

Intelligent Mail® Services

Key Communications and Education Events



	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
F E B R U A R Y	1	2	3	4	5	6	7
	8	9	10	11	12	13 Intelligent Mail & Move Update DVD distribution complete	14
	15	16	17	18	19	20	21
	22	23	24 Intelligent Mail Symposium/ Intelligent Mail University Chicago, IL	25	26 Intelligent Mail Symposium/ Intelligent Mail University Los Angeles, CA Guides revised: "Guide to Intelligent Mail for Letters and Flats" "Postal One! Mail.dat Technical Specification" "Postal One! Mail.XML Technical Specification"	27 Guides available: "A Resource Map to Intelligent Mail Documents" "Beginner's Overview to Intelligent Mail Services" "Electronic Documentation and Intelligent Mail: Ready, Set, Go"	28

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M A R C H	1	2 Guide available: "Intelligent Mail and Move Update DVD User Guide"	3 Intelligent Mail Symposium/Intelligent Mail University Atlanta, GA	4	5 Intelligent Mail Symposium/ Intelligent Mail University New York, NY	6 Intelligent Mail Technical Integration Webinar 1:00 pm – 2:30 pm EST	7
	8	9 BME Managers begin Intelligent Mail and Move Update awareness sessions	10 Intelligent Mail & Move Update DVD PCC Outreach	11	12	13	14
	15	16	17	18	19	20 Guide available: "Full Service User Access and Reports" Intelligent Mail Technical Integration Webinar 1:00 pm – 2:30 pm EST	21
	22	23	24	25	26	27	28
	29	30	31				

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A P R I L				1	2	3 Intelligent Mail Technical Integration Webinar 1:00 pm – 2:30 pm EST	4
	5	6	7	8	9	10	11
	12 PostalOne! Outage PostalOne!, FAST, and eVS Users 2am-12pm CDT	13	14	15	16	17 Intelligent Mail Technical Integration Webinar 1:00 pm – 2:30 pm EST Revised guides: “A Resource Map to Intelligent Mail Documents” “Beginner’s Overview to Intelligent Mail Services” “Electronic Documentation and Intelligent Mail: Ready, Set, Go” “Postal One! Mail.dat Technical Specification” “Postal One! Mail.XML Technical Specification”	18
	19	20	21	22	23	24	25 PostalOne! Outage PostalOne!, FAST, and eVS Users 10pm-midnight CDT
	26 PostalOne! Outage PostalOne!, FAST, and eVS Users Midnight-10pm CDT	27	28	29	30		

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MAY						1 Intelligent Mail Technical Integration Webinar 1:00 pm – 2:30 pm EST	2
	3	2	5	6	7	8	9
	10	11 May 2009 Price Change	12	13	14	15 Intelligent Mail Technical Integration Webinar 1:00 pm– 2:30 pm EST	16
	17	18 National Postal Forum Full-Service Mailer Testing Begins Intelligent Mail Release 1 Deployment	19 National Postal Forum	20 National Postal Forum	21 National Postal Forum	22	23
	24	25	26	27	28	29 Intelligent Mail Technical Integration Webinar 1:00 pm – 2:30 pm EST	30

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Event	Description
<p>Intelligent Mail & Move Update DVD “</p> <p>Intelligent Mail & Move Update DVD User Guide</p> <p>Intelligent Mail & Move Update DVD “ PCC Workshop in a Box”</p> <p>Intelligent Mail & Move Update DVD PCC Outreach</p>	<p>This DVD includes four segments covering the following topics: Move Update, Intelligent Mail, Service Standards, and Customer/Supplier Agreements (CSAs). The associated Intelligent Mail & Move Update DVD User Guide will specifically explain supplemental information after each of the four video segments; provide additional resources, their purposes and where they may be found; and provide contact information for obtaining assistance from USPS Intelligent Mail experts. BME Managers will conduct sessions with Mailers, preparing mailers to get started and to migrate to Intelligent Mail Basic or Full Service options.</p> <p>The Intelligent Mail and Move Update DVD content is converted to a “PCC Workshop in a Box” so that it can be used by the Postal Customer Councils</p> <p>Intelligent Mail & Move Update DVD PCC Outreach is a joint effort with local BME and PCCs to share the information on the DVD.</p>
<p>Intelligent Mail Symposium</p>	<p>Symposium for Mailers and Mail Preparers. The Intelligent Mail University is updated to cover diverse topics on Intelligent Mail services. This one-day course provides an overview of the Basic and Full-Service options, provides in-depth detail about electronic documentation options, describes how Full-Service users can receive the start-the-clock and address correction data for no charge.</p>
<p>Intelligent Mail Service Guides</p>	<p>Guides on various aspects of Intelligent Mail services to guide users through implementation, access and usability.</p> <p><u>“A Resource Map to Intelligent Mail Documents”</u> Lists all the documents, guides and source materials that you will need in transitioning to Intelligent Mail services. It provides explanations of each document and information on how to find and print these documents. It is a reference source that will help you as you learn the ins-and-outs of Intelligent Mail services.</p> <p><u>“Guide to Intelligent Mail for Letters and Flats”</u> Provides guidance on how to prepare your mail and electronic documentation and identifies the data that will be provided at no additional charge for Full-Service compliance. In addition, the Guide also describes what will be available in the first release of Intelligent Mail services.</p>

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Event	Description
	<p><u>“PostalOne! Mail.dat Technical Specification”</u> The <i>PostalOne!</i> Mail.dat Technical Specification provides detailed specifications for how to populate your Mail.dat 09.1 files to comply with the requirements for the Full-Service option. This technical specification explains the eDoc, postage, and induction requirements on how to use Mail.dat with the <i>PostalOne!</i> System.</p> <p><u>“PostalOne! Mail.XML Technical Specification”</u> The <i>PostalOne!</i> Mail.XML Technical Specification outlines the specifications for the messages used to send and receive data from <i>PostalOne!</i>. This technical specification explains FAST appointment scheduling, Full Service Data Distribution (ACS COA, ACS Nixie, Start-The-Clock), eDoc postage and electronic induction status management through Mail.XML messaging.</p> <p><u>“Beginner’s Overview to Intelligent Mail Services”</u> In this guide you will find fundamental information on what Intelligent Mailer services offer and require, Intelligent Mail barcodes and their benefits, the two service level options being offered, how to get started with Intelligent Mail services and where to find additional resources to help you.</p> <p><u>“Electronic Documentation and Intelligent Mail: Ready, Set, Go!”</u> This guide provides clear guidance on how to transition to Intelligent Mail services using either the Basic or Full-Service options. It also describes how to migrate from existing electronic documentation options to the new Full-Service option capabilities.</p> <p><u>“Full Service User Access and Reports”</u> The purpose of this Guide is to provide information regarding access and use of the new Business Customer Gateway (herein the “Gateway”) webpage, which will be stationed at USPS.com and to post details of the ACS and Nixie compressed downloadable files. This guide will address both external and internal customers and their need to view information regarding Start-the-Clock, ACS, and Nixie data.</p>
Intelligent Mail Technical Integration Webinar	Intended to supplement the information on this website. The Webinars are particularly relevant for mailers that are looking to adopt the Full Service solution.

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	<p>The Webinars will be conducted every two weeks on Fridays from 1:00 p.m.–2:30 p.m. eastern time. Our next Intelligent Mail Technical Integration Webinar is March 20.</p> <p>Mailers are requested to forward their questions to imb@usps.gov at least four days in advance of the Webinar. Technical questions received by 5:00 p.m. eastern time on the preceding Monday will be addressed during that Friday's Webinar. Time permitting, we'll also provide answers to less technical, Intelligent Mail related questions.</p> <p>Visit "Latest News" on www.ribbs.usps.gov for additional information.</p>
<p><i>PostalOne!</i> And FAST Outages</p>	<p>We are preparing <i>PostalOne!</i> Release 20 to support the price change on May 11, 2009 and the test environment for the Intelligent Mail full-Service Option on May 18, 2009. We are making extensive upgrades to support the significant increase in electronic mailing information anticipated with Full-Service. Two system-wide outages for <i>PostalOne!</i> And FAST are planned at this time: April 12, 2009 from 2 a.m. to 12 p.m. CDT; and from 10 p.m. CDT on April 25, 2009 to 10 p.m. CDT on April 26, 2009. During the outage mailers cannot access <i>PostalOne!</i> or submit electronic mailing documentation. Mailers--- including Electronic Verification System (eVS) --- should review their file submission processes and make arrangements for these two scheduled outages.</p>
<p>National Postal Forum</p>	<p>Postal Forum Presentation for Mailers, Mail preparers and Vendors. Eleven Postal Forum workshops to be conducted on a variety of topics to provide in-depth information on Intelligent Mail for Mailers and Mail Preparers</p>