipment mailings)
- Tray Difference Report
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report
- Piece level information in an IMR (Intelligent Mail Record) or PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- Submit an update with handling unit and container data

Scenario MOSM5: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement – PS Form 3602 - Postage Statement - Standard Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different mail owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different mail owners)
- Customer Mail Report
- Register (applicable for plant-verified drop shipment mailings)
- Tray Difference Report
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report
- Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- Submit an update with handling unit and container data

## Testing Criteria for Manifests - First-Class Mail

Scenario	eDocumentation/Basic		Full-Service	
	Required	Optional	Required	Optional
MMSFC1	X		X	
MMSFC2	X		X	
MMSFC3	X		X	
MMSFC4			X	
MMSFC5				X

Scenario MMSFC1: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 - Postage Statement - First-Class and Priority Mail
- Version Summary Report
- Reconciliation Report
- Identify each piece as Full Service
- Piece level information in an IMR (Intelligent Mail Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MMSFC2: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 - Postage Statement - First-Class and Priority Mail
- Version Summary Report
- Reconciliation Report
- Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MMSFC3: Submit a Mail.dat file that cancels a postage statement or cancel a postage statement through the *PostalOne!* Graphic User Interface.

Scenario MMSFC4: First-Class Mail Co-mail. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement: PS Form 3600 - Postage Statement - First-Class and Priority Mail with multiple child statements
- Version Summary Report

- Reconciliation Report
- Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

**Scenario MMSFC5:** First-Class Mail Co-palletization. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 - Postage Statement - First-Class and Priority Mail
- Version Summary Report
- Reconciliation Report
- Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

### Testing Criteria for Manifests - Standard Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
MMSSM1	X		X	
MMSSM2	X		X	
MMSSM3	X		X	
MMSSM4			X	
MMSSM5				X

**Scenario MMSSM1:** Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3602 - Postage Statement – Standard Mail
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

**Scenario MMSSM2:** Mixed Mailings – Mailings with Full-Service and Basic Service (Basic can include POSTNET pieces) mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer/Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3602 - Postage Statement – Standard Mail
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Identify each piece as Full-Service, Basic or POSTNET
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MMSSM3: Submit a Mail.dat file that cancels a postage statement or cancel a postage statement through the *PostalOne!* Graphic User Interface.

Scenario MMSSM4: Standard Mail Co-mail. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement: PS Form 3602 - Postage Statement – Standard Mail with multiple child statements
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Identify each piece as Full-Service, Basic or POSTNET
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MMSSM5: Standard Mail Co-palletization. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3602 - Postage Statement – Standard Mail
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Identify each piece as Full-Service, Basic or POSTNET
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

# Mail.XML Testing Criteria

## Testing Criteria for FAST

Currently, Mail.XML Fast Testing scenarios exist and every FAST Mail.XML mailer has been required to get approved by the USPS prior to being approved in the USPS production environment. This approval used to take place in the CAT environment and starting in May 2009, this approval process has been moved to the TEM environment. FAST scenarios are tailored by the role of the mailer, e.g., a software vendor is required to perform a lot more tests than a mailer. Some of those sample scenarios are:

Scenario F1: The Mailer must be able to create, update, and cancel one-time, recurring, and shell appointments for Drop-ship and Origin-Entry appointments.

Scenario F2: The Mailer must be able to associate more than one sibling container information to the parent container and be able to move container information from one appointment to another.

Scenario F3: The Mailer must be able to perform Joint Scheduling.

Scenario F4: The Mailer must be able to query the appointment, content information, and CSA.

Scenario F5: The Mailer must be able to create, update, and cancel stand alone content.

## Testing Criteria for Full Service Feedback Pull Messages

The testing criteria for Pull Messages aspect of the Mail.XML is in planning phases. Approved and final process will be added later in this document.