

Creating FAST Appointments for Mixed Periodicals

Table of Contents

Contents.....	1
Overview	2
FAST On-Line Application.....	3
FAST Web Services.....	10
FAST Help Desk.....	12

Overview

Purpose

Effective July 1, 2011, Periodicals mailers can schedule their FAST appointments and include a mixture of standard and/or parcel mail. This Job Aid is designed to assist FAST Periodicals customers in creating Mixed Periodicals Destination Entry appointments (One-Time and Recurring) within the FAST On-line Application and FAST Web Services.

In a future release, FAST will be enhanced to allow the scheduling of Mixed Periodicals appointments within the Facility's Hours of Operation. In the interim, FAST customers should adhere to the workaround outlined in this Job Aid to ensure that their Mixed Periodicals appointments are created accurately.

FAST Application

Step 1: Log into FAST via the PostalOne! *Business Customer Gateway*.

<http://gateway.usps.com>

Step 2: As a result of allowing Mixed Periodicals Appointments, customers will need to manually search the *Mail Direction File (FAST Landing Page -> Reports -> Mail Direction Search)* to verify there are no redirections in place for their Mixed Load appointment.

Content Information				Default Facility						Redirection Facility						Effective Dates					
ZIP/CRIDs	Discount	CIN Group	Pallet	Facility	NAAS	Address	City	State	ZIP	Facility	NAAS	Address	City	State	ZIP	Effective Start Date	Default Grace Period End Date	Effective End Date	Grace Period End Date	Truck Length	Modified Date
200-212, 214-239, 244, 254, 267-268	BMC	Default	B	WASHINGTON NDC	20Z	9201 EDGEWORTH DR	CAPITOL HEIGHTS	MD	207999998							12/06/2010		12/31/2999		N/A	12/06/2010
201, 220-223, 226-227	ADC	Default	B	NORTHERN VA	220	8409 LEE HWY	MERRIFIELD	VA	220819700									12/31/2999		N/A	10/21/2007
201, 220-223, 226-227	ADC	Periodicals/Flats	Y	NORTHERN VA	220	8409 LEE HWY	MERRIFIELD	VA	220819700	DULLES	201	44715 PRENTICE DR	DULLES	VA	201019998	08/10/2010	09/27/2010	12/31/2999		N/A	07/15/2010
220-223	SCF	Default	B	NORTHERN VA	220	8409 LEE HWY	MERRIFIELD	VA	220819700									12/31/2999		N/A	10/21/2007
220-223	SCF	Periodicals/Flats	Y	NORTHERN VA	220	8409 LEE HWY	MERRIFIELD	VA	220819700	DULLES	201	44715 PRENTICE DR	DULLES	VA	201019998	08/10/2010	09/21/2010	12/31/2999		N/A	07/09/2010
220-223	SCF	Standard/Flats	Y	NORTHERN VA	220	8409 LEE HWY	MERRIFIELD	VA	220819700	DULLES	201	44715 PRENTICE DR	DULLES	VA	201019998	08/10/2010	09/21/2010	12/31/2999		N/A	07/09/2010

Figure 1: Mail Direction Report

Step 3: Prior to scheduling an appointment, it is recommended that mailers reference the comments section of the *Facility Profile* page to verify hours of operation.

Step 4: From the FAST Landing Page, click the *Appointments* link.



The screenshot shows the FAST Landing Page. On the left is a blue navigation menu with links: [Appointments](#), [Recurring Appointments](#), [Facilities](#), [Profiles](#), [Reports](#), [Resources](#), [Origin Entry](#), [Customer / Supplier](#), [Agreements](#), and [TEM](#). The main content area has a header "Facility Access and Shipment Tracking (FAST)" and a "Welcome to FAST" section. Below this is a list of menu items, each with a description and a "Go >" button. The "Appointments" item is highlighted with a red box.

Facility Access and Shipment Tracking (FAST)

Welcome to FAST

FAST is a Postal Service™ initiative that improves the drop shipment and Origin Entry appointment scheduling processes through allocating appointment availability and decreasing dock wait times. FAST is designed to interface with other postal applications and systems to enable ongoing transformation to an environment where the Postal Service and customers have end-to-end visibility of the mail product from entry to delivery.

- ▶ **Appointments**
Appointments contains functionality to create and manage appointments. [Go >](#)
- ▶ **Recurring Appointments**
Recurring Appointments contains functionality to request and manage recurring appointments. [Go >](#)
- ▶ **Facilities**
Facilities contains functionality to view physical and operating characteristics of USPS Facilities. [Go >](#)
- ▶ **Profiles**
Profiles contains functionality to view corporate and scheduler profile information such as name, address, and contact information. [Go >](#)
- ▶ **Reports**
Reports contains functionality to obtain information about facilities, schedules, appointments, and performance. [Go >](#)

Figure 2: FAST Landing Page

Creating Mixed Periodicals Appointments

July 1, 2011 – Version 1.0 – Customers (External)

Step 5: From the Appointments Landing Page, click the *Create New Appointment* link.

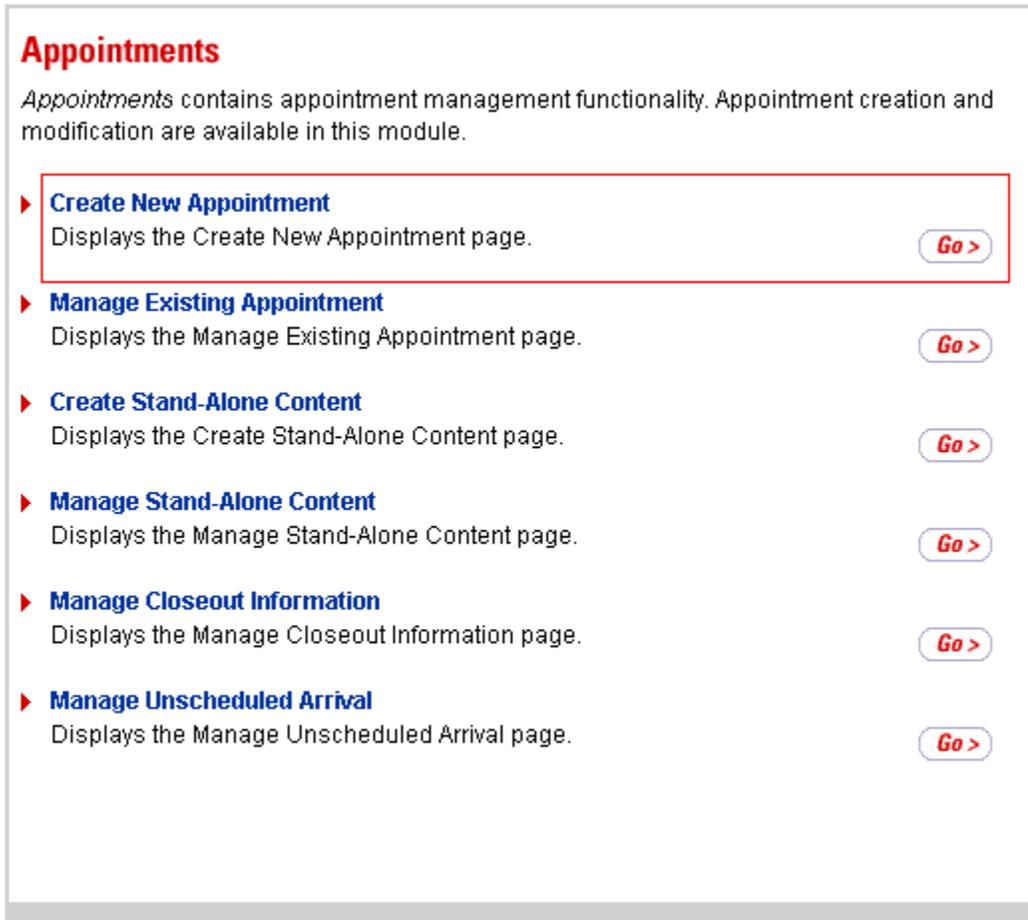


Figure 3: Appointment Landing Page

Creating Mixed Periodicals Appointments

July 1, 2011 – Version 1.0 – Customers (External)

Step 6: Choose a facility, select **only Periodicals** for the Mail Class option (regardless of whether the mailing includes Standard / Package Services in addition to Periodicals mail), and enter the date and CRID.

Appointment Slot Availability

Choose Search Criteria

Please enter the following information (* Required Fields)

Please note that if you choose to view slot availability for all appointment types, you may only view availability for a single day at a time.

There are two options to search for a facility.

1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.

State: MA	View Cities >	NASS Code: 01Z	Search >
City: SPRINGFIELD	Search >		
* Facility: 01Z - SPRINGFIELD NDC			
* Mail Class:			
<input type="checkbox"/> Standard			
<input type="checkbox"/> Package Services			
<input checked="" type="checkbox"/> Periodicals			
<input type="checkbox"/> All contents are Perishable			
* Customer Registration ID: FASTTESTUSER11 - 4433047			
* Appointment Type: Pallet			

Figure 4: Appointment Slot Availability Search Page

Creating Mixed Periodicals Appointments

July 1, 2011 – Version 1.0 – Customers (External)

Step 7: Select an available time from the *Appointment Slot Availability* page. Please note that you will see an “A” listed for available hours instead of a number of available slots. This ensures that the appointment is being validated against the facility’s hours of operation.

Appointment Slot Availability – Perishables and Periodicals [Return to Previous Screen](#)

Selected Criteria

Customer Registration ID: 4433047
 Scheduler ID: 999999999980
 Scheduler Name: FASTTESTUSER11
 Facility Name: SPRINGFIELD NDC
 NASS Code: 01Z
 Appointment Type: Pallet
 Selected Date: 06/30/2011 - 06/30/2011

All Contents are Periodicals

Appointment Slots (Trips) Available:

Note: Cells without contents mean that the facility is not open or unstaffed

1 result

Day	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Thursday 06/30/2011	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

1 result

Cancel

Figure 5: Appointment Slot Availability Page

Creating Mixed Periodicals Appointments

July 1, 2011 – Version 1.0 – Customers (External)

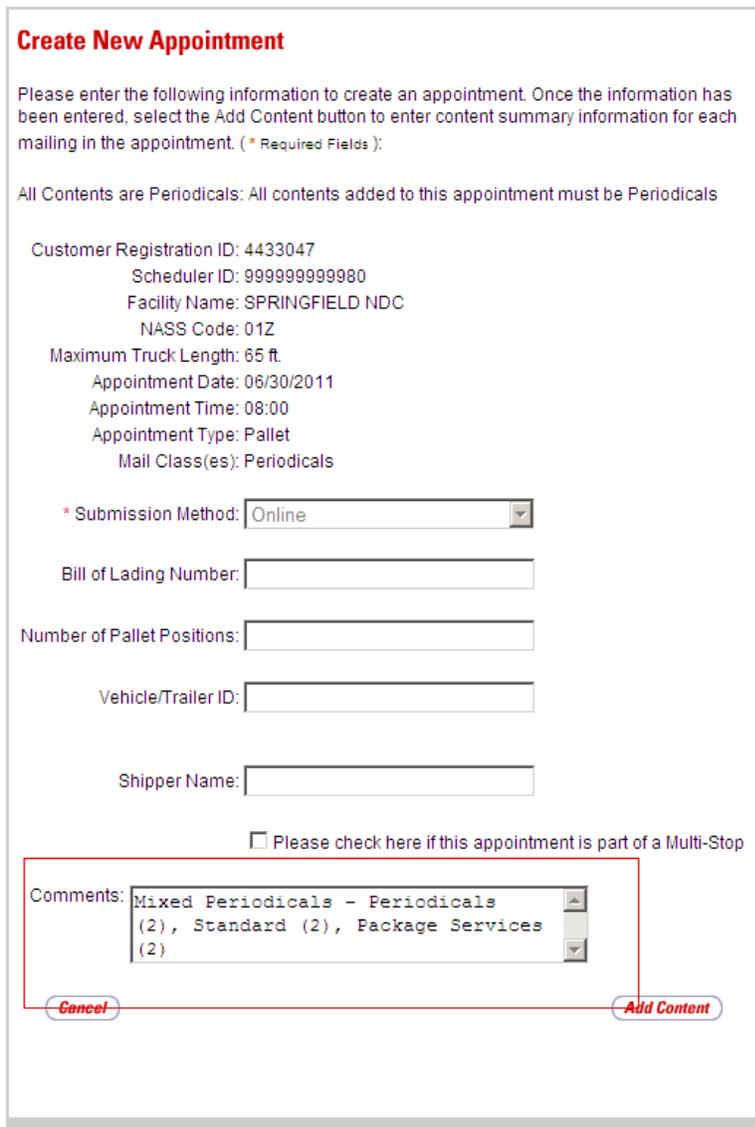
Step 8: At the *Create New Appointment* page, add the following text into the Comments section depending on your appointment mail classes:

Option 1: Mixed Periodicals* - Periodicals (#), Standard (#)

Option 2: Mixed Periodicals* - Periodicals (#), Package Services (#)

Option 3: Mixed Periodicals* - Periodicals (#), Standard (#), Package Services (#)

**Enter the number of Pallets or Bedload Pieces for each mail class in parenthesis.*



Create New Appointment

Please enter the following information to create an appointment. Once the information has been entered, select the Add Content button to enter content summary information for each mailing in the appointment. (* Required Fields):

All Contents are Periodicals: All contents added to this appointment must be Periodicals

Customer Registration ID: 4433047
Scheduler ID: 999999999980
Facility Name: SPRINGFIELD NDC
NASS Code: 01Z
Maximum Truck Length: 65 ft.
Appointment Date: 06/30/2011
Appointment Time: 08:00
Appointment Type: Pallet
Mail Class(es): Periodicals

* Submission Method:

Bill of Lading Number:

Number of Pallet Positions:

Vehicle/Trailer ID:

Shipper Name:

Please check here if this appointment is part of a Multi-Stop

Comments:

Figure 6: Example of a Mixed Periodicals Appointment

Creating Mixed Periodicals Appointments

July 1, 2011 – Version 1.0 – Customers (External)

Step 9: Continue creating your appointment as you normally would by adding content and verifying the *Appointment Confirmation Page*. Please note that all content in the *Update Content Capacity* textbox should be created as a **Periodicals** mail class.

Update Content Capacity:		
Standard <input type="text" value="0"/>	Package Services <input type="text" value="0"/>	Periodicals <input type="text" value="6"/>
		Manage Content

[Associate Stand Alone Content >](#)

You have pending Stand-Alone Content awaiting Association

Click the "View All" button to select a Mail Preparer and Mail Owner from the drop-down box.

Content #1 Clear Content

Mail Class: Periodicals

Mail Preparer ID: [View All](#) Content Name:

Mail Owner ID: [Add >](#) Associated Mail Owners: [Remove >](#)

[View All](#)

* Mail Shape: News:

Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Machinable Parcels.

Count of Pallets Sacks: Trays: Bundles: Parcels:

Bedloaded Sack Count: Tray Count: Bundle Count: Parcel Count:

Destination Discount:

Publication Name:

OR

USPS Publication ID: [Search >](#)

Publication:

Associated Publications: [Remove >](#)

Destination Discount:

Zone-Skipping: Note: When Zone Skipping is checked, CIN validation will not be performed.

Number to Duplicate: [Duplicate >](#)

Content #2 Clear Content

Mail Class: Periodicals

Figure 7: Add / Edit Content Page

Creating Mixed Periodicals Appointments

July 1, 2011 – Version 1.0 – Customers (External)

FAST Web Services

When creating your DeliveryApptRequest XML requests, follow the steps below to generate a Mixed Periodicals appointment.

Step 1: Enter all content with a mail class of **Periodicals**. Set the *MailClass* tag within the *USPSSummary* block to the value of "2."

```

<mailxml:Pallets mailxml:Count="24" mailxml:PalletType="Pallet" mailxml:HandlingUnitType="Parcels">
  <mailxml:PalletPreSortLevel mailxml:MaildatCode="A" mailxml:Count="24">
    <mailxml:USPSContainerInfo>
      <mailxml:MailOwnerID>240128023001</mailxml:MailOwnerID>
      <mailxml:ActualPieceCount>1</mailxml:ActualPieceCount>
      <mailxml:ContainerWeight>3.14159E0</mailxml:ContainerWeight>
      <mailxml:UniqueContainerBarcode>99M0076333180999999MJD</mailxml:UniqueContainerBarcode>
      <!--<mailxml:SiblingBarcode>99M000003331200991MJD</mailxml:SiblingBarcode>-->
      <mailxml:ContainerDestination3digitZIP>000</mailxml:ContainerDestination3digitZIP>
    </mailxml:USPSContainerInfo>
  </mailxml:PalletPreSortLevel>
</mailxml:Pallets>
<mailxml:Perishable>No</mailxml:Perishable>
<mailxml:MailClass>2</mailxml:MailClass>
<mailxml:RateType>I</mailxml:RateType>
<!--<mailxml:InHomeStart>2010-02-05T09:30:47.0Z</mailxml:InHomeStart>
<mailxml:InHomeEnd>2010-02-05T09:30:47.0Z</mailxml:InHomeEnd-->
<mailxml:ProcessingCategory>IR</mailxml:ProcessingCategory>
<mailxml:NewsIndicator>No</mailxml:NewsIndicator>
<mailxml:PriorityMailIndicator>No</mailxml:PriorityMailIndicator>
<mailxml:VerificationLocation>BMEU</mailxml:VerificationLocation>
<mailxml:EvsIndicator>No</mailxml:EvsIndicator>
<mailxml:MailContentName>My Name</mailxml:MailContentName>
<mailxml:MailPreparerID>240128023001</mailxml:MailPreparerID>
<mailxml:AdvanceMailingID>987654321</mailxml:AdvanceMailingID>
</mailxml:USPSSummary>

```

Figure 8: DeliveryApptRequest

Creating Mixed Periodicals Appointments

July 1, 2011 – Version 1.0 – Customers (External)

Step 2: Enter the following text in the “Comment” field of the Mail.XML request:

Option 1: Mixed Periodicals* - Periodicals (#), Standard (#)

Option 2: Mixed Periodicals* - Periodicals (#), Package Services (#)

Option 3: Mixed Periodicals* - Periodicals (#), Standard (#), Package Services (#)

**Enter the number of Pallets or Bedload Pieces for each mail class in parenthesis.*

```
<mailxml:ConsigneeFacility>
  <mailxml:CompanyName>QUAD GRAPHICS, INC. (FAST)</mailxml:CompanyName>
  <mailxml:FacilityNumber>V22551</mailxml:FacilityNumber>
  <mailxml:FacilityAddress mailxml:CommunicationRole="CC">
    <mailxml:Address1>190 Fiberloid St</mailxml:Address1>
    <mailxml:City>Springfield</mailxml:City>
    <mailxml:State>MA</mailxml:State>
    <mailxml:ZipCode>115294444</mailxml:ZipCode>
    <mailxml:GPSCoordinates mailxml:GPSSystem="MSL">
      <mailxml:Latitude>1234567891.12345678</mailxml:Latitude>
      <mailxml:Longitude>1234567891.12345678</mailxml:Longitude>
      <mailxml:Height>
        <mailxml:Value mailxml:UOM="AirDryMetricTonne">1234567891.12345678</mailxml:Value>
        <mailxml:RangeMin mailxml:UOM="AirDryMetricTonne">1234567891.12345678</mailxml:RangeMin>
        <mailxml:RangeMax mailxml:UOM="AirDryMetricTonne">1234567891.12345678</mailxml:RangeMax>
      </mailxml:Height>
    </mailxml:GPSCoordinates>
  </mailxml:FacilityAddress>
  <mailxml:FacilityName>Springfield BMC</mailxml:FacilityName>
</mailxml:ConsigneeFacility>
<mailxml:Comment>Mixed Periodicals - Periodicals (2), Standard (2), Package Services (2)</mailxml:Comment>
```

Figure 9: DeliveryApptRequest

FAST Help Desk

Questions or concerns regarding how to schedule Mixed Periodicals appointments should be directed to the FAST Help Desk @ FAST@usps.gov or via telephone @ 1-877-569-6614 (Option 8).