How to Submit Mail.XML Jobs to PostalOne!

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NOTE: Existing users can jump to Existing Users that have an account can Log on the Business Customer Gateway (BCG)

This guide provides step-by-step instructions for submitting electronic mailing information into the USPS for Full-Service letters & flats.

Customers can electronically send detailed information to the PostalOne! system using the mailing industry's standardized Mail.XML format. Mail.XML is an XML-based IDEAlliance® specification for Web Services. Web services uses simple HTTP(s) protocol to communicate data over the Internet, bypassing technology-specific restrictions and avoiding network-related security rules. For further information, see the IDEAlliance Mail.XML specifications at http://www.idealliance.org
Log onto the Business Customer Gateway

New User Registration on the Business Customer Gateway (BCG)  

1. First time users must register prior to accessing the mailing information.
2. New users must click **Register for free** to begin the registration process.

Complete Registration Form to create a new account

1. Create a user name and password.
2. Answer the two security question.
3. Enter all of your business information.
4. Review the Privacy Policy.
5. Confirm the email address provided.

Terms and Conditions for new users

1. The first user to register will become the Business Service Administrator (BSA) in charge of managing who can and cannot use a service at a business location. This can be changed later, if someone else needs to be made BSA.
2. Users must agree to the terms and conditions.
3. User can click **Continue** to move to the confirmation page.
Confirmation Page

1. Users will automatically be registered to use the popular business applications and services.
2. To begin to use the Business Customer Gateway the user must click Continue.

Customer Registration IDs (CRID) and Mailer IDs (MIDs)

1. New Users registering will create a new business account will be given a Customer Registration ID (CRID) automatically.
2. Through the same process the system will automatically assign a Mailer ID (MID).

Existing Users that have an account can Log on the Business Customer Gateway (BCG)

1. Access BCG by going to: https://gateway.usps.com
2. Enter Username and Password on BCG Main Page.
3. Click Sign In.
The BCG Homepage
1. Business Services are located under Mailing Services link, Shipping Services link, or Other Services link.
2. Users will receive alerts on any pending services through the BCG Messages.
3. The users can bookmark the services they use most.

Favorite Services
1. Allows the user a quick and easy way to access services they most commonly use.
2. Users may edit which services they wish to have displayed for their profile by clicking the Edit Favorites button.

Accessing the Mail.XML Web Services Description Language (WSDL) files
1. Select Mailing Services located on the left menu to get to the Electronic Data Exchange (EDE) link.
2. This link will allow the user to gain access to the EDE where the Mail.XML WSDL link is located.
Electronic Data Exchange

1. The user will locate the Electronic Data Exchange Service on the page.
2. The user will need to click the **Go To Service** button located on the Electronic Data Exchange Service line.

Using Mail.XML

Mailers who are interested in testing Mail.XML Pull and Push methods must complete some preparatory work prior to entering Production, such as developing or purchasing Mail.XML software, acquiring a signed certificate from a Certification Authority (if doing the Push method), obtaining the USPS-provided schemata i.e., Web Services Description Language (WSDL) and XML schema document and templates (XSD) used to ensure conformity and standardization of data exchange between the **PostalOne!** system and customers.

When programming to create Mail.XML software, developers must use USPS-provided Web Services Description Language (WSDL) and XML schema document and templates (XSD). This ensures conformity and standardization of data exchange between the **PostalOne!** system and customers. As Mail.XML technical specifications develop, WSDLs and XSDs will be revised, replaced or made obsolete. Take care to use the correct WSDLs.

There are many technical guides available to assist in creating/using Mail.XML.


3. The users can download the Mail.xml.WSDL files by selecting the link located under the Mail.dat Support for Production.
Go to PostalOne! & Review Mailing Job

1. To view the job’s postage statement, log-in to the Business Customer Gateway.

2. Select the Dashboard link located under Favorites (Favorites will have a default list of services). You may edit your Favorites to your desired choices by selecting the Edit Favorites link.

3. Select the Dashboard link
4. Locate the job’s postage statement by entering the Job ID and appropriate date criteria. Make sure Statement Status is set to **ALL** and the **Include Closed Jobs** box is checked.

5. Open the job’s postage statement by selecting the job’s Postage Statement ID.

6. The job’s postage statement will appear.
7. Click on the mailing Job ID to view the Qualification Report.

8. Qualification Report view

**Review & Compare**

Compare the electronic postage statement and qualification report displayed on the dashboard with the postage statement and supporting documentation that was previously submitted.

Total pieces, weight, permit, should be the same. Total postage may be different in that the electronically submitted job will be Full-Service while the original may not have been.

**Resolve Issues**

If you encounter issues with your test, please contact the Help Desk at 800-522-9085. Be prepared to supply the job ID that you submitted. WSDL