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# ***PostalOne!* Transportation Management (TMS) Guide**

October 2011

# 1. *PostalOne!* Transportation Management Systems (TMS)

## 1.1 Introduction

*PostalOne!* Transportation Management Systems (*PO!* TMS or TMS) feature direct routing of mail using the most time-efficient transportation possible by utilizing advanced surface and air assignments. The overall objective is to better align First-Class Mail® business customers with Postal Service™ production, acceptance, and distribution processes. The technology component features a shipping system that scans tray labels, captures weight, and interfaces with the Surface-Air Management System (S-AMS) for assignments. This mechanism can help them meet certain service standards by improving the speed, accuracy, and consistency of mail delivery.

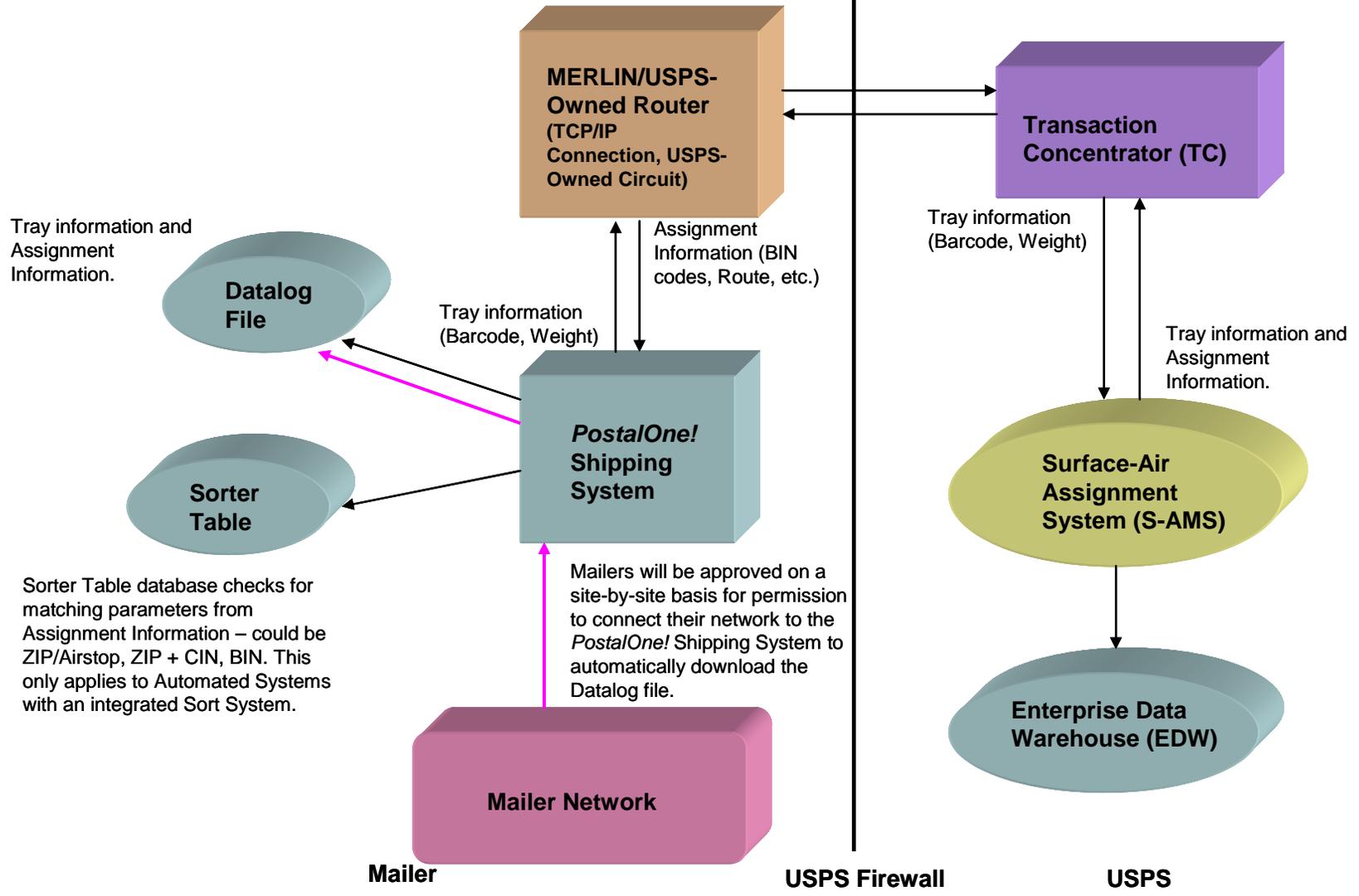
*PostalOne!* TMS can also be used to help fulfill the requirements to qualify for Full-Service when used to populate the Intelligent Mail Tray Barcode portion of the required electronic documentation.

## 1.2 The *PostalOne!* TMS Process

The following diagram is a graphical depiction of the data flow between the *PostalOne!* TMS and the USPS network, including the various data repositories.

The *PostalOne!* TMS sends a Request for assignment, which includes tray information such as barcode and weight, to the Transaction Concentrator (TC). The TC then passes the Request to the Surface-Air Management System (S-AMS) to obtain a routing assignment. S-AMS generates a Response message that is passed back through the TC and to the *PostalOne!* TMS. The Response information includes information that is printed on the Dispatch & Routing (D&R) tag that is affixed on the container. The Request and Response information is also stored in the datalog file resident on the *PostalOne!* TMS. More information about the datalog file can be found in Section 3. Additionally, if the TMS is capable of Sortation, the Response data will be used to query the Sorter Table database for matching entries to determine how the container should be sorted.

# PostalOne!™ Shipping Systems Data Flow



## 2. The *PostalOne!* TMS Connectivity Architecture

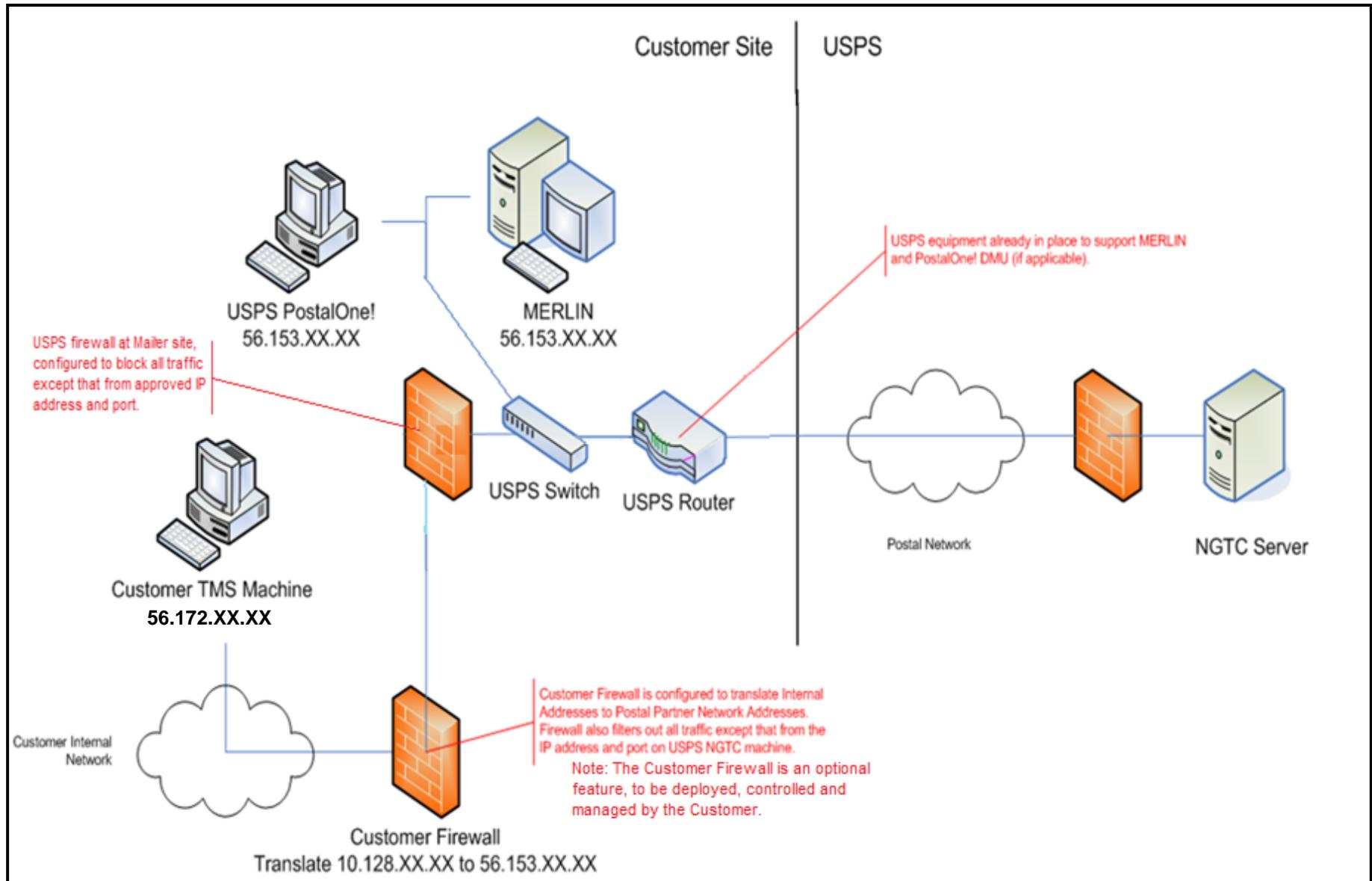
*PostalOne!* Transportation Management Systems will continue to use the connectivity architecture that current customers are utilizing today, as depicted in the Technical Architecture Diagram below. This connectivity will allow mail to be assigned to USPS transportation at the mailer location and bypass USPS handling at local processing and distribution center by allowing the mailer TMS equipment to connect to a USPS Transaction Concentrator (TC) for mail assignment.

The majority of currently participating TMS mailer sites leverage existing USPS-owned Business Partner (BP) connectivity, initially installed for use of the *PostalOne!* and MERLIN application in Dispatch Mail Units (DMU) to connect to the USPS Next Generation Transaction Concentrators (NGTC). BP connectivity consists of frame relay dedicated service using the Cisco 2800 series router and 2900 series switch, provisioned by the USPS. Sites currently participating in the TMS program are already approved for connectivity of their standalone TMS'.

The USPS will also allow networked TMS' to be connected to the existing BP connectivity on a site-by-site basis, providing additional security controls are established.

Mailers, in conjunction with their System Vendors, must provide the MAC addresses for any TMS' to be connected via BP connectivity, allowing the USPS to filter the traffic able to reach the USPS network and limit access to specific MAC addresses, IP addresses and ports. Any Systems with unauthorized addressing will generate an error and cause the port to be shut down. Additionally, the USPS will install a second firewall, controlled and managed by the USPS, at the customer site between the switch and the router as an additional layer of security between the bridged networks. Mailers may also decide to install a firewall between the TMS and their network. This firewall would be owned and controlled by the customer for the purpose of protecting the customer environment, and will not be the responsibility of the USPS to maintain.

USPS Information Technology (IT) conducted a thorough review of several different connectivity options and found that leveraging the existing connection, in conjunction with applying more stringent security protocols, is the best connectivity option for several key reasons. First, the USPS Assignment applications upon which the TMS requirements were built were never intended to be externally facing. As such, if alternate connectivity architecture were pursued, significant changes would need to be made to the current TMS requirements, resulting in high costs for all stakeholders and long timelines to develop, test and implement the new TMS equipment and software. Second, this connectivity architecture allows for better USPS remote management and support, and provides the most robust backup and recovery options in case of USPS network or hardware failure, reducing potential Mailer downtime.



### 3. PostalOne! TMS Datalog File Specification

#### 3.1 Introduction

Every *PostalOne!* TMS maintains a daily record, known as the datalog file, of every tray that is processed through the System. New files are created at 12:00:00 am and are closed out at 11:59:59 pm. This section formally defines the TMS datalog specification to be used between software vendors, USPS Engineering, and the TMS Program Office.

#### 3.2 File Format and Naming Convention

The file should be in Comma Separated Value (CSV) text format with the field order as defined in the file layout section. It is not necessary to backfill fields to obtain a fixed width since the fields are comma separated.

The filename format should be AAAASSYYYYMMDD.csv, where: AAAA = four letter code for the mailer (e.g. AT&T, TSYS), SS = plant location or state (e.g. Pacific Street = PS, Texas = TX) YYYY = year MM = month (e.g. 03) DD = day (e.g. 09).

#### 3.3 File Layout

| Field Order | Field Name      | Data Type    | Size | Content                                                                                                                                                                                                                                                                                                                              | Example                                   |
|-------------|-----------------|--------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 1           | Date            | Date / Time  | 10   | YYYY/MM/DD                                                                                                                                                                                                                                                                                                                           | 2000/11/29                                |
| 2           | Timestamp       | Date / Time  | 8    | HH:MM:SS Based on 24 hour clock.                                                                                                                                                                                                                                                                                                     | 22:55:53                                  |
| 3           | Operating_Mode  | Alphanumeric | 1    | N = Normal<br>B = Bypass                                                                                                                                                                                                                                                                                                             | N                                         |
| 4           | Tray_Dist_Label | Alphanumeric | 24   | Intelligent Mail Tray Label (IMTL). Distribution barcode per DMM. Note: Leading zeros should not be dropped. For example, 0216944527 should be recorded as 0216944527. If the label is not read, record "No ZIP". Record distribution barcode if the system is in bypass mode. All 24 digits from a 24-digit EDL should be recorded. | 2201524121                                |
| 5           | Error_Code      | Alphanumeric | 4    | Customer or Postal "Error Codes", generated by the <i>PostalOne!</i> TMS.                                                                                                                                                                                                                                                            | C00, C01, P01                             |
| 6           | Index_Number    | Alphanumeric | 96   | S-AMS Assignment message for S-AMS Surface or Air assignments, including ACT tags; TC Error Codes                                                                                                                                                                                                                                    | L0092NAMAMSP60K3K9W1<br>5AA490DFWAA629MSP |

| Field Order                                                | Field Name             | Data Type    | Size | Content                                                                                                                                                                                                                                                                                                               | Example         |
|------------------------------------------------------------|------------------------|--------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 7                                                          | Destination_or_Via     | Alphanumeric | 3    | Next transfer point or final destination for S-AMS Surface; Final Airstop for Air                                                                                                                                                                                                                                     | 220, IAD        |
| 8                                                          | Route_Assignment       | Alphanumeric | 15   | First Leg Highway Contract Route (HCR) for S-AMS Surface; First leg route (flight number) for air.                                                                                                                                                                                                                    | 290BE-1011      |
| 9                                                          | Tray_Weight            | Numeric      | 6    | Weight in ounces (to the tenth of an ounce) 9999v9 Decimal needs to be in the data.                                                                                                                                                                                                                                   | 209.6           |
| 10                                                         | Transportation_Mode    | Numeric      | 1    | One-digit identifier for transportation mode:<br>0 = Reject due to error<br>1 = Local and working<br>2 = Bypassed or unassigned Surface or Air mail including ACT tags (e.g. S-AMS offline, invalid CIN or MPC or ZIP, etc.)<br>3 = Assigned Surface (S-AMS Surface),<br>4 = Assigned air<br>9 = Reject due to purge. | 4               |
| 11                                                         | Unique_Tray_Identifier | Alphanumeric | 24   | Unique Tray Identifier per Customer / Vendor Interface Spec ( <i>Tier 2 and 3</i> )                                                                                                                                                                                                                                   | 176554234887308 |
| 12                                                         | Tray_Type_Indicator    | Alphanumeric | 3    | 1MM = 1 foot Managed Mail tray<br>2MM = 2 foot Managed Mail tray<br>EMM = 2 foot Extended Managed Mail tray<br>FLT = Flat tray<br>UNK = Unknown ( <i>Tier 3 or Optional FS-IM only</i> )                                                                                                                              | EMM             |
| 13                                                         | Low_Tare_Weight        | Numeric      | 6    | Weight in ounces (to the tenth of a pound) 9999v9 Decimal needs to be in the data. ( <i>Tier 3 only</i> )                                                                                                                                                                                                             | 186.1           |
| 14                                                         | Manifest_Weight        | Numeric      | 6    | Weight in ounces (to the tenth of a pound) 9999v9 Decimal needs to be in the data. ( <i>Tier 3 only</i> )                                                                                                                                                                                                             | 199.1           |
| 15                                                         | High_Tare_Weight       | Numeric      | 6    | Weight in ounces (to the tenth of a pound) 9999v9 Decimal needs to be in the data. ( <i>Tier 3 only</i> )                                                                                                                                                                                                             | 214.1           |
| 16                                                         | Manifest_Postage       | Numeric      | 8    | Dollars and cents ( <i>Tier 3 only</i> )                                                                                                                                                                                                                                                                              | 102.13          |
| 17                                                         | Assigned_Sort          | Numeric      | 3    | Sort lane to which a tray is assigned. ( <i>Tier 2 and Tier 3</i> )                                                                                                                                                                                                                                                   | 2               |
| 18                                                         | SAMS_Query             | Alphanumeric | 15   | Query sent from system to S-AMS for route assignment                                                                                                                                                                                                                                                                  | D32837242010125 |
| <b>Optional Fields (Intelligent Mail Full-Service Use)</b> |                        |              |      |                                                                                                                                                                                                                                                                                                                       |                 |
| 19                                                         | DNR_Tray_Barcode       | Alphanumeric | 50   | Unique D&R Tag identifier                                                                                                                                                                                                                                                                                             | DDCDESHNCI      |
| 20                                                         | Processing_Category    | Alphanumeric | 4    | LTRS = Letters<br>FLTS = Flats                                                                                                                                                                                                                                                                                        | LTRS            |

| Field Order | Field Name           | Data Type    | Size | Content                                                                                                  | Example               |
|-------------|----------------------|--------------|------|----------------------------------------------------------------------------------------------------------|-----------------------|
| 21          | Mail_Type_Indicator  | Alphanumeric | 13   | A = S-AMS Air<br>Air = Air ACT<br>S-AMS Surface = S-AMS Surface<br>Surface = Surface ACT                 | A                     |
| 22          | CSA_ID               | Numeric      | 10   | Identification Number assigned to the CSA by FAST                                                        | 1234567890            |
| 23          | CSA_Separation       | Numeric      | 3    | "Separation Number" from Mailer CSA                                                                      | 25                    |
| 24          | Container_Barcode    | Alphanumeric | 21   | Unique Intelligent Mail Container Barcode (IMCB)                                                         | 99M123456-----ABC1234 |
| 25          | Container_Tray_Count | Numeric      | 2    | Sequential number, increased by increments of "1", to represent each time a tray is added to a container | 72                    |

## **4. Transaction Concentrator and Mail Processing Equipment (MPE) Domestic Dispatch Protocol**

### **4.1 Introduction**

These message protocols apply to TC version 6.0 and later, and S-AMS version 1.75.00.

This section provides detailed message descriptions for a Mail Processing Equipment (MPE) connected to Transaction Concentrator (TC) for obtaining a Domestic Dispatch and Routing (D&R) assignment. The following will provide a guideline on understanding an MPE Request and deciphering the TC response.

Typically an MPE will initiate a Request for assignment to its assigned TC. For each Request, the TC will reply with a Response. For example, a *PostalOne!* TMS (considered to be a type of MPE) will send a request to the TC to obtain a routing assignment for a mail tray that needs transportation from Washington, DC to Los Angeles. Depending on various factors (such as time of day, day of the week, etc), the TC will reply with either a Surface or an Air D&R assignment. The MPE/MHE will then print the D&R Tag for that mail tray and populate the datalog file with the TC Response.

This section describes specifics about the Request message that is sent by a *PostalOne!* TMS and the Response sent back from the TC. A message sent by an MPE and the response received back from TC are divided into Fields. Each Field is described in the tables that follow. Some of the Fields are used to populate various fields on a D&R Tag.

Specifically, Section 4.4 should be used to help interpret the Response string that is populated in Field 6 of the datalog file, "Index\_Number". Refer to Section 3 for more details about the Datalog file.

### **4.2 Reference Documentation**

The following document, created, owned and maintained by USPS Engineering, has been used for the development of this document:

1. TC\_SAMS\_TCPIP\_Protocol\_r1.17.doc

### 4.3 Domestic Dispatch Request from MPE to TC (T Request)

There are three Dispatch Request formats used to obtain an air or surface transportation assignment. The following 3 tables show the 3 formats.

| Field # | Field Name           | Type    | Position  | # of Char | Description                                                                                           | Example   |
|---------|----------------------|---------|-----------|-----------|-------------------------------------------------------------------------------------------------------|-----------|
| 1.      | Request Code         | Char    | 1         | 1         | Dispatch request code as "T"                                                                          | T         |
| 2.      | Sequence Number      | Numeric | 2-5       | 4         | Sequence number is equal to the sequence number of previous request plus 1 and ranges from 0000-9999. | 0111      |
| 3.      | Destination ZIP Code | Char    | 6-10      | 5         | The first three characters are the SCF; the next two characters are the zone.                         | 09800     |
| 4.      | CIN                  | Numeric | 11-13     | 3         | Content Identifier Number                                                                             | 245       |
| 5.      | MDD                  | Numeric | 14        | 1         | Mail Delivery Day                                                                                     | 0         |
| 6.      | MPC                  | Numeric | 15        | 1         | Mail Processing Code                                                                                  | 1         |
| 7.      | 24-digit Barcode     | Char    | 16-39     | 24        | Populated if scanning 24-digit barcode; otherwise blank.                                              |           |
| 8.      | Weight               | Numeric | 40-43     | 4         | Piece weight<br>"0134" = 13.4 lbs.                                                                    | 0014      |
|         | <b>TOTAL Length</b>  |         | <b>43</b> | <b>43</b> |                                                                                                       | <b>43</b> |

#### *Domestic Dispatch Request – Format 1 of 3*

| Field # | Field Name          | Type    | Position  | # of Char | Description                                                                                           | Example                  |
|---------|---------------------|---------|-----------|-----------|-------------------------------------------------------------------------------------------------------|--------------------------|
| 1.      | Request Code        | Char    | 1         | 1         | Dispatch request code as "T"                                                                          | T                        |
| 2.      | Sequence Number     | Numeric | 2-5       | 4         | Sequence number is equal to the sequence number of previous request plus 1 and ranges from 0000-9999. | 0111                     |
| 3.      | 24-digit Barcode    | Char    | 6-29      | 24        | 24-digit barcode                                                                                      | 098002450100345000025704 |
| 4.      | Weight              | Numeric | 30-33     | 4         | Piece weight<br>"0134" = 13.4 lbs.                                                                    | 0014                     |
|         | <b>TOTAL Length</b> |         | <b>33</b> | <b>33</b> |                                                                                                       | <b>33</b>                |

#### *Domestic Dispatch Request, Format 2 of 3*

| Field # | Field Name           | Type    | Position  | # of Char | Description                                                                                           | Example          |
|---------|----------------------|---------|-----------|-----------|-------------------------------------------------------------------------------------------------------|------------------|
| 1.      | Request Code         | Char    | 1         | 1         | Dispatch request code as "T"                                                                          | T                |
| 2.      | Sequence Number      | Numeric | 2-5       | 4         | Sequence number is equal to the sequence number of previous request plus 1 and ranges from 0000-9999. | 0111             |
| 3.      | Destination ZIP Code | Char    | 6-10      | 5         | The first three characters are the SCF; the next two characters are the zone.                         | 09800            |
| 4.      | CIN                  | Numeric | 11-13     | 3         | Content Identifier Number                                                                             | 245              |
| 5.      | EML                  | Char    | 14-29     | 16        | EML is made of identifier "EML" followed by 13 alpha-numeric characters                               | EML03450ABC25704 |
| 6.      | Weight               | Numeric | 30-33     | 4         | Piece weight<br>"0134" = 13.4 lbs.                                                                    | 0014             |
|         | <b>TOTAL Length</b>  |         | <b>33</b> | <b>33</b> |                                                                                                       | <b>33</b>        |

**Domestic Dispatch Request (Express Mail Label) - Format 3 of 3**

**4.4 Domestic Dispatch Response from TC to MPE**

The Dispatch Response returns the Air or Surface transportation assignment information. The table below describes each field of an "L" response from TC.

Example: L0489NSMFPHLBPJDDR1EF3F1203000915072350019023763UA-9942 SFOUA-136 ORDUA-470 PHL

| Field # | Field Name       | Type    | Position | # of Char | Description                                                                                                                                                 | Example |
|---------|------------------|---------|----------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1.      | Sequence Number  | Numeric | 1-4      | 4         | Echo of the same message sequence number received in the Dispatch request.                                                                                  | 0111    |
| 2.      | Transaction Type | Char    | 5        | 1         | Transaction Type:<br>"L" – Label                                                                                                                            | L       |
| 3.      | Preferred S-AMS  | Numeric | 6        | 1         | Preferred S-AMS. Range: 0 – 5, 9<br>where 0 is Primary<br>1 is Secondary<br>2 is Tertiary<br>3 thru 5 are additional S-AMS Servers<br>9 is Contingency Mode | 0       |
| 4.      | Message Counter  | Numeric | 7-9      | 3         | The last three digits generated by S-AMS when an assignment has been made. Possible values range from 001-999.                                              | 489     |

| Field # | Field Name          | Type    | Position  | # of Char   | Description                                                                  | Example     |
|---------|---------------------|---------|-----------|-------------|------------------------------------------------------------------------------|-------------|
| 5.      | Tag Type            | Char    | 10        | 1           | Tag Type:<br>"N" – Air D&R<br>"T" – Surface D&R                              | N           |
| 6.      | Origin AMC          | Char    | 11-13     | 3           | Origin AMC                                                                   | SMF         |
| 7.      | Destination AMC     | Char    | 14-16     | 3           | Destination AMC                                                              | PHL         |
| 8.      | Sequence Barcode    | Char    | 17-26     | 10          | Barcode information (last two characters are base 42 encoded – if populated) | BPJDDR1EF3  |
| 9.      | Mail Class          | Char    | 27        | 1           | Mail Class. Either "F", "P", "E".                                            | F           |
| 10.     | Bin Number          | Char    | 28-29     | 2           | BIN Number                                                                   | 12          |
| 11.     | Leg1 Leave Time     | Char    | 30-33     | 4           | Leave time of first leg – HHMM                                               | 0300        |
| 12.     | Leg1 Leave Date     | Char    | 34-39     | 6           | Leave date of first leg – MMDDYY                                             | 091507      |
| 13.     | Destination Arrive  | Char    | 40-43     | 4           | Arrival time at destination – HHMM                                           | 2350        |
| 14.     | Piece Weight        | Numeric | 44-46     | 3           | Weight of assigned piece<br>"013" = 13 lbs. (no tenths)                      | 019         |
| 15.     | Flight Total Weight | Numeric | 47-51     | 5           | Total weight of flight in pounds<br>"00325" = 325 lbs.                       | 02376       |
| 16.     | Leg Count           | Numeric | 52        | 1           | Number of legs on route                                                      | 3           |
| 17.     | Route/Trip1*        | Char    | 53-60     | 8           | Contract ID of first leg                                                     | UA-9942     |
| 18.     | Transfer Point1     | Char    | 61-63     | 3           | AMC ID of first leg transfer point                                           | SFO         |
| 19.     | Route/Trip2*        | Char    | 64-71     | 8           | Contract ID of second leg                                                    | UA-136      |
| 20.     | Transfer Point2     | Char    | 72-74     | 3           | AMC ID of second leg transfer point                                          | ORD         |
| 21.     | Route/Trip3*        | Char    | 75-82     | 8           | Contract ID of third leg                                                     | UA-470      |
| 22.     | Transfer Point3     | Char    | 83-85     | 3           | AMC ID of third leg transfer point                                           | PHL         |
| 23.     | Route/Trip4*        | Char    | 86-93     | 8           | Contract ID of fourth leg                                                    |             |
| 24.     | Transfer Point4     | Char    | 94-96     | 3           | AMC ID of fourth leg transfer point                                          |             |
|         | <b>TOTAL Length</b> |         | <b>96</b> | <b>96**</b> |                                                                              | <b>96**</b> |

***Domestic Dispatch Response***

**\*Note:** The “Route/Trip” fields are assigned by S-AMS (Surface-Air Management System) and can be any combination of characters. For Air assignments, the field will be populated by the two-digit Air Carrier Code and the flight number.

**Examples of “Route Trip” field (Air Carrier Codes in bold):**

Commercial Air Carriers:

**AA**-769 American Airlines  
**B6**-177 Jet Blue  
**CO**-1353 Continental Airlines  
**SY**-159 Sun Country  
**UA**-891 United Airlines  
**US**-373 US Airways  
**YX**-32 Midwest Airlines

Shared Network Carriers

**5X**-PHL UPS  
**FX**-NC FedEx

**\*\*Note:** “Tag Type” (“T” or “N”) and “Leg Count” fields determine the length of the assignment message as shown in table below:

|                      | Tag Type =T | Tag Type =N |
|----------------------|-------------|-------------|
| <b>Leg Count =1</b>  | Length = 85 | Length = 63 |
| <b>Leg Count = 2</b> | Length = 85 | Length = 74 |
| <b>Leg Count = 3</b> | Length = 85 | Length = 85 |
| <b>Leg Count = 4</b> | Length = 96 | Length = 96 |

**Assignment Length of Domestic Response**

The table below provides examples of 1-leg, 2-leg, 3-leg, and 4-leg domestic dispatch responses for Tag Type = N (Domestic Air D&R Label).

| <b>Example Domestic Dispatch Responses</b> |                     |                 |                        |                        |                        |                        |
|--------------------------------------------|---------------------|-----------------|------------------------|------------------------|------------------------|------------------------|
| <b>Field #</b>                             | <b>Field Name</b>   | <b>Position</b> | <b>1-Leg (D&amp;R)</b> | <b>2-Leg (D&amp;R)</b> | <b>3-Leg (D&amp;R)</b> | <b>4-Leg (D&amp;R)</b> |
| 1.                                         | Sequence #          | 1-4             | 0001                   | 0002                   | 0003                   | 0004                   |
| 2.                                         | Transaction Type    | 5               | L                      | L                      | L                      | L                      |
| 3.                                         | Preferred S-AMS     | 6               | 0                      | 0                      | 0                      | 0                      |
| 4.                                         | Message Counter     | 7-9             | 001                    | 002                    | 003                    | 004                    |
| 5.                                         | Tag Type            | 10              | N                      | N                      | N                      | N                      |
| 6.                                         | Origin AMC          | 11-13           | RDU                    | RDU                    | RDU                    | RDU                    |
| 7.                                         | Destination AMC     | 14-16           | DEN                    | DEN                    | DEN                    | DEN                    |
| 8.                                         | Seq' Barcode        | 17-26           | EIAF1EVNC8             | EIAF1EVNC9             | EIAF1EVNCA             | EIAF1EVNCB             |
| 9.                                         | Mail Class          | 27              | F                      | F                      | F                      | F                      |
| 10.                                        | Bin Number          | 28-29           | 33                     | 34                     | 35                     | 36                     |
| 11.                                        | Leg1 Leave Time     | 30-33           | 2100                   | 2115                   | 2130                   | 2159                   |
| 12.                                        | Leg1 Leave Date     | 34-39           | 111808                 | 111908                 | 112008                 | 112108                 |
| 13.                                        | Destination Arr     | 40-43           | 1110                   | 1145                   | 1150                   | 1259                   |
| 14.                                        | Piece Weight        | 44-46           | 041                    | 042                    | 043                    | 044                    |
| 15.                                        | Flight Total Wgt    | 47-51           | 00064                  | 00200                  | 00301                  | 00400                  |
| 16.                                        | Leg Count           | 52              | 1                      | 2                      | 3                      | 4                      |
| 17.                                        | Route/Trip1         | 53-60           | CO-7                   | CO-12                  | CO-123                 | CO-1234                |
| 18.                                        | Transfer Point1     | 61-63           | EWR                    | EWR                    | EWR                    | EWR                    |
| 19.                                        | Route/Trip2         | 64-71           |                        | CO-44                  | CO-447                 | CO-1258                |
| 20.                                        | Transfer Point2     | 72-74           |                        | IAH                    | IAH                    | IAH                    |
| 21.                                        | Route/Trip3         | 75-82           |                        |                        | CO-136                 | CO-1370                |
| 22.                                        | Transfer Point3     | 83-85           |                        |                        | SAT                    | SAT                    |
| 23.                                        | Route/Trip4         | 86-93           |                        |                        |                        | CO-13614               |
| 24.                                        | Transfer Point4     | 94-96           |                        |                        |                        | DEN                    |
|                                            | <b>TOTAL Length</b> |                 | <b>63</b>              | <b>74</b>              | <b>85</b>              | <b>96</b>              |

***Example of Dispatch Response***

#### 4.5 Domestic ACT Tag Response from TC to MPE

An Air Contract Tag (ACT) response has seven fields containing a total of 18-alphanumeric characters. The following table depicts the ACT Response; ACT is replied from TC when at the time of request no assignment is available.

Example: L0713AMSPF55000D00

| Field # | Field Name          | Type    | Position  | # of Char | Description                                                                                                                                              | Example   |
|---------|---------------------|---------|-----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1.      | Sequence Number     | Numeric | 1-4       | 4         | Echo of the same message sequence number received in the Dispatch request.                                                                               | 0002      |
| 2.      | Transaction Type    | Char    | 5         | 1         | Transaction Type:<br>"L" – Label                                                                                                                         | L         |
| 3.      | Preferred S-AMS     | Numeric | 6         | 1         | Preferred S-AMS. Range: 0 – 5<br>where 0 is Primary<br>1 is Secondary<br>2 is Tertiary<br>3 thru 5 are additional S-AMS Servers<br>9 is Contingency mode | 0         |
| 4.      | Message Counter     | Numeric | 7-9       | 3         | The last three digits generated by S-AMS when an assignment has been made. Possible values range from 001-999.                                           | 713       |
| 5.      | Tag Type            | Char    | 10        | 1         | Tag Type:<br>"A" – ACT Tag                                                                                                                               | A         |
| 6.      | Destination AMC     | Char    | 11-13     | 3         | Destination AMC                                                                                                                                          | MSP       |
| 7.      | Mail Class          | Char    | 14        | 1         | Mail Class. Either "F", "G" or "H".                                                                                                                      | F         |
| 8.      | Sequence Barcode    | Char    | 15-22     | 8         | Barcode information                                                                                                                                      | 55000D00  |
|         | <b>TOTAL Length</b> |         | <b>22</b> | <b>22</b> |                                                                                                                                                          | <b>22</b> |

#### *Domestic ACT Tag Response*

#### 4.6 Domestic Generic Surface Response from TC to MPE

A Generic Surface response has eight fields containing a total of 23-alphanumeric characters. This response is provided when at the time of request no Surface Routing is available.

Example: L0896S945945F94500D00

| Field # | Field Name          | Type    | Position  | # of Char | Description                                                                                                                                              | Example   |
|---------|---------------------|---------|-----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1.      | Sequence Number     | Numeric | 1-4       | 4         | Echo of the same message sequence number received in the Dispatch request.                                                                               | 0002      |
| 2.      | Transaction Type    | Char    | 5         | 1         | Transaction Type:<br>"L" – Label                                                                                                                         | L         |
| 3.      | Preferred S-AMS     | Numeric | 6         | 1         | Preferred S-AMS. Range: 0 – 5<br>where 0 is Primary<br>1 is Secondary<br>2 is Tertiary<br>3 thru 5 are additional S-AMS Servers<br>9 is Contingency mode | 0         |
| 4.      | Message Counter     | Numeric | 7-9       | 3         | The last three digits generated by S-AMS when an assignment has been made. Possible values range from 001-999.                                           | 896       |
| 5.      | Tag Type            | Char    | 10        | 1         | Tag Type:<br>"S" – Generic Surface                                                                                                                       | S         |
| 6.      | Origin AMC          | Char    | 11-13     | 3         | Origin AMC                                                                                                                                               | 945       |
| 7.      | Destination AMC     | Char    | 13-16     | 3         | Destination AMC                                                                                                                                          | 945       |
| 8.      | Mail Class          | Char    | 17        | 1         | Mail Class.                                                                                                                                              | F         |
| 9.      | Sequence Barcode    | Char    | 18-27     | 10        | Barcode information                                                                                                                                      | 94500D00  |
|         | <b>TOTAL Length</b> |         | <b>27</b> | <b>27</b> |                                                                                                                                                          | <b>27</b> |

#### *Domestic Generic Surface Response*

## 5. The *PostalOne!* TMS and Full-Service

Mailers may choose to participate in the *PostalOne!* TMS program in order to fulfill some of the requirements for Full-Service. Specifically, the Intelligent Mail tray barcode information scanned by the *PostalOne!* TMS and stored in the datalog file can be used to populate a portion of the required electronic documentation. More detailed information about datalog files can be found in Section 3 of this document. More detailed information on the requirements to qualify for Full-Service can be found at <http://ribbs.usps.gov/>. Mailers should also refer to Section 6 of this document for instruction on how to proceed with Full-Service qualified mail in case of System or Network problems.

### 5.1 *PostalOne!* TMS and Mail.dat

Although it is not a USPS requirement, some Mailers may choose to populate their Mail.dat files with the Airline Code (carrier). This optional data will not be stored or displayed in any way. If a Mailer chooses to pursue this option, Mail.dat has two User Label Fields (each with 40 byte capacity) that can be used.

The Mailer would use the Response from S-AMS, found in Field 6 of the datalog file (See Section 3 of this document for more information), to populate "Label: User Information Line 1" and "Label: User Information Line 2". Using Section 4 as a reference on how to interpret the Response from S-AMS, Mailers will find the Airline Code (carrier) in "Label: User Information Line 2", bytes 9 and 10.

For example, if the Response from S-AMS is L0935NSMFPITD8GDBC75B%F07041408170708300180050615X-SDFX PIT:

Label: User Information Line 1, the first 40 bytes, would be:

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 |
| L | 0 | 9 | 3 | 5 | N | S | M | F | P | I | T | D | 8 | G | D | B | C | 7 | 5 | B | % | F | 0 | 7 | 0 | 4 | 1 | 4 | 0 | 8 | 1 | 7 | 0 | 7 | 0 | 8 | 3 | 0 | 0 |

Label: User Information Line 2, the second 40 bytes, would be:

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 |  |
| 1 | 8 | 0 | 0 | 5 | 0 | 6 | 1 | 5 | X | - | S | D | F | X |   | P | I | T |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |

As can be seen above, Label: User Information Line 2, bytes 9 and 10 hold the characters 5X, the Airline Code for UPS (see Section 4.4 for additional Air Carrier Codes).

## **6. Policy and Procedures for *PostalOne!* Transportation Management System Failures**

### **6.1 Introduction**

*PostalOne!* Transportation Management System (*PO!* TMS) failure is defined as: System status indicates “S-AMS Offline” or “TC Offline”; Scheduled Maintenance Outages; and Software and/or Hardware issues related to the actual *PostalOne!* Transportation Management System.

In the event that any of the above occurs, *PostalOne!* TMS users shall follow the standardized Policy and Procedures listed below. Mailers with a Customer/Supplier Agreement using TMS should refer to their CSA for their contingency plan.

### **6.2 S-AMS Offline**

*PostalOne!* TMS users can identify whether their System is offline by the indicator on the Main Screen of their *PO!* TMS indicating “S-AMS Offline” or “TC Offline”. Additionally, they may receive “P09 – S-AMS Offline” error tags if they attempt to run trays through their Systems.

- Users shall contact their Local USPS representatives to notify them of the outage.
- Then, users shall contact the USPS Help Desk using the instructions provided in Section 6.5.
- Customers will continue to make required separations on all Surface Mail. Local Postal operations will provide the customer with a list of separations by ZIP codes that will be utilized by the customer while the system is down.
- Air mail will be jackpotted and a placard will be placed on the mail indicating the mail is unscanned.

If *PostalOne!* TMS has no connectivity to S-AMS, mailers who have sufficient processing capacity and time to scan mail prior to their committed dispatch time, will rerun all unassigned trays prepared during the disconnect time through the TMS to receive the proper assignment. If the mailer has insufficient capacity or time prior to his committed dispatch, the mailer will not be required to run trays prepared during the disconnect time through TMS for assignment.

**The mailer is still responsible for providing Intelligent Mail Tray barcodes in the electronic documentation regardless of an available connection to S-AMS.** In order to qualify for “Full Service”, Mailers may continue to use their *PostalOne!* Transportation Management Automated or Semi-Automated Systems in Bypass Mode (assuming the System Failure is related only to S-AMS or other Network connectivity problems that do not prevent the System from functioning). This will allow for the automatic population of Intelligent Mail Tray Barcode data into their datalog files. Alternatively, Mailers may choose to hand-scan Mailtrays in order to capture the relevant Tray Label data.

### **6.3 Scheduled Maintenance Outages**

- Local Postal operations will notify *PostalOne!* TMS Users of scheduled maintenance outages.
- Users will follow the “S-AMS Offline” procedure, delineated in Section 6.2, during scheduled maintenance outages.

### **6.4 Software and Hardware Issues**

- The *PostalOne!* TMS user will contact their Local USPS representatives to notify them that their System is down.
- Then, users should contact the USPS Help Desk using the instructions provided in Section 6.5 of this document. The USPS Help Desk will escalate the issue to enlist assistance from the *PO!* TMS Program Office and the System Vendors, as necessary. It is required that users contact the USPS Help Desk for tracking purposes.
- Users will follow the “S-AMS Offline” procedure, delineated in Section 6.2, while software and/or hardware issues are addressed and corrected.

### **6.5 *PostalOne!* Transportation Management Help Desk Instructions**

All *PostalOne!* TMS Support inquiries should be directed to the **USPS Eagan Help Desk**. Please note that the USPS has three separate Help Desks. **Only the Eagan Help Desk has been trained on the *PostalOne!* Transportation Management Program.**

The Help Desk begins with Automated Voice Prompts. The directions must be followed **exactly** in order to be routed to the appropriate Help Desk.

- Dial 1 800 USPS HELP (1 800 877 74357)
- You will first be asked: “Are you calling to change your password?”

Say: "No".

- You will then be asked: "Please state the name of your application or program".

Say: "Scan Where You Band Program"

- You will be transferred to a new menu. The first option is: "For problems related to S-AMS, press 1".

Press: "1"

- Your call will now be answered by a Help Desk Representative.

**\*\*Before continuing, confirm that you are speaking to a representative from the Eagan Help Desk. If you are not, ask to be transferred to the Eagan Help Desk.\*\***

Once you have confirmed that you are speaking to the Eagan Help Desk:

- Identify yourself as a Major Mailer who is participating in the *PostalOne!* Transportation Management Program. **If they ask you for your ACE ID, repeat that you are a Major Mailer, and therefore do not have an ACE ID.**
- Ask to open a ticket.
- Provide them your name, Site Name and contact information. **If you do not leave sufficient contact information, your ticket will be closed.**
- Explain your problem.
- Keep a record of your ticket number, as you may need it for reference in future communication with the Eagan Help Desk.