

# Test Process for Full-Service Simple Mail.dat Mailings

The Test Environment for Mailers (TEM) is a test platform designed to allow mailers to test their ability to submit electronic mailing information such as Full-Service mailings to the Postal Service. In this platform mailers can submit their electronic mailing information generated from their presort software to the Postal Service. They can then view the resulting electronic postage statements and qualification reports extracted from their electronic submissions."

Mail Owners and Service Providers that prepare mailings with a single permit, identical weight pieces and are using software\* that has already been validated with the Postal Service need only submit one test file to TEM for Full-Service Authorization (to locate and view the list of approved vendors under "Important Links", click [here](#)). Mailers can follow the steps below to open an account, download software to submit your file, submit your electronic mailing information and view the postage statement, qualification report, and other mailing information in our test system. Once you are satisfied with these reports you are ready to submit your Full Service mailings in the production system.

Mailers should use the following steps to onboard and test their Full-Mailings for Full-Service in TEM.

<b>Business Customer Gateway Account</b>	<ul style="list-style-type: none"> <li>• Access BCG by going to: <a href="https://gateway.usps.com">https://gateway.usps.com</a></li> <li>• Click on the "New User Registration" link on BCG Main Page.</li> <li>• Create a Business Account by entering the requested information to generate a business account username and password, and clicking "Create Account".</li> <li>• Once your account is created, you will see a list of the available business services.</li> <li>• Under the "Track and Report" section, click on "Manage Mailing Activity" and complete the steps to add the service to your account.</li> </ul>
<b>Download TEM Mail.dat Client (skip if already completed)</b>	<ul style="list-style-type: none"> <li>• Click on "Go to TEM" link to mirror your production profile in TEM.</li> <li>• From the Gateway homepage, click the <b>Electronic Data Exchange</b> link (under the Design &amp; Prepare section).</li> <li>• Under the <b>Test Environment for Mailers (TEM) – Mail.dat</b> section, select the <b>Download Client Application</b> link (either Windows or Solaris depending on your operating system).</li> </ul> <p>More detailed information how to submit your file to TEM can be located in the <i>Guide for Submitting Mail.dat Files to TEM</i>, click <a href="#">here</a>.</p>
<b>Upload Mailing Job</b>	<ul style="list-style-type: none"> <li>• Create your Full-Service mailing job using your approved software.</li> <li>• Open the Mail.dat client and upload your job for submission.</li> <li>• Select the Validate &amp; Upload option. If your file passes the initial validations it will automatically upload. If your file does not pass all validations, you will need to make corrections before uploading your file.</li> <li>• Once your file has uploaded, you are ready to view your job on your dashboard.</li> </ul>
<b>Go to TEM Environment &amp; Review Mailing Job</b>	<ul style="list-style-type: none"> <li>• Go back to the BCG home page by clicking the "Home" tab.</li> <li>• From the Gateway homepage, click the <b>Electronic Data Exchange</b> link (under the Design &amp; Prepare section).</li> <li>• Under the <b>Test Environment for Mailers (TEM) – Mail.dat</b> section, select the <b>Go to TEM</b> link. You will see a red banner at the top of the page which says "<b>You are in the Test Environment for Mailers (TEM)</b>".</li> <li>• Select <b>Dashboard</b> from the left menu bar.</li> <li>• In the <b>Dashboard Search</b>, in the first column – ensure the Open Date begins on or before your job submission date. Also, make sure "All – Include All Statement Statuses" is highlighted. In the third column, enter your mailing job ID in the Mailer Job # field. Also check the Include Closed Jobs box. Click Search.</li> <li>• Search results should display your Job ID. Click on the Postage Statement ID link in the third column.</li> </ul>
<b>Review &amp; Compare</b>	<ul style="list-style-type: none"> <li>• Click on the <b>Postage Statement ID</b> link in the third column.</li> <li>• Compare the electronic postage statement information displayed on the dashboard with Mail.dat file submitted.</li> <li>• Click on the <b>Job ID</b> link in the first column to locate the qualification report.</li> <li>• Compare the qualification report displayed with the Mail.dat file submitted. Total pieces and presort should be the same.</li> </ul>
<b>Resolve Issues</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>TEM Test Complete</b>	<ul style="list-style-type: none"> <li>• After reviewing your successful job, send an email to the Help Desk at <a href="mailto:PostalOne@usps.gov">PostalOne@usps.gov</a> with your Company name &amp; address, CRID, Job ID, and a message that your electronic information populated correctly. If you wish to receive an email notification from Help Desk that your FS job successfully processed in the TEM environment indicate that in the email request.</li> <li>• If you wish to receive immediate feedback that your FS job successfully processed in the TEM Environment, contact the Help Desk at 1-800-522-9085.</li> </ul>
<b>Ready to Submit FS Mailings to PostalOne!</b>	<ul style="list-style-type: none"> <li>• You are now ready to submit your files to <i>PostalOne!</i></li> <li>• Click <a href="#">here</a> to obtain instructions on how to migrate your mailing to production using the Mail.dat Submission Guide (offering a Step by Step process) how to submit jobs into <i>PostalOne!</i></li> </ul>

\* Vendor approved software means the software was tested to determine eDoc populates correctly on the dashboard, and postage statements and reports generate correctly.

