Full-Service Data Feedback Authorization Guide for Mail.XML

Version 2.4

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Revision History

Date	Reason For Changes	Version
1/20/2012	Updated Appendix A and C with Mail.XML version support	2.4
10/13/2011	Added to Authorization Survey - Appendix A: Inputs for commercial-off-the-shelf software or other vendor software, software name and version number.	2.3
8/4/2011	Incorporated stakeholder inputs.	2.2
7/21/2011	Made Minor edits throughout and final edits for Industry review.	2.1
7/19/2011	Initial Feedback	1.0

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1   Introduction

The Full-Service program, through the *PostalOne!* system, provides Start-the-Clock, Container Visibility, Address Correction Data, Nixie Detail data, By/For Conflict, and Full Service Data Quality reports to its mailers. In order to receive the feedback data, mailers must set up their software to send and receive Mail.XML data feedback messages.

The USPS requires that every new full-service mailer undergo a data feedback approval process in a test environment prior to sending data feedback messages to the USPS production environment. This approval process eliminates common production issues and provides confidence about your software readiness.

The Test Environment for Mailers (TEM) is designed to allow you to practice and test your ability to send data feedback messages to the U.S. Postal Service system. You will be able to send and receive Mail.XML messages that will use the same field validations and business rules as messages going to the production environment. TEM will capture, log, and display error information in the same manner as in the production environment. You can make adjustments or modification to the message structure or software code as needed based on the test results.

If you have not already done so, you will need to undergo a full-service verification process through TEM to become an authorized full-service mailer. Full-service authorization is designed to ensure that you are producing high quality full-service mail. When you achieve full-service capabilities in TEM, you will be verified to have met full-service preparation criteria. For more information on full-service authorization, refer to the "eDoc and Full-Service Authorization Guide" which can be found on RIBBS (http://ribbs.usps.gov).

There are five steps for data feedback authorization:

1. Get Access to USPS Services and the *PostalOne!* system

2. Complete Survey to Identify Test Scenarios and Contact the USPS Help Desk

3. Submit Test Messages to TEM (*Conditionally required)

4. Check Results in the *PostalOne!* system (*Conditionally required)

5. Approval/Activation for Data Feedback Messaging

6.   Data Feedback Messaging Authorization

The steps below give an overview of the TEM process for Mail.XML data feedback authorization. They will test your ability to send messages and ensure that you software is set up and configured properly. Each step must be completed before receiving data feedback authorization.

Mail.XML Data Feedback Authorization Checklist

☐ Complete Survey to Identify Test Scenarios and Contact the USPS Help Desk
☐ Get Access to USPS Services and the *PostalOne!* system
☐ Submit Test Files to TEM
☐ Check Results in the *PostalOne!* system
☐ Approval for Data Feedback Messaging

6.1 Complete Survey to Identify Test Scenarios and Contact the USPS Help Desk

To begin testing you will first need to fill out the "Mail.XML Data Feedback Messaging Authorization Survey". This survey will inform USPS which tests you will be performing. Testing in TEM is broken into scenarios and each scenario tests a different functionality of electronic documentation submission. You will need to identify which scenarios are necessary to fully replicate each type of mailing that you anticipate sending to the *PostalOne!* system's production environment. More details on scenarios and capabilities are available in Appendix B.

The survey can be found in **Appendix A.** Begin by filling in your contact information in "Point of Contact Information" section. The next step is to identify the capabilities you will use for each mail class in the "Mail.XML Registration Questions" section. A list of capabilities for each mail class can be found below:

Data Feedback Messaging Scenarios
- Query Full-Service Address Correction Data
- Query Full-Service Container Visibility Data
- Query Full-Service Nixie Details
- Query Full-Service Start The Clock Data
- Receive Full-Service Address Corrections
- Receive Full-Service Container Visibility Data
- Receive Full-Service Nixie Details
- Receive Full-Service Start The Clock Data
- Query Full-Service Data Quality Verification Reports
- Receive Full-Service Data Quality Verification Reports
- Query Full-Service Non Compliance Data with Postage Owed
- Receive Full-Service Non Compliance Data with Postage Owed
- Create MID(s)
- Create CRID(s)

After completing the survey, contact the USPS Help Desk through the *PostalOne!* system Customer Care Center (call (800) 522-9085 or e-mail postalone@email.usps.gov). Notify the Help Desk via e-mail that you are beginning the process of testing in the TEM environment with Mail.XML. In the email, make sure the subject line says "**Mail.XML [Version] [Company Name] Data Feedback Authorization Survey**" and the body includes contact information such as Company Name, Address, City, State, ZIP Code, CRID, Contact Name, Phone Number, whether you will be testing full or basic service, and be sure to attach your completed survey. The Help Desk will send the mailer an email to acknowledge that they have received the request and to begin testing.

An example of the e-mail can be found below:

Subject: Notification of Enrollment - Customer Name – City, ST – Mail.XML (ver.) Full/Basic

We have received your request for Authorization for the Mail.XML (ver.). You may be required to perform testing of your Mail.XML messages in the Test Environment for Mailers (TEM). If you did not indicate in your request to begin testing or the Mail.XML® version, please respond to this email with that information.

Before you begin, review the "Full-Service Data Feedback Authorization Guide" which can be found on RIBBS (http://ribbs.usps.gov/). The instructions for testing in TEM and gaining access to TEM can be found in this guide. Refer to the Postal Service Mail.XML Technical Specifications for instructions on how to prepare your messages for testing. The documents specific to the Mail.XML messages available for testing, can be accessed from the Electronic Data Exchange page, by clicking the link labeled "Mail.XML Guide". When you are ready to send test messages, select the link labeled "Go To TEM. The appropriate test scenarios for each type of message can also be found in the checklist.

Complete and return the "Mail.XML Data Feedback Authorization Survey", which has been attached to this email. This worksheet will allow us to match the job file to the appropriate test scenario. Failure to identify your jobs on this form may cause a delay in evaluation of your test files. We appreciate your cooperation in this matter.

Please contact the *PostalOne!* Help Desk at (800) 522-9085 and we will be happy to assist you.

Exceptions to Testing Full-Service Data Feedback Messages in TEM

Full-Service Data Feedback in TEM contains pre-defined sample data sets of 100 records each for full-service ACS, Start-the-Clock, Container Visibility, Data Quality Verification, and By/For conflict information. Data sets will be made downloadable via web-page and web service as appropriate. The table below describes the download options in the TEM:

	Web Page download	Web page report	Web Service
ACS COA	X		X
ACS Nixie	X		X
Start-The-Clock		X	X
Container Visibility		X	X
Full-service eDoc Data Quality Verification		X	X
Full-service Non Compliance Postage		X	X
By/For Conflict report			X

There is a single data set for each data type which will be used by all mailers. Mailers must affiliate to a single USPS company through the Business Customer Gateway. This data set will remain constant and mailers who test once successfully with this file will not need to test again until either the Postal Service or the mailer updates its software.

Access to the test data sets will be granted to mailers who apply for the "Download Full-service Test Data" service from the Business Customer Gateway. Mailers should select a new location by searching for the location using the information entered exactly as below:

TEM Test Company
475 L'Enfant Plaza Room 2P800

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Washington, DC 20260-0800

Business customers will need to add permission for the test data service to their profiles. This service will be similar to a production service, but will only grant access to the static test data in TEM, not actual production data.

The *PostalOne!* system will create test data sets for mailers to access through a single test CRID. This CRID will be established in advance and BSA ownership of this CRID will be established by the Postal Service.

The Postal Service BSA will take ownership of all services that require permissions for that one location. Test data download will not require any special permissions and users may request that service without being asked to provide any validation information.

The business location for which data will be available for the following support information is provided as follows:
CRID: Refer to Appendix B
MIDs: Refer to Appendix B

No data distribution profile testing will be supported for this location. Mailers who wish to test their ability to submit data distribution profiles should utilize the MID links from the Business Customer Gateway or embed this information in the test files that they send to the *PostalOne!* system in the TEM environment.

6.2 Get Access to USPS Services and the *PostalOne!* System

You must register for a business account through the Business Customer Gateway (BCG). During this registration the system will automatically assign a Customer Registration ID (CRID). The Customer Registration ID is used to uniquely identify your business in the *PostalOne!* system. The next step is to request access to the Manage Mailing Activity service. You will want to use the CRID you were assigned in your Mail.dat files. This will give you access to the *PostalOne!* System and the Electronic Data Exchange (TEM portal), which will allow you to support your electronic documentation.

For comprehensive information on how to request access to services on the gateway, refer to the *User Access to Electronic Mailing Information and Reports Guide, Volume 1* which can be found on RIBBS.

Once you have access to the Manage Mailing Activity service, you will be able to log into the Gateway and click the "Electronic Data Exchange" link from the Gateway homepage. You will need to configure your Mail.XML software for use with TEM. Begin by downloading and setting up the WSDL in your web services software. You will also need a USPS provided authentication XSD in the your web services software and check that you have the correct IDEAlliance Mail.XML XSD in your web services software.

A file validator is provided in the Mail.XML software to verify files before transferring them to USPS. This tool will test the validity of the data elements in the file you submit and records error messages and warning. During your sessions in TEM, you will view file warning as and fix your errors before submitting test files to TEM. You will need to ensure that your software supports all error codes that are returned by the USPS for electronic documentation.

You will also need to work with the USPS Help Desk and complete the Network Connectivity Review Board (NCRB) form. This form will establish network connectivity with the USPS network and can be found in Appendix D.

There are two methods for receiving full-service feedback data: Push Method and Pull Method. If the data feedback message ends with the word "Notification" or "Delivery" are part of the Push method; all messages that end with the word "Request" or "Response" are part of the Pull method. If you are using the push (delivery and notification) method, you will need to set up a subscription profile in the BCG which will contain a "User ID" and "Password" with a "USPS" code for licensing. You will also need to set up a scheduled start and end date/push time for the USPS to push the data. And lastly, you will need to download and set up the PUSH WSDL in your web services software.

For help with the steps above, refer to the *Postal Service Mail.XML Technical Specification* and *User Access to Electronic Mailing Information and Reports Guide* on RIBBS.

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To enter TEM, log on to the BCG, access the Electronic Data Exchange and enter the TEM via the "Go to TEM" link under Mail.XML. You should navigate through TEM and become familiar with the available tools such as the Dashboard (from the Manage Mailing Activity menu), Mailing Reports Data Quality Reports (from the Mailing Reports link), and the *PostalOne! system* reports (from the Dashboard). For more information on accessing TEM, refer to the '*User Access to Electronic Mailing Information and Reports Guide* on RIBBS.

6.3   Submit Test Files to TEM

Once you have access to USPS services, you can begin testing the required and optional scenarios required by your mailing environment. The scenarios that you will need to run depend on your answers to the survey. Refer to Appendix B for the list of scenarios that can be tested. Use the capabilities that you checked off and their corresponding Mail.XML scenarios as a guide to which scenarios you should test in TEM. As you execute the scenarios record your results in the "Mail.XML Data Feedback Authorization Results Sheet" (Appendix C), recording the job ID used to test each scenario. The USPS Help Desk will use your results sheet to verify the results of your test.

6.3.1 Mail.XML Profile Management Testing (CRIDs and MIDs)

Profile Management is an additional part of the Data Distribution set of instructions. It is used to provide CRID and MID management capabilities. To specifically test these capabilities refer to scenarios DD13 and DD14 in Appendix B. These scenarios will test your ability to create MID(s) and CRID(s) in TEM prior to using this message in the production environment. See also section 2.6.

6.4   Check Results in the *PostalOne! System*

When all required test scenarios and any selected optional scenarios have been executed, you will notify the USPS Help Desk with an email and send the 'Mail.XML Data Feedback Authorization Results Sheet' (Appendix C) to the USPS Help Desk (postalone@email.usps.gov) for evaluation and validation. In the email, make sure the subject line says "**Mail.XML [Version] [*Company Name*] Data Feedback Authorization Results Sheet**" and in the body you have included Company Name, Address, City, State, ZIP Code, CRID, Contact Name, Phone Number, and attached your complete "Mail.XML FAST Authorization Results Sheet". The USPS Help Desk will send you a notification form to acknowledge receipt of the submitted scenarios.

6.5   Approval for Data Feedback Messaging

The USPS Help Desk will review the test results and grant your approval for production when all tests are successfully executed and have passed the test scenarios. The USPS Help Desk will send an email to notify you of your acceptance into the production environment.

An example of the email is shown below:

Subject: Mail.XML Testing Passed – <Company Name>

Welcome to the *PostalOne!* family. The *PostalOne!*® Team would like to notify you that your software has been validated to support scenarios [*List Scenarios*] for the Mail.XML <List *Push/Pull*>[*Version No.*] specification.

Your postal representative will contact you with further instructions if they are required. Support staff in our Help Desk at 800-522-9085 are available to provide assistance should you have any questions or experience any difficulties.

We are pleased that you have decided to use the electronic capabilities provided by the Postal Service. We appreciate your business and look forward to providing you with additional electronic services in the future.

The *PostalOne!* Team

6.6   Approval for Electronic Application Authorization Process for MIDs and CRIDs Messaging

The section describes the Mail.XML messages that can be leveraged to apply for MIDs or CRIDs electronically for mailers and mail owners. These messages are elements of the Profile Management capability of Mail.XML. Profile Management is part of the Data Distribution set of instructions, used to provide CRID and MID management capabilities. You can use the Pull method to manage profiles. All messages that end with a word 'Request' or 'Response' are part of Pull method. Refer to the table below for Profile Management messages that are supported by various Mail.XML versions.

To receive approval for Electronic Application Authorization Process for MIDs and CRIDs messaging you must execute DD13 and DD14 scenarios. The configuration and process is the same, for a Mail Owner, Mail Preparer/Agent, and Software Vendor for approval. You can still perform all optional test scenarios if desired (i.e., Mail.XML test for FAST and eDoc. All messages in Profile Management family follow the Pull method where you send a request and expect to receive a response whether with the data or error/return code that is returned. There is no order by which you must request or send messages. You can request CRID or MID creation messages without any order.

Message Name	Mail.XML 8.1 (Available now)	Mail.XML10.0 X (Available Nov 2011)
USPSCRIDCreateRequest	X	X
USPSCRIDCreateResponse	X	X
USPSMIDCreateRequest	X	X
USPSMIDCreateResponse	X	X
MessageResponseRetrievalRequest	X	X
MessageResponseRetrievalResponse	**X**	**X**

You will be able to send a request message for all of the DD13 and DD14 scenarios in TEM environment by constructing the request message in the format outlined in Mail.XML XSD which is unique for each Mail.XML version. Review the Mail.XML descriptions and messages below.

Scenario	Description	Mail.XML Messages With Execution Sequence	Mail.XML Scenario Sequence
Create MID(s)	Requests to create one but not more than two MID(s) in TEM. Sends the required information such as CRID, and indicates if the requestor is applying for self or for someone else. The legalAcknowledgementBlockMIDType becomes required if applying for self is selected with a value of "No." USPSMIDCreateRequest is utilized to process this request. See Mail.XML Data Distribution Tech Specs (or the Mail_XML_Profile_Management_Tech_Specs) for more details. MIDs are utilized in the generation of IM barcodes. Note: *The system only generates and assigns nine-digit MID(s through the Mail.XML process).* **Recommendation:** Required if user wishes to test for the creation of MIDs.	▪ USPSMIDCreateRequest USPSMIDCreateResponse Note: No more than fifty MIDS per message is recommended in the production environment. *In some cases when the processing takes longer, a Tracking ID is generated and returned as part of the USPSMIDCreateResponse. This TrackingID can be used to retrieve the response using the Message Response Retrieval Request (MRRR) with results of the actual request. See Mail.XML Data Distribution Tech Specs (or the Mail_XML_Profile_Management_Tech_Specs) for more details.*	DD13
Create CRID(s)	Requests to create one or more CRID(s) in TEM. Sends the required information such as company name, address of the location for the CRID, and indicates if the requestor is applying for self or for someone else. The legalAcknowledgementBlockCRIDType becomes required if applying for self is selected with a value of "No." USPSCRIDCreateRequest is utilized to process this request. See Mail.XML Data Distribution Tech Specs (or the Mail_XML_Profile_Management_Tech_Specs) for more details. Please note that the addresses must be AMS validated to allow for the request to process successfully. **Recommendation:** Required if user wishes to test for the creation of CRIDs.	▪ USPSCRIDCreateRequest USPSCRIDCreateResponse *In some case when the processing takes longer, a Tracking ID is generated and returned as part of the USPSCRIDCreateResponse. This TrackingID can be used to retrieve the response using the Message Response Retrieval Request (MRRR) with results of the actual request. See Mail.XML Data Distribution Tech Specs (or the Mail_XML_Profile_Management_Tech_Specs) for more details.*	DD14

Checklist using Pull (Query) Method

To send messages for generation of CRIDs or MIDs, you must have a CRID and/or MID (i.e., the CRID for the Business Service Administrator (BSA), acquired/assigned through Business customer Gateway). As a reminder, the following also apply.

- Download and Setup in your web services software
- Use USPS provide authentication XSD in your web services software
- Use correct IDEAlliance Mail.XML XSD in your web services software
- Code in your software all error codes that are returned by the USPS for Full Service Data Feedback request messages.

Mail.XML Electronic Application Authorization Process for Mailer IDs (MID) and Customer Registration IDs Checklist

□ Complete Survey to Identify Test Scenarios and Contact the USPS Help Desk
□ Get Access to USPS Services and *PostalOne!*
□ Submit Test Messages to TEM
□ Check Results in *PostalOne!*
□ Wait for Approval

Appendix A. Mail.XML Data Feedback Messaging Authorization Survey

This survey will be used by Mail.XML users to derive the scenarios that you must execute to become an approved customer for Mail.XML transactions in the USPS production environment. The testing process will assess your corporation's readiness for access to production environment. Fill out the Point of Contact Information section with your company's contact information, and then fill out the "Mail.XML Registration Questions" section indicating the capabilities that you will use.

Complete and email this survey to postalone@email.usps.gov
** Indicates a required field for Scheduler Point of Contact Information section

Point of Contact Information	
**Name of Customer **	
**Corporate Mailing Address **	
**Corporate Phone Number **	
**Primary Contact Person Name **	
**Primary Contact Person Phone Number **	
**Primary Contact Person Email Address **	
Customer Registration ID (CRID) or Mailer ID (MID)	
Mail.XML Version	☐ Mail.XML 8.1 – DD and Profile Management only ☐ Mail.XML 10.0A – DD and Profile Management only ☐ Mail.XML 9.0B – eDoc only ☐ Mail.XML 9.0C – eDoc only ☐ Mail.XML 10.0C – eDoc only ☐ Mail.XML 11.0D – eDoc only
eDoc User ID	
Permit #, Type, and ZIP	
**Identify Your Corporate Role **	☐ Mail Owner ☐ Mail Preparer/ Agent ☐ Software Vendor
Are you a software vendor?	☐ Yes ☐ No
Vendor Software Name	
Vendor Software Version	
To produce USPS eDoc, does your software require add-ons or dependent on other (partner) software?	☐ Yes ☐ No
Partner or Add-on Software Name	
Partner or Add-on Software Version	
Will you be using commercial-off-the-shelf (COTS) software or other vendor software?	☐ Yes ☐ No ☐ N/A
COTS Software Name	
COTS Software Version	

Whether you are Mail Owner, Mail Preparer/Agent, or Software Vendor – the USPS recommends that you execute specific sets of test scenarios to complete the approval process. Please indicate whether applicable for all conditions below. If applicable then you <u>MUST</u> execute the scenarios that are recommended. USPS Help Desk will provide with that list.

Mail.XML Registration Questions	Responses	
Will you be doing any PUSH Mail.XML testing?	☐ Yes ☐ No	
SSL Certificate Available?	☐ Yes ☐ No	
SSL Certificate Provider?	☐ VeriSign ☐ Comodo	
SSL Certificate Expiration Date?		
Web Service SSL enabled?	☐ Yes ☐ No	
Web Service Ready for Data Push?	☐ Yes ☐ No	
Web Services URL?		

Which data feedback capabilities will you use?	Check all that apply	Mail.XML Scenario
• **Query Full-Service Address Correction Data**	☒ *	1
• **Query Full-Service Container Visibility Data**	☐	2
• **Query Full-Service Nixie Details**	☒	3
• **Query Full-Service Start The Clock Data**	☐	4
• **Receive Full-Service Address Corrections**	☐	5
• **Receive Full-Service Container Visibility Data**	☐	6
• **Receive Full-Service Nixie Details**	☐	7
• **Receive Full-Service Start The Clock Data**	☐	8
• **Query Full-Service Data Quality Verification Reports**	☒	9
• **Receive Full-Service Data Quality Verification Reports**	☐	10
• **Query Full-Service Non Compliance Data with Postage Owed**	☐	11
• **Receive Full-Service Non Compliance Data with Postage Owed**	☐	12
• **Create MID(s)**	☐	13
• **Create CRID(s)**	☐	14

*Scenarios marked ☒ are required for all Mailers

Appendix B. Mail.XML Data Feedback Authorization Scenarios

Please refer to the table below for more information on features that are available to FAST users.

Functionality/ Messages	Scenario	Mail Owner		Mail Preparer/ Agent		Third Party	
		Recommended	Optional	Recommended	Optional	Recommended	Optional
Full-service Address Correction Query Request/Response	DD1	X		X		X	
Full-service Container Visibility Query Request/Response	DD2		X	X		X	
Full-service Nixie Detail Query Request/Response	DD3	X		X		X	
Full-service Start The Clock Query Request/Response	DD4		X	X		X	
Full-service Address Correction Notification/Delivery	DD5		X		X	X	
Full-service Container Visibility Notification/Delivery	DD6		X		X	X	
Full-service Nixie Detail Notification/Delivery	DD7		X		X	X	
Full-service Start The Clock Notification/Delivery	DD8		X		X	X	
Full-service Data Quality Verification Repot Request/ Response	DD9	X		X		X	
Full-service Data Quality Verification Report Notification/ Delivery	DD10		X		X	X	
Full-service Non Compliance Data With Postage Owed Query Request/Response	DD11		X		X		X
Full-service Non Compliance Data With Postage Owed Report Notification/ Delivery	DD12		X		X		X
Create MID(s)	DD13		X		X		X
Create CRID(s)	DD14		X		X		X

Scenario DD1: To validate requesting the Address Correction change of address data.
- Send the Address Correction Request message by at least providing required data elements. The requestor may provide data for submitting party, submitting software, owning party, mail class, Barcode Code Range but they are not required.
- Data will be returned back when found, otherwise an error code with description will be returned to the requestor.

Scenario DD2: To validate requesting visibility of container scans.
- Send the Container Visibility Request message by at least providing submitting party and submitting software information. Providing Job ID, Consignee Appointment ID, CSA Dispatch Number, Container Barcode, and USPS Induction Facility Location is optional.
- Data will be returned back when found else error code with description will be returned to the requestor.

Scenario DD3: To validate requesting data on Address Correction Nixie mail pieces.
- Send the Nixie Request message by at least providing submitting party, submitting software, and Job ID information. Providing Original Mailer ID 6 or 9, Mail Class, and Barcode Range are optional.
- Data will be returned back when found else error code with description will be returned to the requestor.

Scenario DD4: To validate and verify the functionality of requesting the Start-The-Clock data for drop ship, Plant load and BMEU entry
- Send the Start-The-Clock request message by at least providing submitting party, submitting software, Lower Date Range and Upper Data Range. Providing Consignee Appointment ID or CSA Dispatch Number, Job ID , Customer Account information is optional.
- Data will be returned back when found else error code with description will be returned to the requestor.

Scenario DD5: To validate all push model messages for Full-service Address Correction change of address Notification/Delivery messages.
- Register your Web Services URL with USPS.
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages.
- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server.
- Logon to Business Customer Gateway and subscribe to the message to start receiving notification and actual data.
- During the Business Customer Gateway setup – specify the frequency at which rate user would like to receive the notification and actual data.
- Once the above is setup, USPS can then push the data to mail owner or preparer as soon as the data is available. Additionally, USPS sends the notification message when data is ready to allow owner/preparer to come and pickup their data using Query Request/Response message family. Note – messages that end with 'Request' and 'Response' are referred as 'Pull Messages'.

Scenario DD6: To validate all push model messages for Full-service Container Visibility IMCB scans Notification/Delivery messages.
- Register your Web Services URL with USPS.
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages.
- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server.
- Once above is setup, USPS can then push the data to mail owner or preparer as soon as the data is ready. Additionally, USPS sends the notification message when data is ready to allow owner/preparer to come and pickup their data using Query Request/Response message family. Note – messages that end with 'Request' and 'Response' are referred as 'Pull Messages'.

Scenario DD7: To validate all push model messages for Full-service Address Correction Nixie Detail Notification/Delivery messages.
- Register your Web Services URL with USPS.
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages.
- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server.
- Logon to Business Customer Gateway and subscribe to the message to start receiving notification and actual data.
- During the Business Customer Gateway setup – specify the frequency at which rate user would like to receive the notification and actual data.
- Once above is setup, USPS can then push the data to mail owner or preparer as soon as the data is available. Additionally, USPS sends the notification message when data is ready to allow owner/preparer to come and pickup their data using Query Request/Response message family. Note – messages that end with 'Request' and 'Response' are referred as 'Pull Messages'.

Scenario DD8: To validate all push model messages for Full-service Start-The-Clock Notification/Delivery for drop ship, Plant load and BMEU entry messages.
- Register your Web Services URL with USPS.
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages.

- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server.
- Once above is setup, USPS can then push the data to mail owner or preparer as soon as the data is ready. Additionally, USPS sends the notification message when data is ready to allow owner/preparer to come and pickup their data using Query Request/Response message family. Note – messages that end with 'Request' and 'Response' are referred as 'Pull Messages'.

Scenario DD9: To validate requesting Full-service Data Quality Verification Report data
- Send the request message by at least providing submitting party, submitting software, Job ID, and Verification Report Type data. The requestor may provide data for 'MailFacilityID'.
- Data will be returned back when found else error code with description will be returned to the requestor.

Scenario DD10: To validate push model messages for Full-service Data Quality Verification Report Notification/Delivery messages.
- Register your Web Services URL with USPS.
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages.
- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server.
- Logon to Business Customer Gateway and subscribe to the message to start receiving notification and actual data.
- During the Business Customer Gateway setup – specify the frequency at which rate user would like to receive the notification and actual data.
- Once above is setup, USPS can then push the data to mail owner or preparer as soon as the data is available. Additionally, USPS sends the notification message.

Scenario DD11: To validate requesting Full-service Non Compliance Postage Owed data.
- Send the request message by at least providing required elements data such as Start and End Date.
- Data will be returned back when found else error code with description will be returned to the requestor.

Scenario DD12: To validate push model messages for Full-service Non Compliance Owed Report Notification/Delivery messages.
- Register your Web Services URL with USPS.
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages.
- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server.
- Logon to Business Customer Gateway and subscribe to the message to start receiving notification and actual data.
- During the Business Customer Gateway setup – specify the frequency at which rate user would like to receive the notification and actual data.
- Once above is setup, USPS can then push the data to data submitter as soon as the data is available. Additionally, USPS sends the notification message for notification and then pulls testing.

Scenario DD13: To validate and verify the functionality of requesting Mailer Identification number (MID)
- Send the USPS MID Create Request (USPSMIDCreateRequest) message by at least providing required data elements. A CRID and the selection of ApplyingForSelf is required to request for MID(s). The requestor may provide additional optional data with the request. See Mail.XML Data Distribution Tech Specs (or the Mail_XML_Profile_Management_Tech_Specs) for more details.

- Data will be returned back if successful, one or more (depending on how many were requested) nine-digit MIDs will be part of the USPSMIDCreteResponse. If not successful, then USPSMIDCreateResponse will indicate the problem for each of the MID(s) requested.
  Note: in some case when the processing takes longer, a Tracking ID is generated and returned as

part of the USPSMIDCreateResponse. This TrackingID can be used to retrieve the response using the Message Response Retrieval Request (MRRR) with results of the actual request. See Mail.XML Data Distribution Tech Specs (or the Mail_XML_Profile_Management_Tech_Specs) for more details.

Scenario DD14: To validate and verify the functionality of requesting Customer Registration Identification number (CRID)

▪ Send the USPS CRID Create Request (USPSCRIDCreateRequest) message by at least providing required data elements. Information such as the Company name and address for each CRID requested, along with the selection of ApplyingForSelf is required to request for CRID(s). The requestor may provide additional optional data with the request. See Mail.XML Data Distribution Tech Specs (or the Mail_XML_Profile_Management_Tech_Specs) for more details.

▪ Data will be returned back if successful, one or more (depending on how many were requested) CRIDs will be part of the USPSCRIDCreteResponse. If not successful, then USPSCRIDCreateResponse will indicate the problem for each of the CRID(s) requested.
Note: in some case when the processing takes longer, a Tracking ID is generated and returned as part of the USPSCRIDCreateResponse. This TrackingID can be used to retrieve the response using the Message Response Retrieval Request (MRRR) with results of the actual request. See Mail.XML Data Distribution Tech Specs (or the Mail_XML_Profile_Management_Tech_Specs) for more details.

Appendix C: Mail.XML Data Feedback Authorization Results Sheet

The following result sheets should be filled after testing is completed and sent back to the USPS Help Desk with all test Mail.XML messages attached in a zip file proving that the customer has tested the messages successfully.

** Indicates Required Field

Identification Information	
Name of Customer **	
Corporate Mailing Address **	
Corporate Phone Number **	
Primary Contact Person Name **	
Primary Contact Person Phone Number **	
Primary Contact Person Email Address **	
CustomerID (CRID) or Mailer ID (MID) (if available)	
Mail.XML Version	☐ Mail.XML 8.1 – DD and Profile Management only ☐ Mail.XML 10.0A – DD and Profile Management only
Identify Your Corporate Role **	☐ Mail Owner ☐ Mail Preparer/ Agent ☐ Software Vendor ** You Must execute all REQUIRED test scenarios from below based on your corporate role*

Scenario	Job ID	Mail Owner	Mail Preparer/Agent	Vendor
		Tested	Tested	Tested
DD1	*E.g. A12S32S3*	☐	☐	☐
DD2		☐	☐	☐
DD3		☐	☐	☐
DD4		☐	☐	☐
DD5		☐	☐	☐
DD6		☐	☐	☐
DD7		☐	☐	☐
DD8		☐	☐	☐
DD9		☐	☐	☐
DD10		☐	☐	☐
DD11		☐	☐	☐
DD12		☐	☐	☐
DD13		☐	☐	☐
DD14		☐	☐	☐

Appendix D: Network Connectivity Review Board (NCRB) form

The USPS Help Desk will ask the customer below questions to fill this request on customer's behalf.

Customer Name

Address

Contact Person

Contact Phone Number

Email Address

CRID to be used for Authorization

Expected Date of Service

Description	*Opening ports for PostalOne! Push Data Distribution Application to PostalOne! Customer. This will allow J2ee Websphere Application servers connect to the Customers Web-service to push data according to the requirements.*
Business Case	*This is needed to support USPS* full-service *data-distribution requirement for USPS PostalOne! to push "edoc" application data to customers web-services end-point in Production.*
Justification	*This NCRB is to support the Implementation of the* full-service *requirement for Data distribution.*
Environment Address (where server resides)	*Production, TEM, CAT (Select One)*
Source IP Destination	*65.57.11.199 (Static IP address)*
Port	*80, 443 (select One)*

Appendix E: Test Dataset Information for Mail.XML

Users:

To access test data use the USPS-provided usernames and passwords. Three external User IDs are set up in the TEM for accessing the *PostalOne!* system for data distribution testing. Users will be issued the password and URL upon email notification from customer of readiness to enter TEM. Record passwords issued by *PostalOne!* Help Desk in the table below.

User Name	Password *
poneProd8	
poneProd9	
poneProd10	

Usernames and Passwords

Locations:

All users must be linked to at least one valid company location in order to pass the authentication rules set by the system. The three company locations that are set up in the TEM environment are such that there is one for each user for testing/approval purposes. The table below shows the details of the companies and usernames that are associated with each test company.

User Name	Location Name	Location CRID
poneProd8	ERTET	5161503
poneProd9	TEST DEPLOYMENT LOC5	5221268
poneProd10	ABBEY LOCATION	5161545

Location and CRID

Jobs:

In order for a customer to receive any data, the *PostalOne! system* must have job related information. Three jobs are set up in the TEM environment, one for each user/location for customers to receive different types of messages/data for that particular job. These jobs can be used by customer to test different Push and Pull messaging functionalities. The following table shows the jobs/messages and corresponding set-up information.

User Name	Location CRID	Job ID	Message Name	Push Type	Push End Point
poneProd10	5161545	SACAT4v6	FullServiceAddressCorrectionDelivery	Delivery	URL provided by Customer
poneProd10	5161545	SACAT4v6	StartTheClockDelivery	Notification	URL provided by Customer
poneProd10	5161545	SACAT4v6	FullServiceNixieDetailDelivery	Delivery	URL provided by Customer
poneProd10	5161545	SACAT4v6	FullServiceContainerVisibilityDelivery	Notification	URL provided by Customer
poneProd9	5221268	SCAT12X9	StartTheClockDelivery	Delivery	URL provided by Customer
poneProd9	5221268	SCAT12X9	FullServiceContainerVisibilityDelivery	Notification	URL provided by Customer
poneProd8	5161503	SSPCAT81	StartTheClockDelivery	Delivery	URL provided by Customer
poneProd8	5161503	SSPCAT81	FullServiceNixieDetailDelivery	Delivery	URL provided by Customer
poneProd8	5161503	SSPCAT81	FullServiceContainerVisibilityDelivery	Notification	URL provided by Customer

Job ID