How to Submit Mail.dat Jobs
to
PostalOne!

Version 3
August 12, 2013

USPS Headquarters
Mail Entry & Payment Technology

Contents

Log onto the Business Customer Gateway	**3**
Terms and Conditions for new users	**3**
Download the Mail.dat Client	**6**
Upload Mailing Job	**8**
Review & Compare	**13**
Resolve Issues	**13**

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

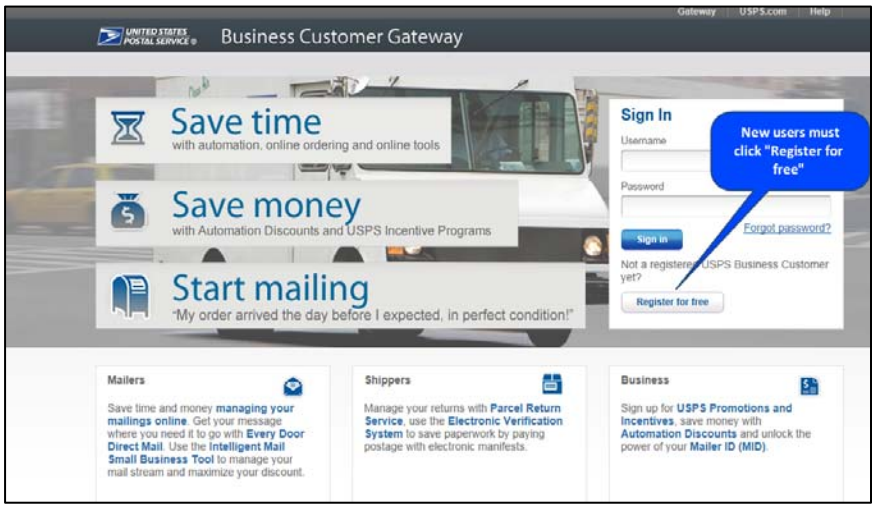
This document is a comprehensive guide that outlines steps for exchanging electronic data with the *PostalOne!* ® system using the Mail.dat® file format. The intended audience is business mailers who create or use mailing data in the preparation or production of business mail and who also want to conduct business electronically in lieu of the hardcopy forms and processes that were traditionally used in business mail acceptance for the purpose of conduct business electronically Although this guide provides an overview, the intended recipient of this document is the person or team that will make necessary preparations/alterations and conduct testing to ensure Mail.dat electronic data is consistently and reliably sent to the *PostalOne!* system.

Log onto the Business Customer Gateway

New User Registration on the Business Customer Gateway (BCG)

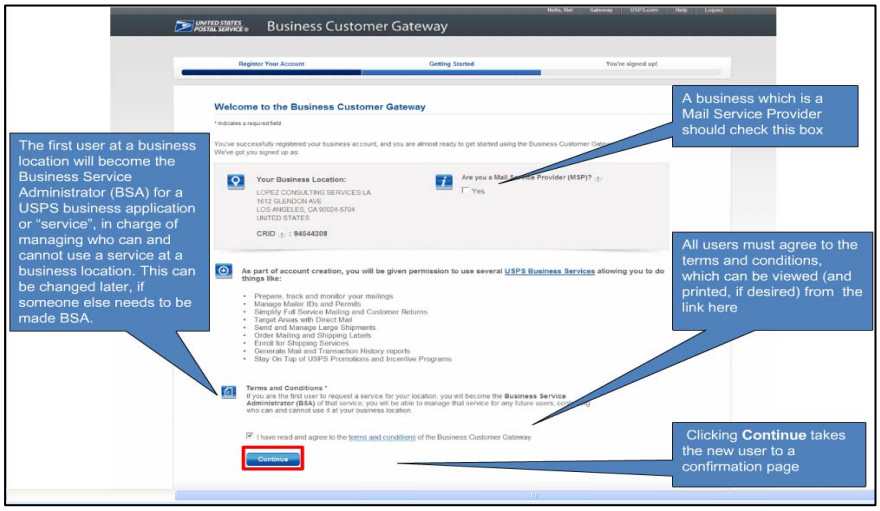
(https://gateway.usps.com/eAdmin/view/signin)

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.



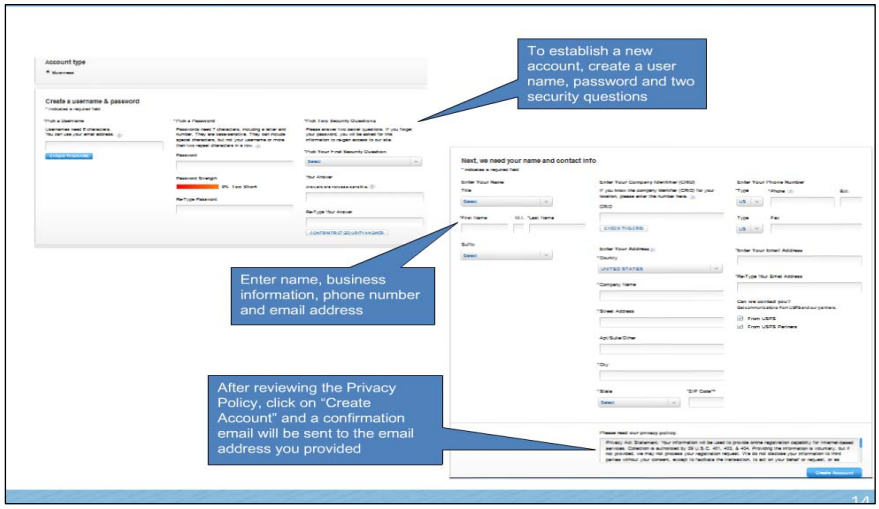
Complete Registration Form to create a new account

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.



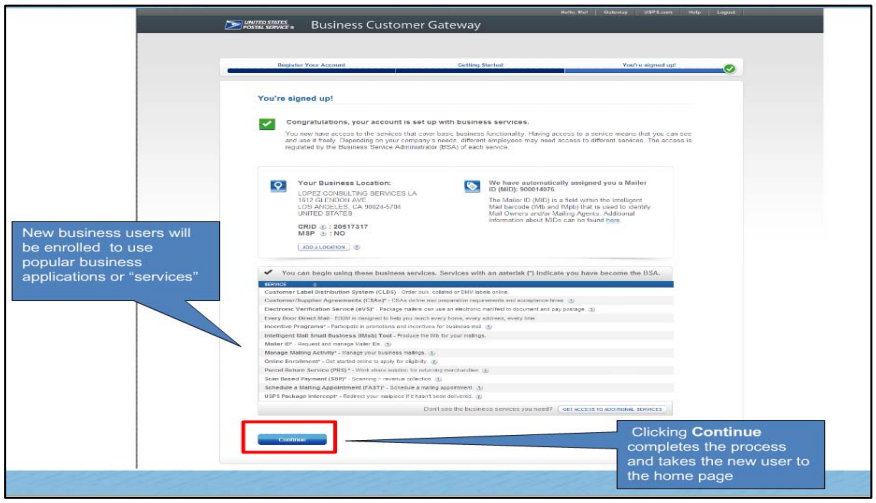
Terms and Conditions for new users

1. The first user to register will become the Business Service Administrator (BSA) in charge of managing who can and cannot 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.



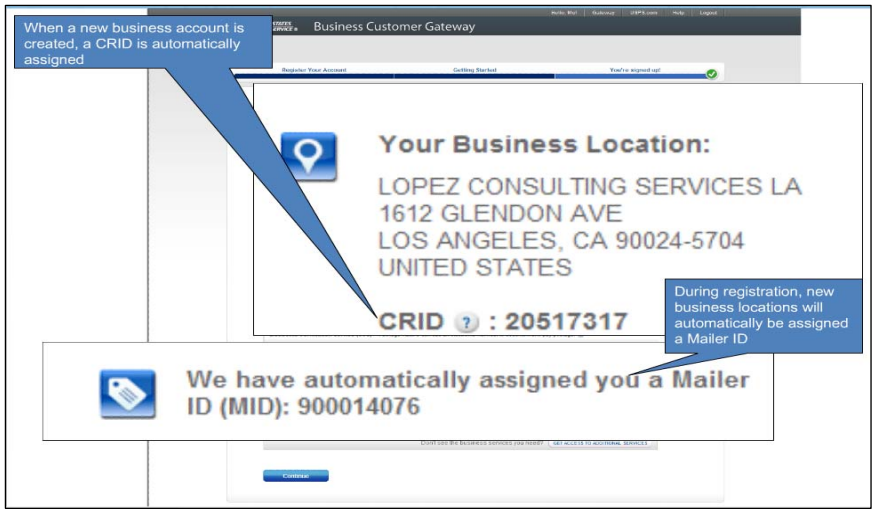
Confirmation Page

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***.



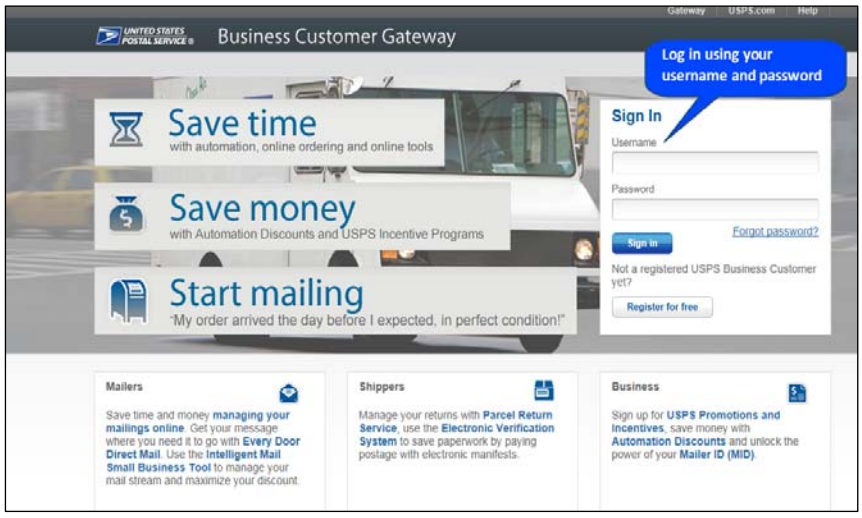
Customer Registration IDs (CRID) and Mailer IDs (MIDs)

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.

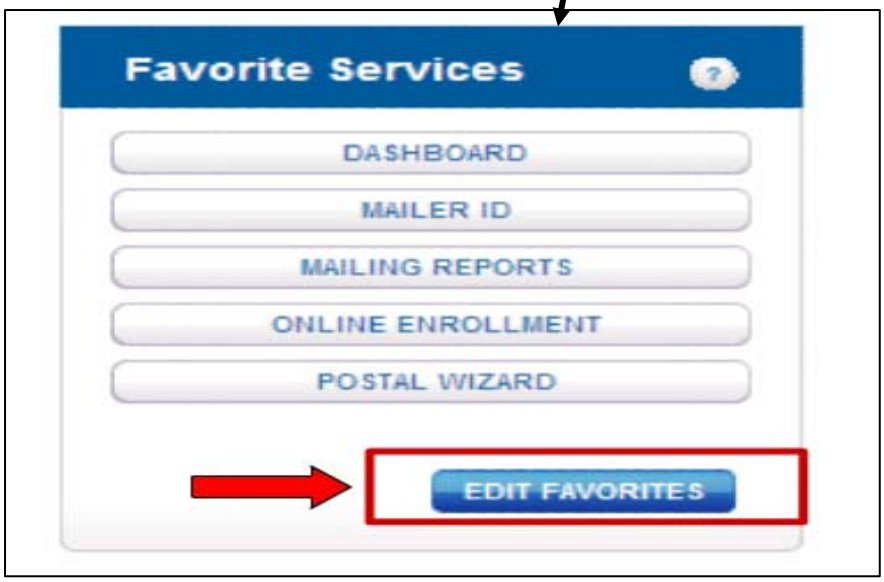


The BCG Homepage

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.

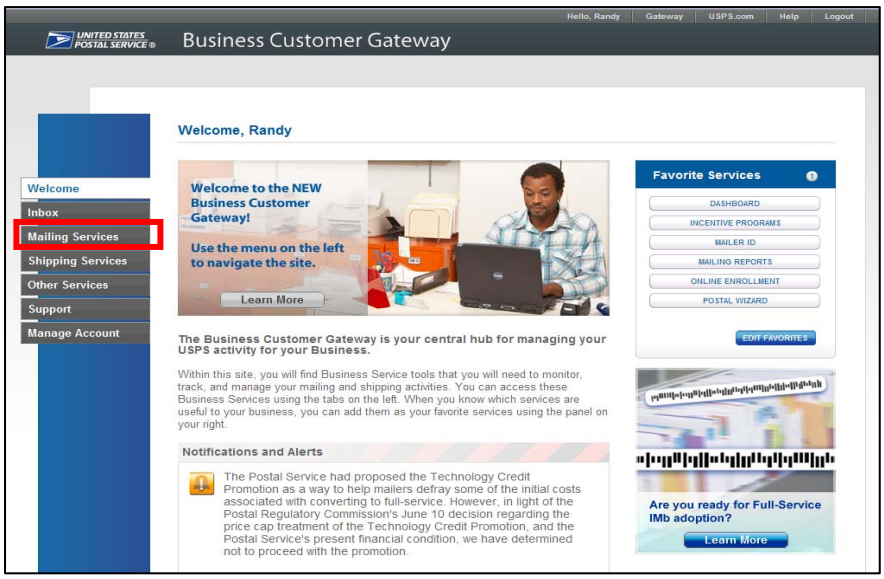
Favorite Services

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.



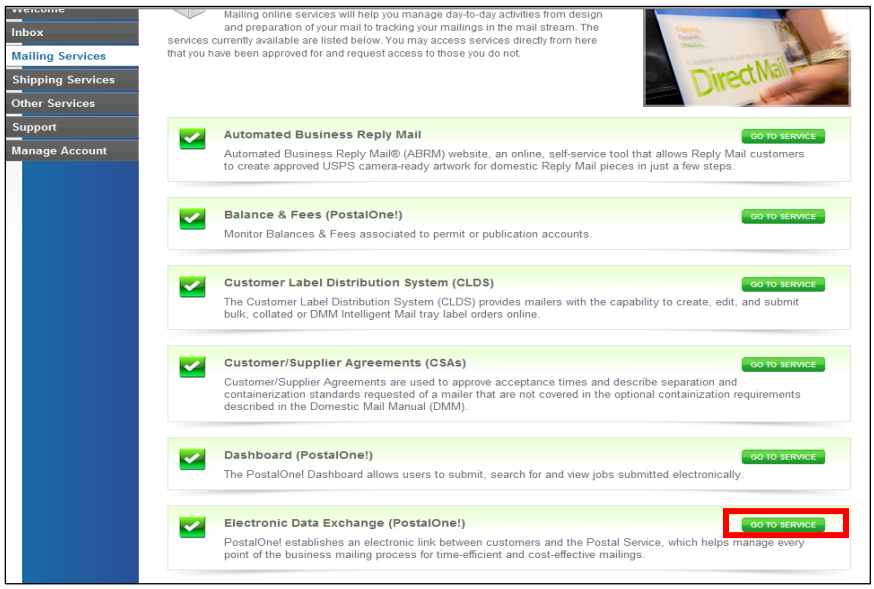
Accessing the Mail.XML Web Services Description Language (WSDL) files

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.



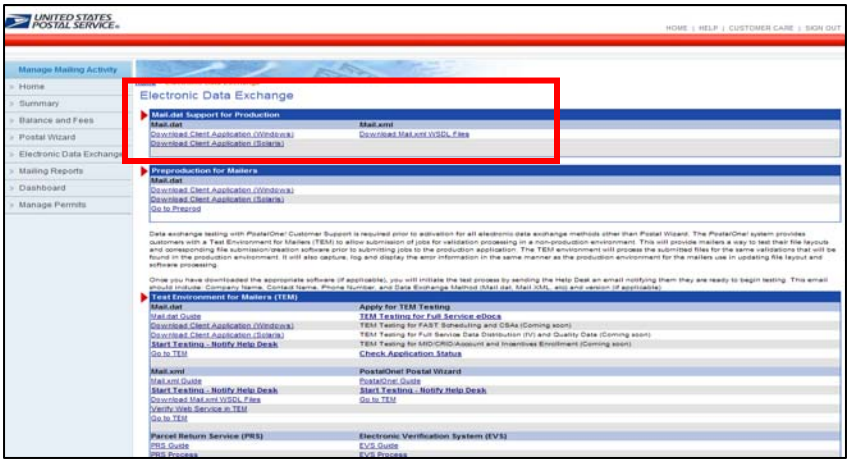
Electronic Data Exchange

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.

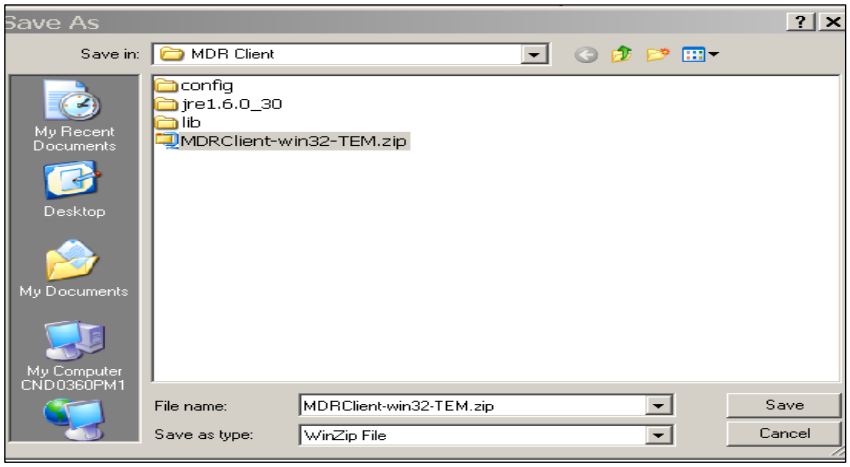


Download the Mail.dat Client

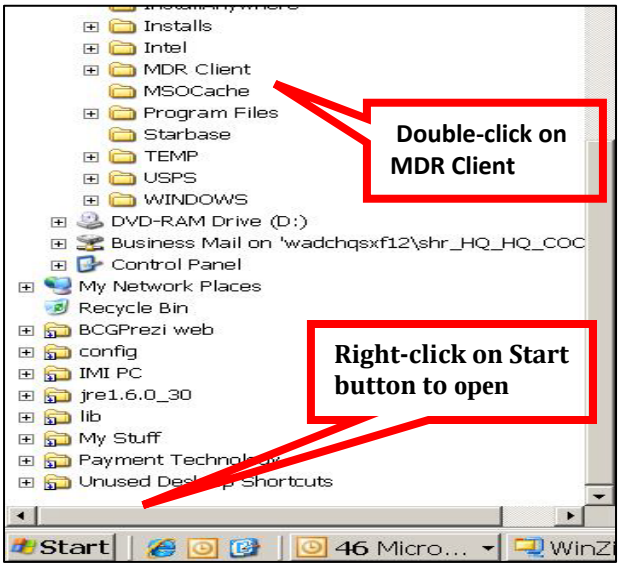
1. The users can download the **Mail.dat** for Mailers Client by selecting the *Download Client Application (Windows)* link located in the Mail.dat Support for Production area



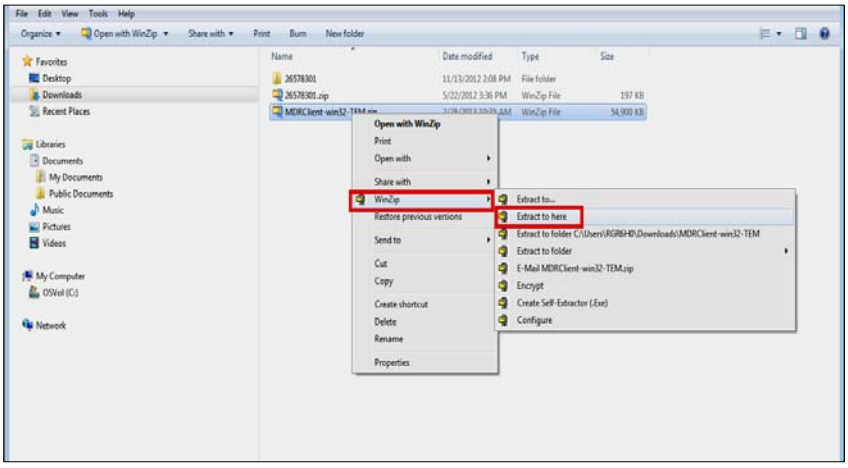
2. Save and Install the Client to your operating system.



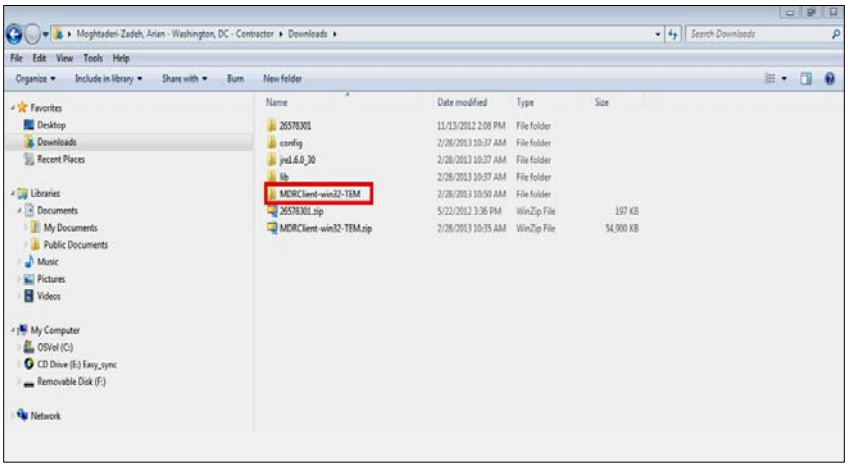
3. Access Client Folder on your system by right-clicking the Start button and select Explore, then double click on the MDR Client folder.



4. Right-click on the downloaded zip-file and unzip the Client by selecting ***Extract to here***.

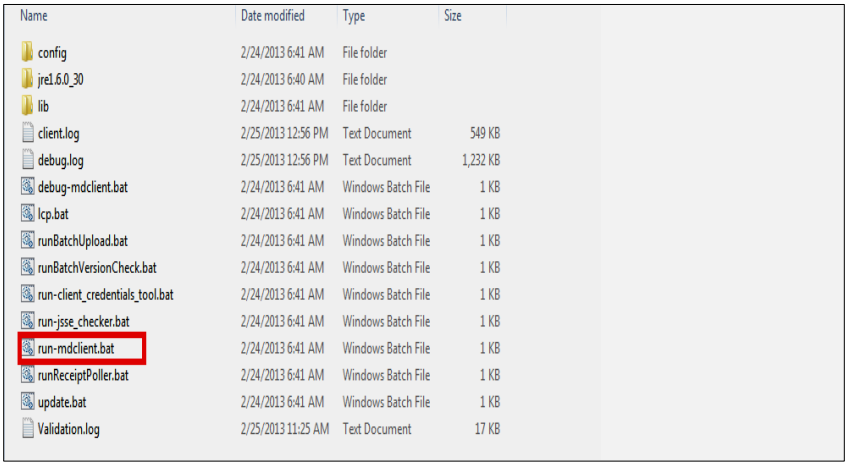


5. Open the unzipped folder.



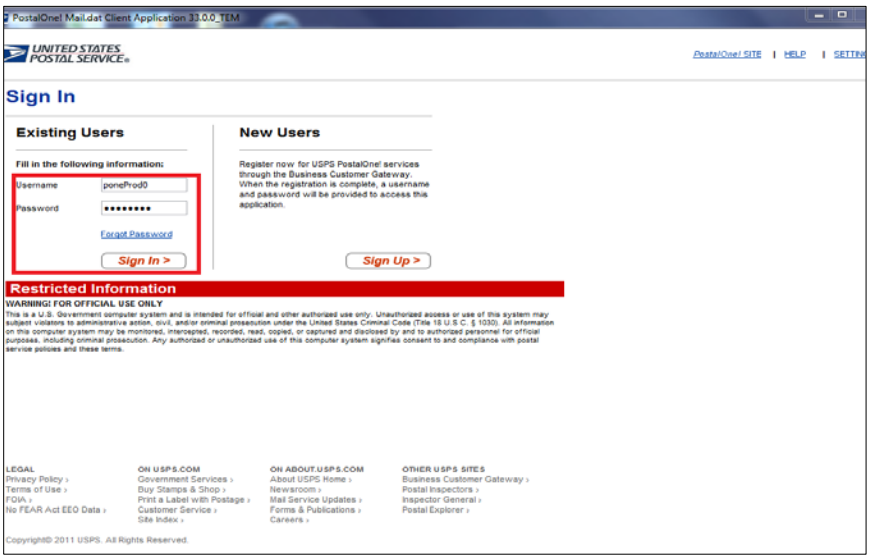
Upload Mailing Job

1. Open the Client by selecting the ***run-mdclient.bat*** link within the folder that has been downloaded.

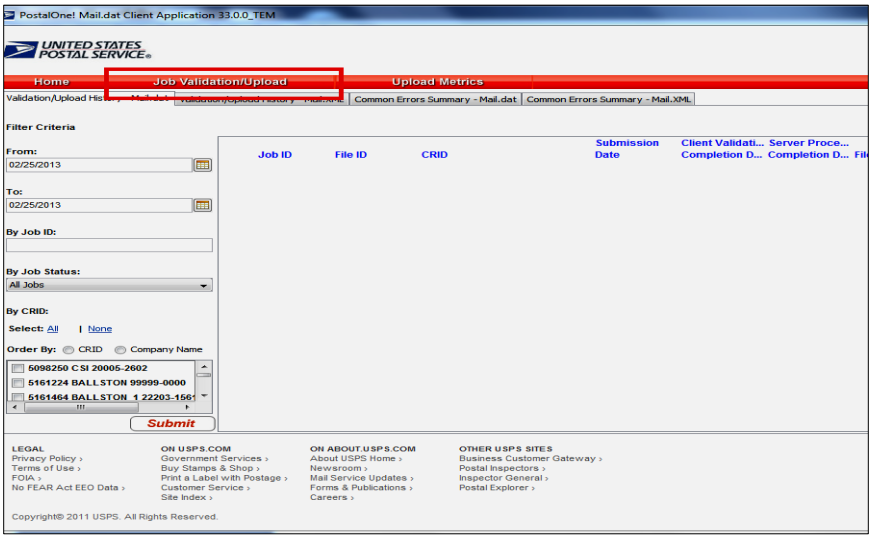


Name	Date modified	Type	Size
config	2/24/2013 6:41 AM	File folder	
jre1.6.0_30	2/24/2013 6:40 AM	File folder	
lib	2/24/2013 6:41 AM	File folder	
client.log	2/25/2013 12:56 PM	Text Document	549 KB
debug.log	2/25/2013 12:56 PM	Text Document	1,232 KB
debug-mdclient.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
lcp.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runBatchUpload.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runBatchVersionCheck.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run-client_credentials_tool.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run-jsse_checker.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run-mdclient.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runReceiptPoller.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
update.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
Validation.log	2/25/2013 11:25 AM	Text Document	17 KB

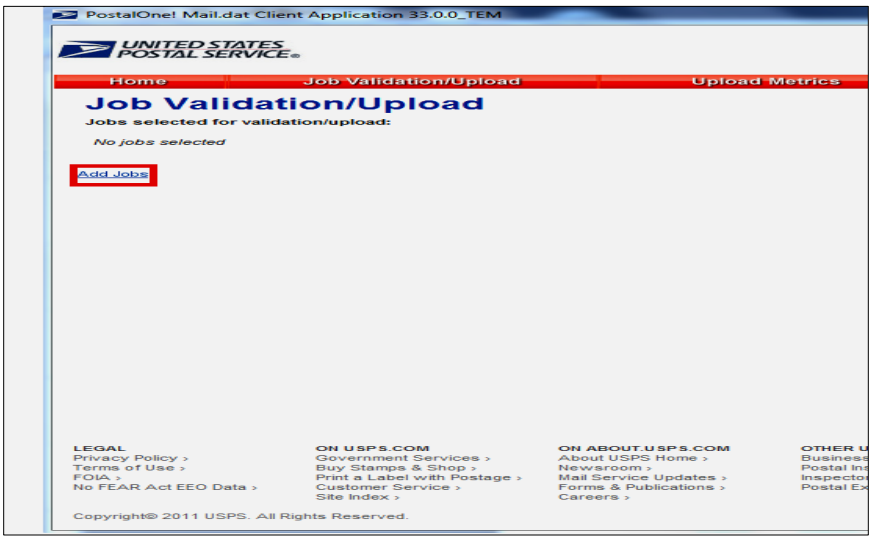
2. As an existing user, enter the appropriate log-in information on the Client's Sign In screen.



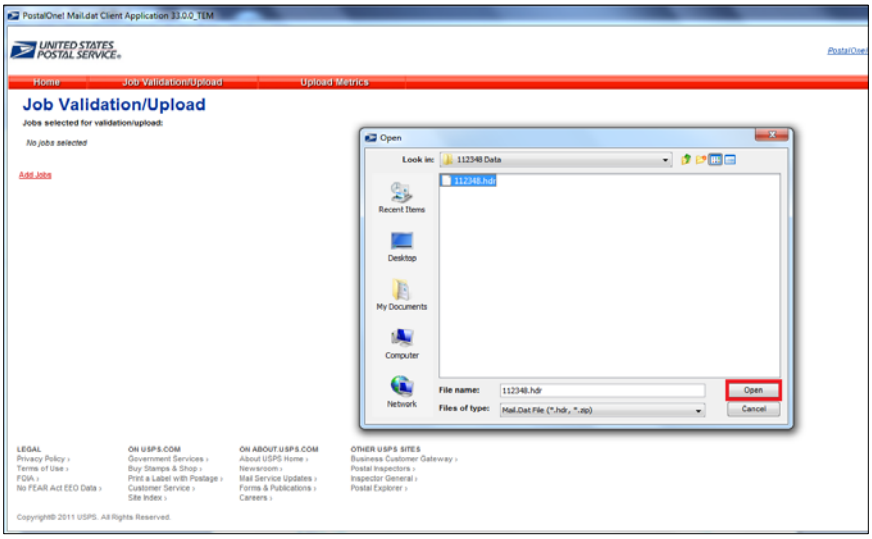
3. Upload the desired job by first selecting the ***Job Validation/Upload*** link.



4. Select the ***Add Jobs*** link.

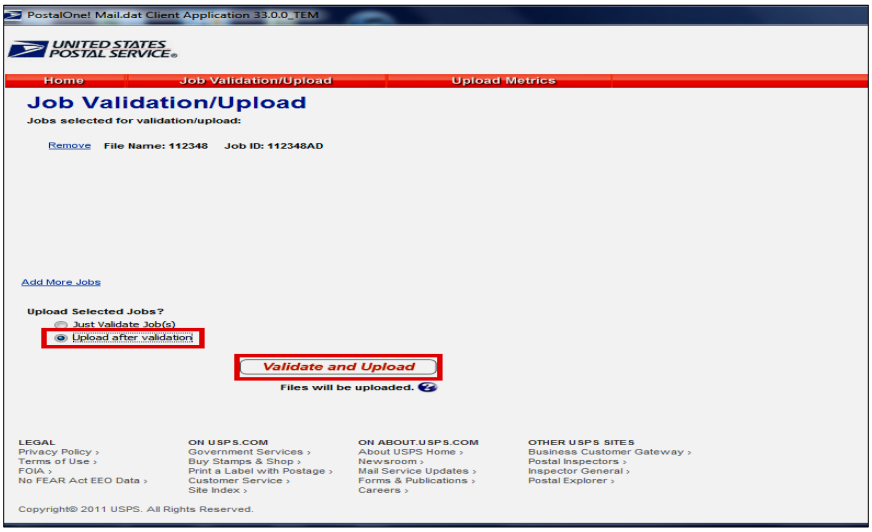


5. Search for the desired job and select ***Open***.

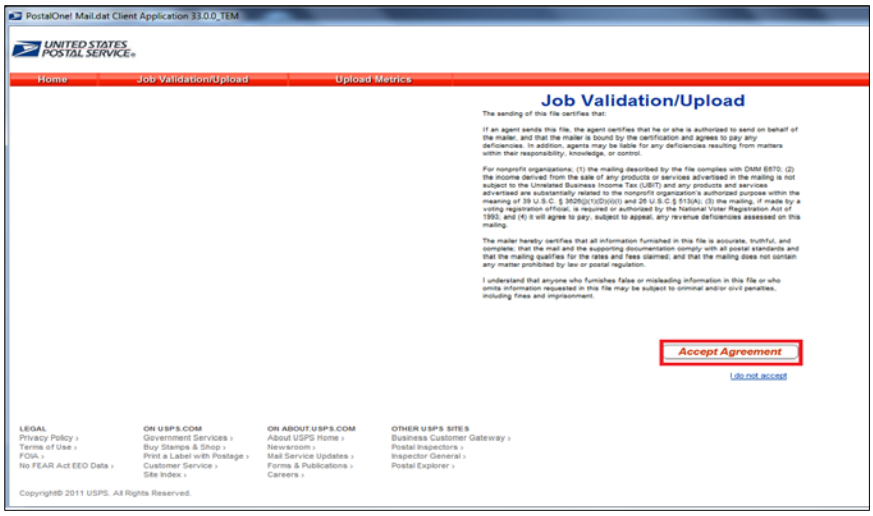


6. Select the ***Upload after validation*** radio button.

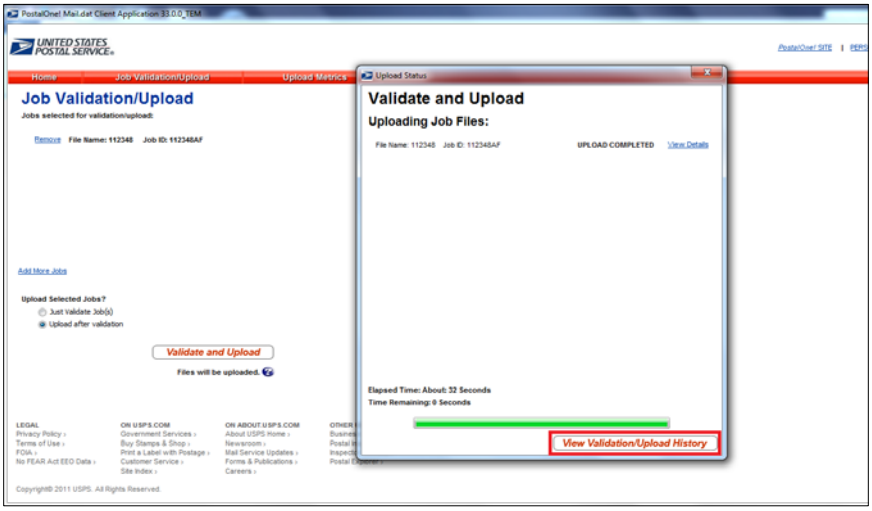
7. Select ***Validate and Upload***.



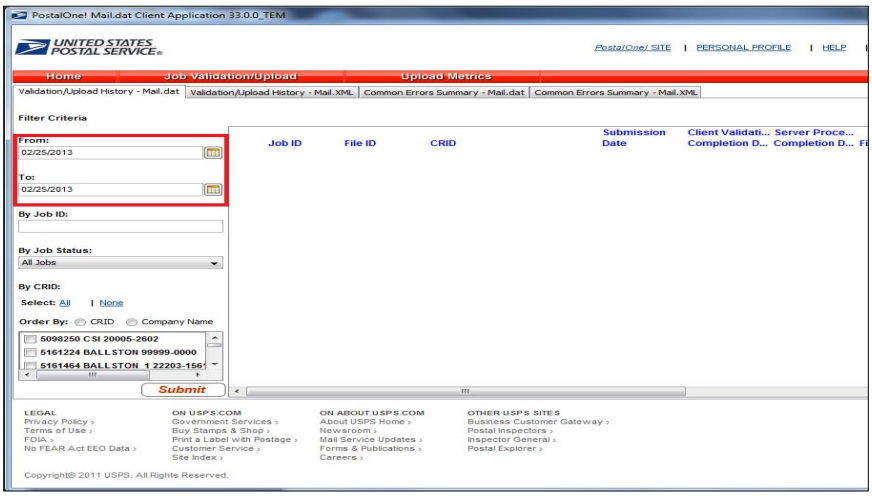
8. Select ***Accept Agreement.***



9. Once the job has finished processing through the Client, select the *View*. ***Validation/Upload History*** link in order to view the job's results.

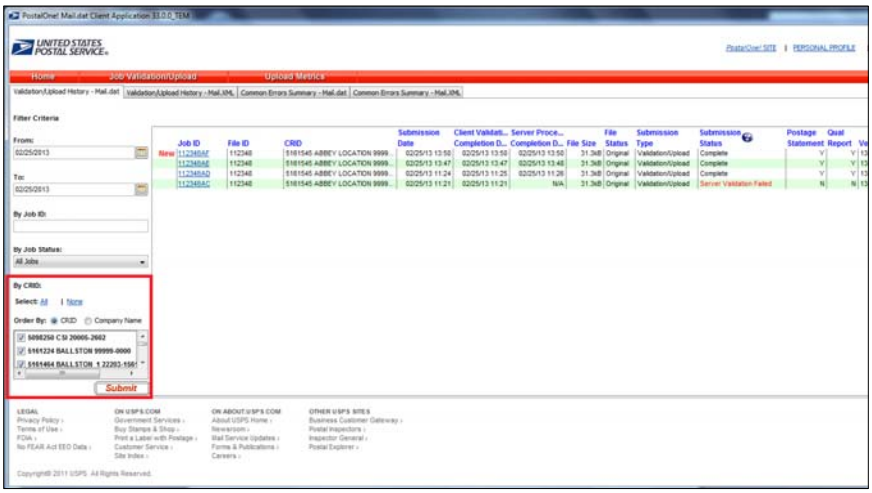


10. On the proceeding screen, select appropriate criteria range for the Date Filter.

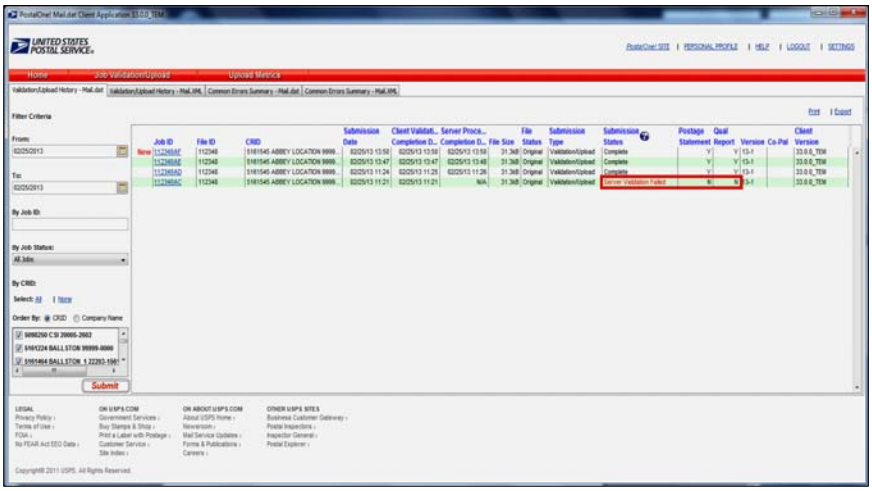


11. Select the checkboxes next to all of the relevant CRIDs.

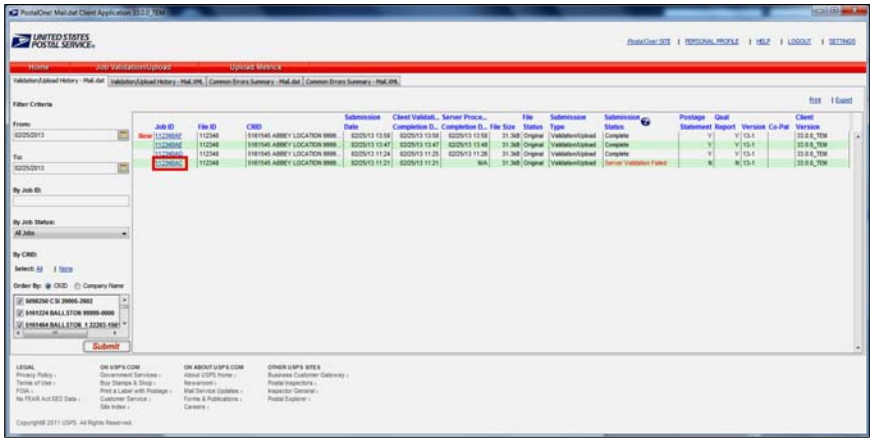
12. Select the ***Submit*** link at the bottom of the screen. Any relevant job matching the specified search criteria will now appear.



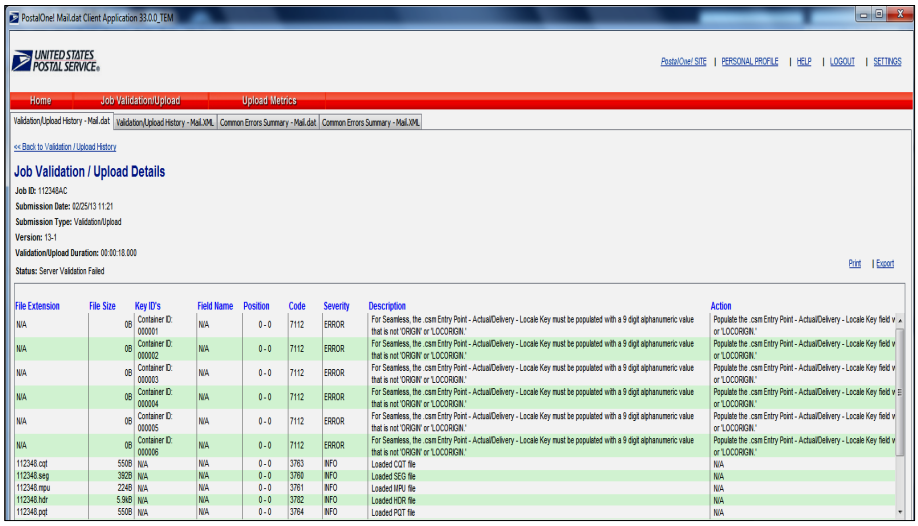
13. If the job has any Client or Server Validation Errors, it will be displayed in the field illustrated below.



14. Investigate the nature of the error by selecting the Job ID link.

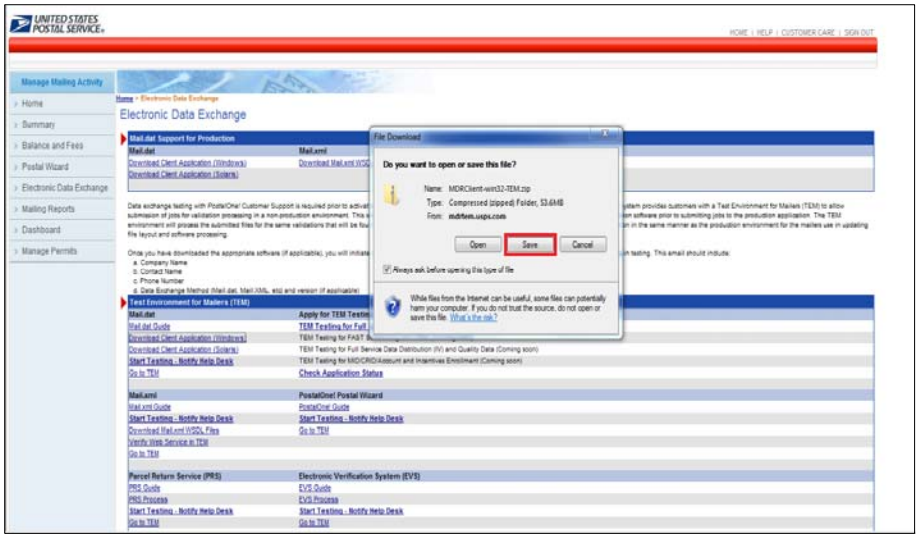


15. Any errors appearing within the job will be display the description of the error and the action to be taken to correct the error.

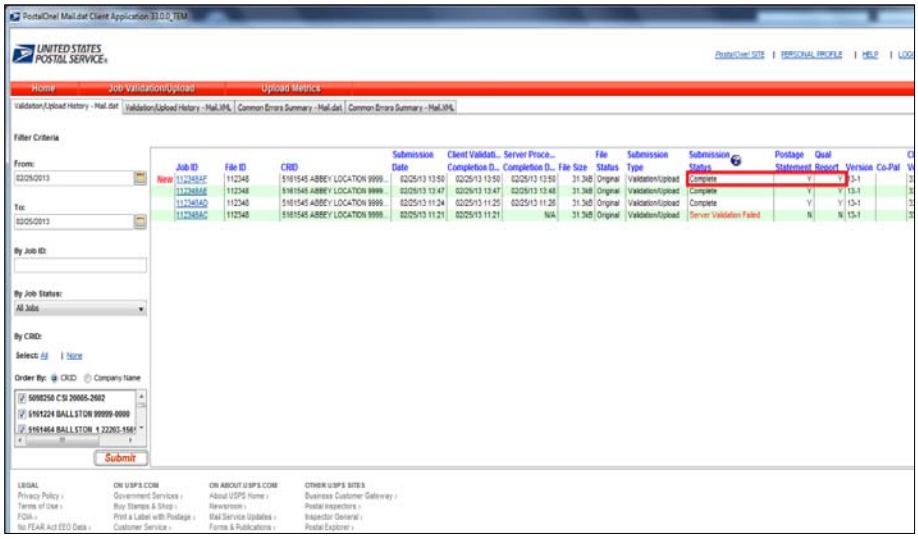


16. Take the necessary measures to correct any errors within the job, ensuring it is now ready to be fully uploaded to the Production.

17. Resubmit the job through the Production Client using the aforementioned steps.



18. Once the job has been fully uploaded through the Client to the Production Environment, it will appear as displayed.



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.