



# **How to Submit Mail.XML Jobs to Test Environment for Mailers (TEM)**

Version 3  
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USPS Headquarters  
Mail Entry & Payment Technology

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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.

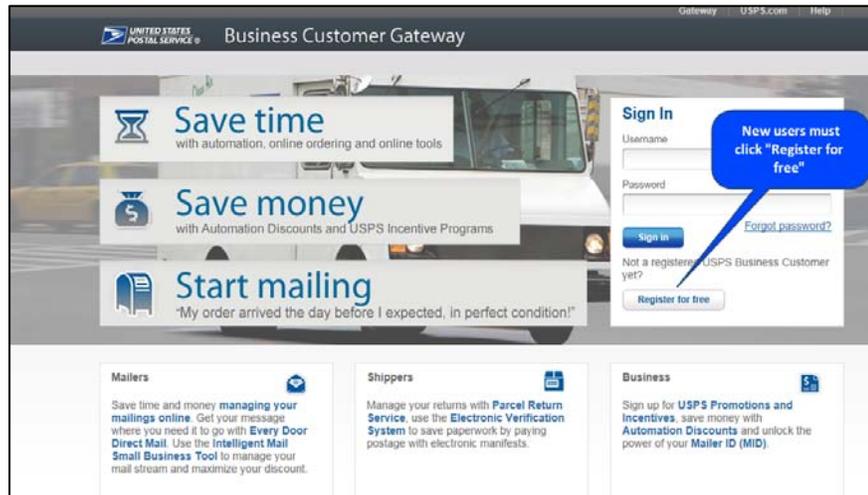
Customers can electronically send detailed information to the *PostalOne!* system using the mailing industry's standardized Mail.XML format. Mail.XML is an XML-based IDEAlliance® specification for Web Services. Web services uses simple HTTP(s) protocol to communicate data over the Internet, bypassing 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)

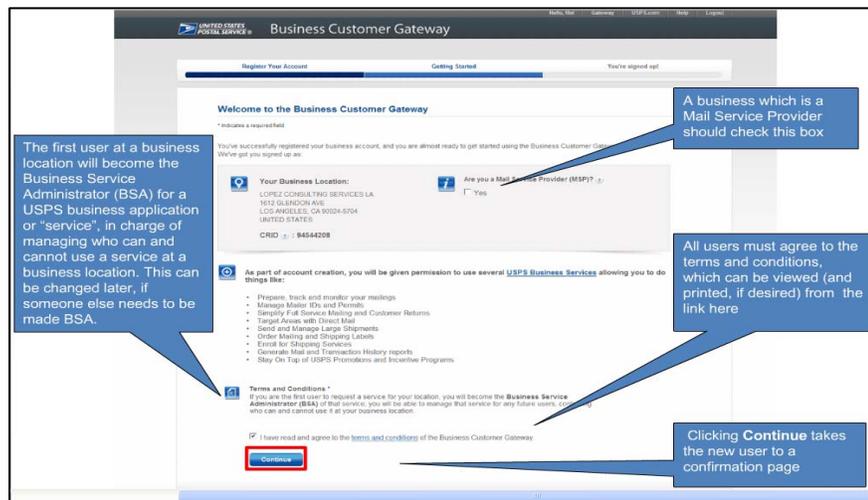
(<https://gateway.usps.com/eAdmin/view/signin>)

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.



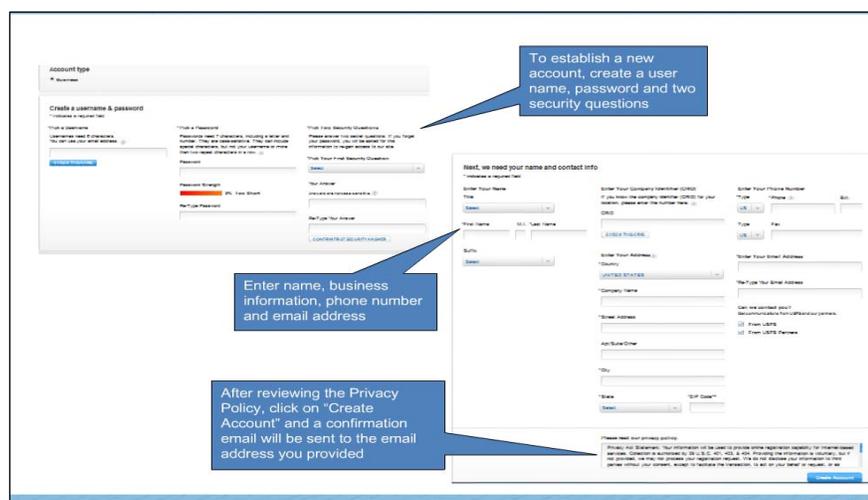
### Complete Registration Form to create a new account

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.



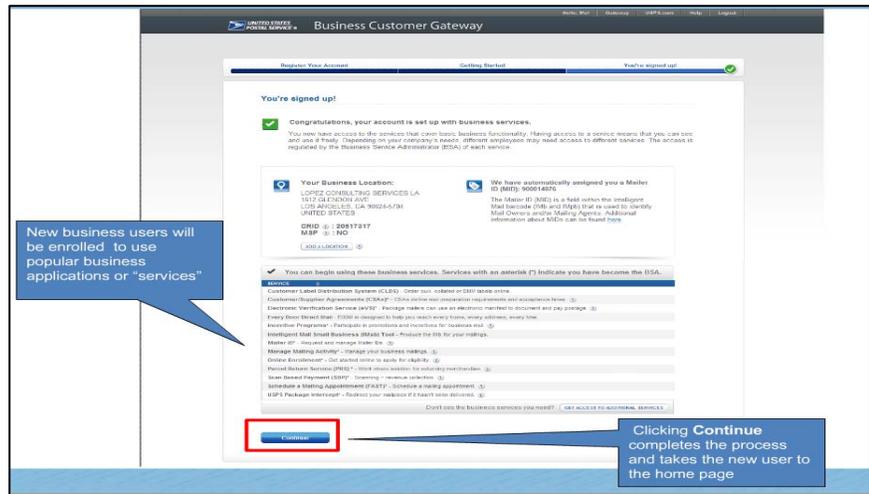
### Terms and Conditions for new users

1. The first user to register will become the Business Service Administrator (BSA) in charge of managing who can and can not use a service at the business location.
2. Users must agree to the terms and conditions.
3. User can click **Continue** to move to the confirmation page.



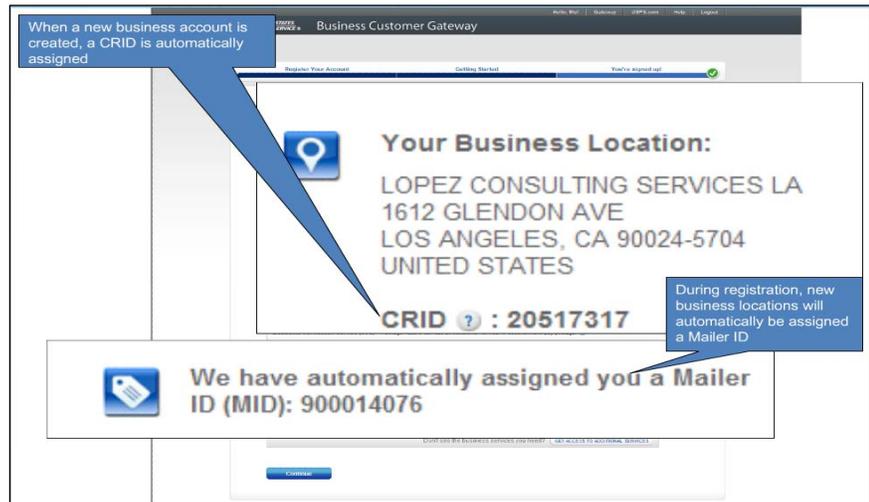
## Confirmation Page

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**.



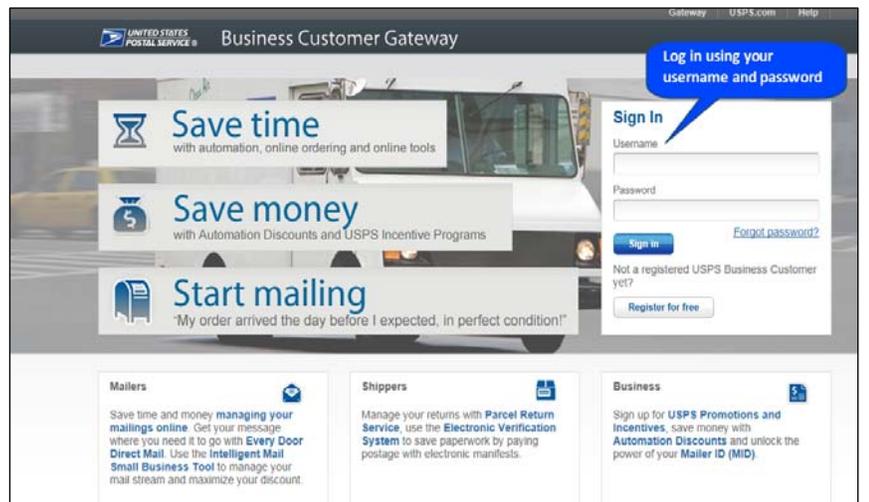
## Customer Registration IDs (CRID) and Mailer IDs (MIDs)

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).



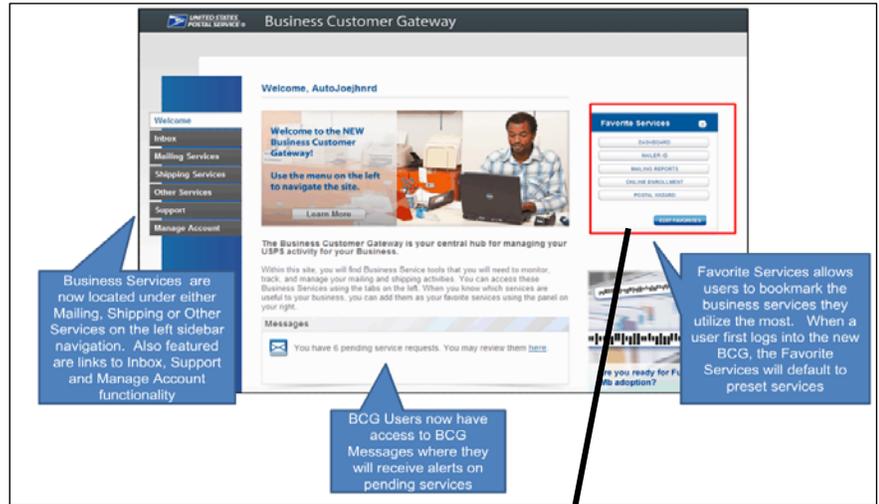
## Existing Users that have an account can Log on the Business Customer Gateway (BCG)

1. Access BCG by going to: <https://gateway.usps.com>
2. Enter Username and Password on BCG Main Page.
3. Click Sign In.



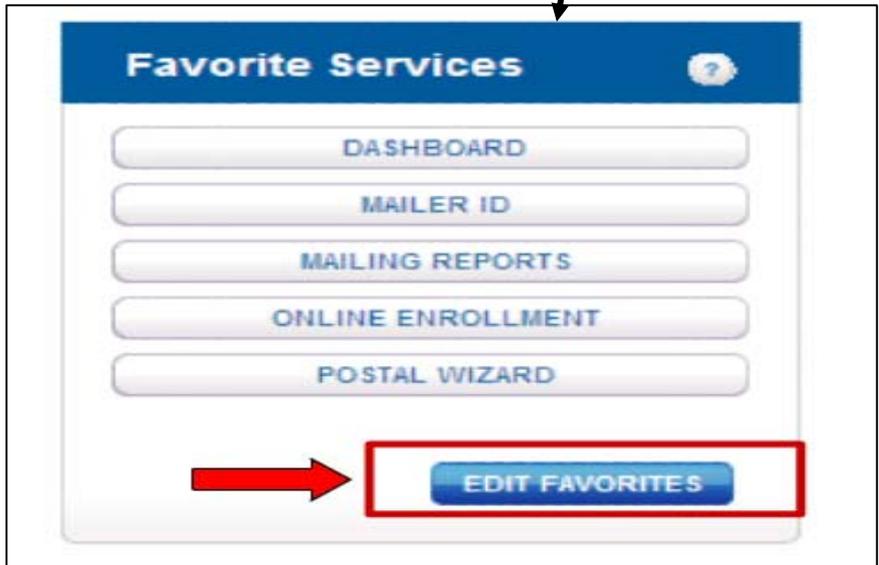
## The BCG Homepage

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.



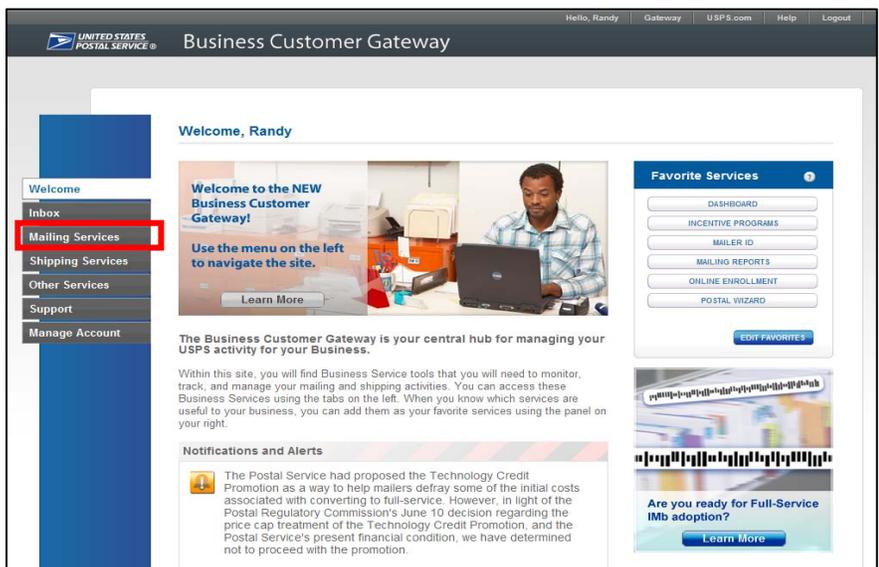
## Favorite Services

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.



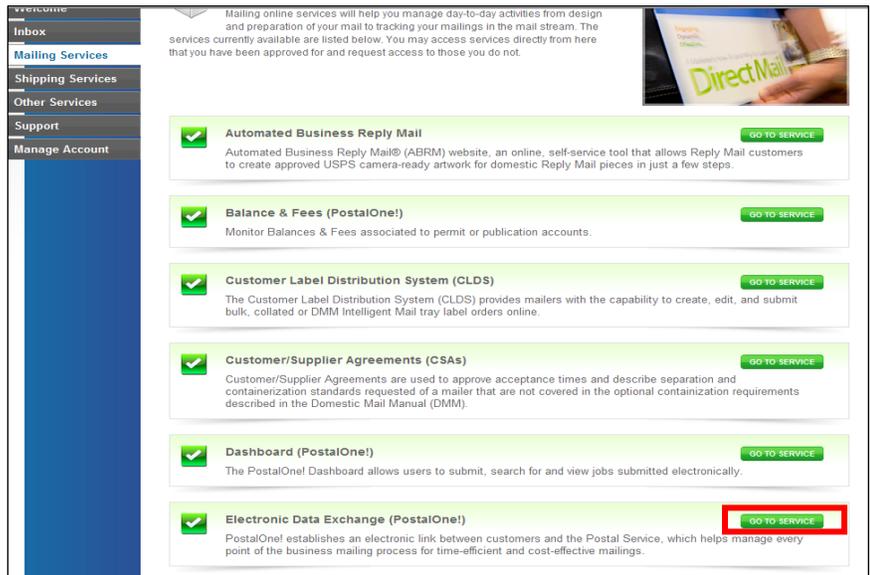
## Accessing the Mail.XML Web Services Description Language (WSDL) files

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.



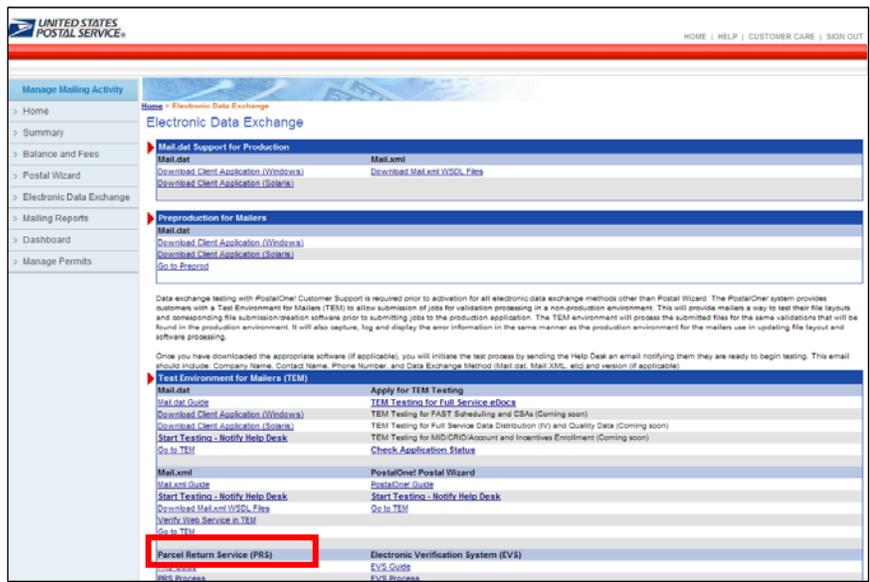
## Testing & Using Mail.XML

Mailers who are interested in testing Mail.XML Pull and Push methods must complete some preparatory work prior to entering TEM, 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.

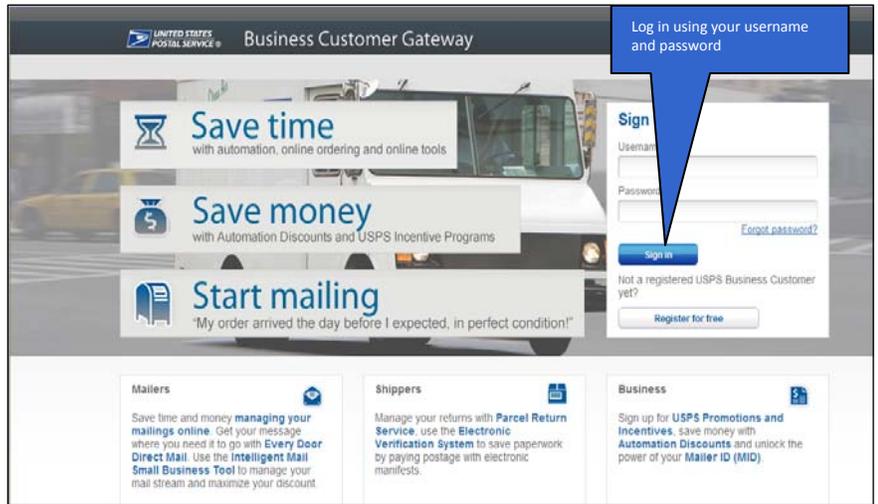
There are many technical guides available to assist in creating/using Mail.XML.

1. Mail.XML Technical specification document (<https://idealliance.org/specifications/mailxml>)
2. Full Service Authorization Mail.XML. [https://ribbs.usps.gov/electronicdoc/documents/tech\\_guides/TEMGuides/eDocFullServiceAuthorizationMailXMLVend.or.pdf](https://ribbs.usps.gov/electronicdoc/documents/tech_guides/TEMGuides/eDocFullServiceAuthorizationMailXMLVend.or.pdf)
3. The users can download the **Mail.xml.WSDL** files by selecting the link located under the Mail.XML Support for Test Environment for Mailers.



## Go to *PostalOne!* & Review Mailing Job

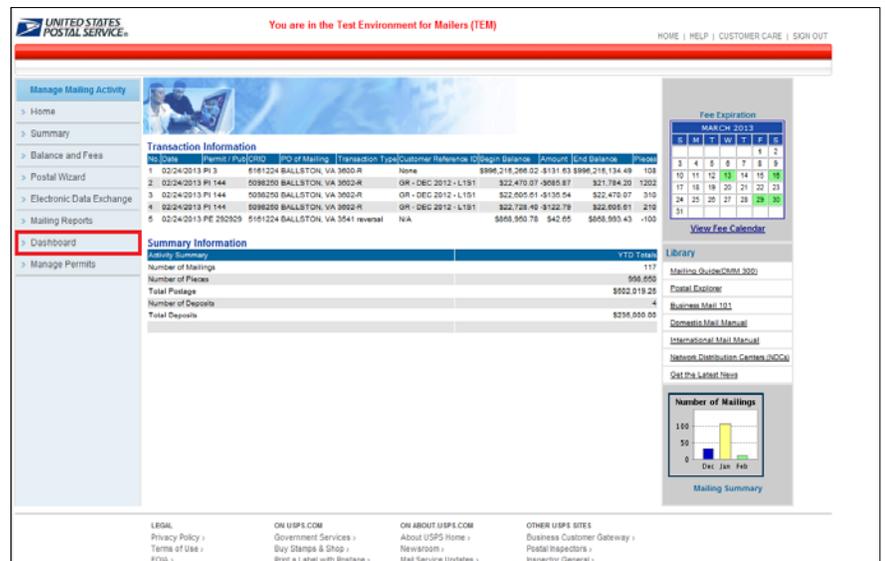
1. To view the job's postage statement, log-in to the Business Customer Gateway.



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





- Click on the mailing Job ID to view the Qualification Report.

**Search Results**

Legend: [A] for postage adjustment, [B] for USPS adjusted entry, [C] for Full Service statements, [D] for Mixed Service statements, [E] for Capex Mailings, [F] for Cost Try Mailings

Job ID	Batch/Print ID	Business Statement #	Cancel Job	Verification Due	Verification Performed	ES of Entry	ES of Mailbox	Maker's Billing Date	Queue Date	Job/Package Type	Production Mailer's Report	Account Number	Facility/PSN	Mail Class	Permit	Postage	Postage 2016	ES of Mailbox	Postage
28171854305	11782134	Multiple	No	No			81082013	82042013		EN 3M LT 85			Multiple	SM	0	\$0.00	CA	899022	
8445104	11782132	Multiple	No	No			11072012	82042013		GREENWICH SAGA2NE			Multiple	Multiple	3,444	\$2,837.91	Multiple	899022	
28171854305	11782131						Baltimore, VA	Baltimore, VA	82042013	EN 3M LT 85			Multiple	SM	1,642			899022	
8445104	11782144	PSR 11022013					Baltimore, VA	Baltimore, VA	82042013	AMERICAN EXPRESS FINANCIAL SERVICES		100091	PI 18	FC	100	\$74.00	NC	899022	
8445104	11782141	Multiple	Cancel Job	No	No		81182013	82042013		From 52 jobs 1/18/2013			Multiple	SM	561,182	\$12,084.87	UPO	899022	
71822481	11782139	Multiple	Cancel Job	No	No		Multiple	82042013		Full mailbox GOODAT			PI 276	SM	797,917	\$207,896.74	UPO	899022	
8445104	11782138						Baltimore, VA	Baltimore, VA	82042013	GREENWICH SAGA2NE			PE		1,722			899022	
700924304	11782136	Multiple	No	No			82052013	82042013					Multiple	FC	37	\$29.48	UPO	899022	
8445104	11782131	Multiple	Cancel Job	No	No		Baltimore, VA	Baltimore, VA	82082013	WELLS FARGO LETTOS NC		880010	PI 14	SM	1,000	\$24.92	UPO	899022	NETAL
28171854305	11782122	PSR 11032013	Cancel Job				Baltimore, VA	Baltimore, VA	82082013	EN 3M LT 85			Multiple	SM	1,642	\$24.32	FC	899022	
28171854305	11782119	Multiple	No	No			81082013	82042013		EN 3M LT 85			Multiple	SM	100	\$24.86	UPO	899022	
11242454	11782112	Multiple	Cancel Job	No	No		Multiple	82042013		WARD14 Pigeon Station MD			MT 118	SM	100	\$24.86	UPO	899022	
8445104	11782104	PSR 11020012					Baltimore, VA	Baltimore, VA	82042013	SC FINAL NOTICES / TONS STANDARD R SC FINAL			PI 889	SM	70	\$15.12	UPO	899022	

- Qualification Report view

**USPS Qualification Report**

Mailing Group Summary Information

Mailing Job #	08242012	Open Date	02-08-2013	Invoice Number	899022
Mail Group ID	81082012	Origin	NCAT		
Preparer	LAPRIL WILSON LETTERS INC	Destination	ST JOHN WILLY FOTR BA3 487		

Post Office of Mailing: Baltimore, VA; Software: Anchor Software LLC Anchor Mail DP; Prepare Date: 02-08-2013; Production Category: Commercial Press

Mail Class: Standard Mail; Processing Category: Regular Parcel; Submit Date: 02-08-2013

Facil Service: 101-Sub; Contribution Indicator: None

Container Search: View Summary Information

Search by: Container ID; Starts with: [ ]

Container	Mailbox	Base	Face	Overline	Level	ZIP	Column Count	Date/Package	Mail Service	Postage Total
800001	80102070710000001074781		B		NDC	80102	80102		49	49
800002	80102070710000001074781		B		NDC	80102	80102		47	96
800003	78008070710000001074781		B		NDC	18008	18008		84	160
800004	28739070710000001074781		B		NDC	28739	28739		81	287
800005	27818070710000001074781		B		NDC	27818	27818		83	284
800006	31188070710000001074781		B		NDC	31188	31188		83	317
800007	30009070710000001074781		B		NDC	30009	30009		71	388
800008	78198070710000001074781		B		NDC	78198	78198		84	452
800009	80008070710000001074781		B		AMDC	80008	80008		81	813
800010	80008070710000001074781		B		AMDC	80008	80008		81	814
800011	80008070710000001074781		B		AMDC	80008	80008		81	830
800012	80008070710000001074781		B		AMDC	80008	80008		81	896
800013	80008070710000001074781		B		AMDC	80008	80008		88	784

## 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.

## Complete Test

If the review of your postage statement is successful, please send an email to the Help Desk at [PostalOne@usps.gov](mailto:PostalOne@usps.gov) with your Company name & address, CRID, Job ID, and a message that your electronic information populated correctly.

Visit the RIBBS website at <https://ribbs.usps.gov/index.cfm?page=electronicdoc> to obtain instructions on how to migrate your mailings to production.