



eDoc and Full-Service Authorization Guide for Mail.dat

Version 3.4

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Revision History

| Date | Reason For Changes | Version |
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| 7/21/2011 | Final edits for Industry review. | 2.5 |
| 7/29/2011 | Clarified how TEM jobs are to be paid, page 14. | 2.6 |
| 8/4/2011 | <p>Revised verbiage as to how TEM jobs are to be paid, page 14. Added exception section to Survey.</p> <p>Made minor changes throughout</p> | 2.7 |
| 8/10/2011 | Split the document into two; this one for Mail.dat and the other for Mail.XML. The Mail.dat document is titled as "eDoc and Full-Service Authorization Guide for Mail.XML". | 2.8 |
| 8/10/2011 | <p>Added FSS test scenarios for Standard Mail: S10 and S11. Added FSS test scenario for Bound Printed Matter B9. Added FSS test scenario for Periodicals P13. Added conditional scenario: correct Locale Key must be populated in FC5 & FC6</p> | 2.9 |
| 9/15/2011 | Made further clarifications and to mailer steps section 1 through 3. | 3.0 |
| 9/20/2011 | Made minor revisions to section 1 through 3. | 3.1 |
| 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. | 3.2 |
| 10/27/2011 | Corrected MLOCR Standard Mail Test Scenario typos in Appendix B | 3.3 |
| 1/05/2012 | <p>Updated Section 3.0 Full Service Authorization Step</p> <p>From</p> <ul style="list-style-type: none"> 3. USPS will contact you to coordinate the full-service test mailing 5. Await USPS notification of results <p>To:</p> <ul style="list-style-type: none"> 3. BME Manager (or designee) will work with you to establish a date when the mailer will be prepared to send the files and a live mailing for review within 5 days. 5. Await <i>PostalOne!</i> Help Desk notification of results <p>Removed prepopulated checks in check boxes along side certain scenarios in Appendix A: Authorization Survey</p> <p>Added to Appendix A: Determine the scenarios that are appropriate for your needs. Full-service test mailings submitted must be representative of the mailings you will produce. You must prepare and submit at least one job per applicable induction method and at least two jobs overall. Refer to Section 3.3: Prepare and Submit Jobs for Acceptance and Verification.</p> | 3.4 |

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| | <p>Please also see the recommended scenarios for eDoc and full-service in Appendix B.</p> <p>Updated Appendix B: Scenarios listing: Globally changed text from ..."At a minimum complete" and "...testing for full-service complete..."</p> <p>Globally changed text to..."For eDoc we recommend..." and "...for full-service we recommend..."</p> <p>Removed prepopulated checks in check boxes along side certain scenarios in Appendix C: Authorization Results Sheet.</p> | |

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1 Introduction

The USPS requires that mailers new to electronic documentation (eDoc) complete a validation process in a test environment prior to sending electronic files to the USPS production environment. Electronic documentation generates postage statements and supporting documentation that are critical to mailing with the U.S. Postal Service system. The Test Environment for Mailers (TEM) is designed to allow practice and testing for the ability to send electronic documentation to the USPS. The TEM process eliminates common production issues and provides confidence about your software readiness.

This guide covers the eDoc submission and processing via Mail.dat. In TEM, you will be able to send and receive Mail.dat files that will use the same field validations and business rules as with 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 software code and Mail.dat data as needed, based on the test results.

If you are also enrolling in full-service, you will need to undergo a full-service verification process in TEM. Full-service is designed to ensure that you are producing high quality full-service mail. When you gain full-service capabilities in TEM, you will be verified to have met full-service preparation criteria. During testing, you will submit physical mailings and corresponding full-service compliant electronic documentation. Both items are reviewed to ensure that all full-service criteria have been followed. Once you have completed electronic documentation authorization, you can begin full-service testing.

The two methods for submitting eDoc are Mail.dat and Mail.XML. Mail.dat jobs are submitted using the USPS provided client, while Mail.XML jobs are submitted via synchronous XML messages. Options exist to also update Mail.dat submissions via Mail.XML. This document covers the eDoc submission and processing using Mail.dat. In you are using Mail.XML, refer to the “eDoc and Full-Service Authorization Guide for Mail.XML.”

There are six steps for electronic documentation authorization for postage statements and supporting documentation. Once all six steps have been completed, you will be authorized to submit electronic documentation to USPS.

1. Get Access to USPS Services and the *PostalOne!* system
2. Choose Electronic Documentation Method (Mail.dat)
3. Contact the *PostalOne!* Help Desk and complete Survey to Identify Test Scenarios
4. Submit Test Files to TEM
5. Check Results in the *PostalOne!* system
6. Wait for Authorization to Use Electronic Documentation for Postage Statements and Supporting Documentation

If you are enrolling in full-service, you will need to complete the following for Full-Service authorization. If you are already submitting electronic documentation for postage statements and supporting documentation in production, then you need only complete the full-service steps. (refer to section 3 – Full-service Authorization)

1. Notify District Manager, BME
2. Prepare and Submit Jobs for Acceptance and Verification
3. Complete Full-Service Test Verification
4. Wait for Authorization for Full-Service

After successfully completing these steps, you will be fully authorized to send full-service mailings in the production environment. The Full-service work share discount will not be applied to mailings submitted during testing.

2 eDoc Authorization for Postage Statements and Supporting Documentation

The steps below give an overview of the TEM process for Mail.dat electronic documentation authorization. The TEM process will test your ability to send Mail.dat file sets and ensure that your software is set up and configured properly. Each step must be completed before submitting electronic documentation to the *PostalOne!* system.

Steps to eDoc Authorization

1. Get Access to USPS Services and *PostalOne!*
2. Contact *PostalOne!* Help Desk via phone or email
3. Receive email from Help Desk with Survey and excel file attached
4. Complete Survey to Identify Test Scenarios and reply to all on Help Desk email to submit survey.
5. Submit Test Files to TEM and forward completed Electronic Documentation Authorization Results Sheet to Help Desk
6. Check Results in the TEM dashboard to ensure jobs have successfully uploaded.
7. Receive status of jobs submitted from Help Desk
8. Wait for Authorization to submit Electronic Postage Statements and Supporting Documentation to submit Basic Service mailings

2.1 Get Access to USPS Services and *PostalOne!*

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 CRID is used to uniquely identify your business in the *PostalOne!* system.

The next step is to request access to the Manage Mailing Activity (MMA) service. 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. When requesting access to the MMA service you must also request access for the CRID assigned and used in your Mail.dat files.

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](#) on RIBBS.

Once you have access to the MMA service, log on to the BCG click the “Electronic Data Exchange” link from the Gateway homepage. Once inside the “Electronic Data Exchange” you will be able to download the Mail.dat client. This downloadable application will allow you to submit and validate *PostalOne!* ready Mail.dat files. If this is your first time using the Mail.dat client, you log into the Business Customer Gateway and click the Electronic Data Exchange link to validate access to the *PostalOne!* system.

Additionally, a file validator is provided in the Mail.dat client 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 warnings. During your sessions in TEM, you will be able to view file warnings and fix your errors before submitting test files to TEM.

You should navigate through TEM and become familiar with the available tools such as the Dashboard (from the MMA menu), Mailing Reports Data Quality Reports (from the Mailing Reports link), and *PostalOne!* reports (from the Dashboard). For more information on accessing TEM, refer to the [‘User Access to Electronic Mailing and Reports Guide, Volume 1’](#) on RIBBS.

2.2 Contact *PostalOne!* Help Desk and Complete Survey to Identify Test Scenarios

To begin testing you will first need to fill out the “Mail.dat Electronic Documentation Authorization Survey” in Appendix A. This survey will inform the USPS which tests you will be performing. Testing in TEM is separated into scenarios and each scenario tests a different capability 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 production environment. More details on scenarios and capabilities are available in Appendix B.

An example of the survey can be found in Appendix A. Initially you will need to contact the *PostalOne!* Help Desk and you will be supplied a text version of the survey. Begin by filling in your contact information in the “Point of Contact Information” section. The next step is to identify the capabilities you will use for each mail class in the “Mail.dat Registration Questions” section. A list of capabilities for each mail class can be found below.

First-Class Mail Scenarios

- Submit Mail.dat files with one postage statement
- Submit Mail.dat files with multiple postage statements
- Cancel postage statements
- Change piece weights
- Submit full-service mail.dat files
- Submit full-service mailings with mixed mail
- Submit repositionable notes
- Submit co-mail
- Submit co-palletized mail

Standard Mail Scenarios

- Submit Mail.dat files with one postage statement
- Submit Mail.dat files with multiple postage statements
- Cancel postage statements
- Change piece weights
- Submit full-service mail.dat files
- Submit full-service mailings with mixed mail
- Submit repositionable notes
- Submit co-mail
- Submit co-palletized mail

Bound Printed Matter Scenarios

- Submit Mail.dat files
- Submit Mail.dat files with multiple postage statements
- Cancel postage statements
- Change piece weights
- Submit full-service mail.dat files
- Submit full-service mailings with mixed mail
- Submit co-mail
- Submit co-palletized mail

Periodicals Scenarios

- Submit Mail.dat files
- Submit ‘ready to pay’ Mail.dat files
- Submit full-service Mail.dat files
- Submit mailings with basic automation or POSTNET
- Submit mailings that have pending periodicals with standard prices
- Submit mailing with incidental enclosures
- Submit mailings with non-incidental enclosures
- Submit mailings with repositionable notes
- Submit mailings with firm bundles
- Submit mailings with supplements
- Submit mailings with ride-alongs
- Submit mailings with co-mail or co-palletization

MLOCR (Two-Pass) – First-Class Mail Scenarios

- Submit Mail.dat files
- Cancel postage statements

- Submit full-service Mail.dat files
- Submit full-service mailings with mixed mail

MLOCR (Two-Pass) – Standard Mail Scenarios

- Submit Mail.dat files
- Cancel postage statements
- Submit full-service Mail.dat files
- Submit full-service mailings with mixed mail

Currently scenarios for MLOCR (One-Pass) – First-Class, MLOCR (One-Pass) – Standard, Manifests – First-Class, and Manifests - Standard Mail do not exist. If you are using one of these mailing methods, refer to the corresponding First-Class or Standard mail scenarios.

After completing the survey, reply to all on the email that was sent to you from the *PostalOne!* Help Desk (postalone@usps.gov).

Notify the Help Desk via e-mail that you are beginning the process of testing in the TEM environment with Mail.dat. The body of the email must include contact information such as Company Name, Business Services Administrator Name, Address, City, State, ZIP Code, CRID, Contact Name, Phone Number, whether you will be testing full or basic service. Be sure to attach your completed survey. The Help Desk will advise you to begin testing.

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

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

We have received your request to begin testing Mail.dat files in the Test Environment for Mailers (TEM). If you did not indicate the Mail.dat® version or whether you will be testing for full-service mailings, include that information your response.

Review the “[eDoc and Full-Service Authorization Guide](#)” which can be found on RIBBS. Instructions and test scenarios for setting up and testing Mail.dat files are in that document. Download and install the appropriate client software for your operating system, and Mail.dat® version. Refer to the Postal Service Mail.dat Technical Specification, Section 2 – Sending Properly Configured Mail.dat Files for instructions on how to prepare your files for testing. Additional instructions on installing the client software can also be found in Section 3 – *PostalOne!* Mail.dat Client Software. You will only need to successfully transfer files that emulate the scenarios for all classes of mail that you intend to send to *PostalOne!*

Complete and return the “Mail.dat Electronic Documentation Authorization Survey”, which has been attached to this e-mail. The Worksheet is to be filled after testing is completed and sent back to the Help Desk with all test scenarios attached in a zip file. The Worksheet will allow us to match the job file to the appropriate test scenario. Failure to identify your jobs on this Worksheet may cause a delay in evaluation of your test files.

When you are ready to submit files, go to the Electronic Data Exchange link from the Business Customer Gateway, and select the link labeled “Go To TEM”.

Should you require assistance please contact the *PostalOne!* Help Desk at (800) 522-9085, and we will be happy to assist you.

2.3 Submit Test Files to TEM

Logon to BCG homepage and select the “Electronic Data Exchange” link. Then select the “Go to TEM” link to begin submitting your test files. The test scenarios submitted will depend on the answers to the survey. Refer to Appendix B for the list of scenarios that can be tested. Mailers may submit as many practice files as needed.

When completing the Mail.dat scenarios, the *PostalOne!* Mail.dat client application can be used to check the Validation/ Upload History and Common Errors of the Mail.dat submission in addition to those of Mail.XML.

When ready for test files to be evaluated, fill out the “Mail.dat Electronic Documentation Results Sheet”

When ready for test files to be evaluated, fill out the “Mail.dat Electronic Documentation Worksheet” (Appendix C), recording the job ID used to test each scenario. Notify the *PostalOne!* Help Desk with an e-mail (postalone@usps.gov) and attach the ‘Mail.dat Electronic Documentation Worksheet’ for evaluation and validation. In the e-mail, make sure the subject line says “**Mail.dat [Version] [Company Name] eDoc Authorization Test Results**” and in the body you have included Company Name, Address, City, State, ZIP Code, CRID, Contact Name, Phone Number, and attached your completed “Mail.dat Electronic Documentation Worksheet”.

2.4 Approval for Postage Statements and Supporting Documentation

If you are not immediately applying for full-service, the *PostalOne!* Help Desk will review the test results when all tests are successfully submitted and have passed the test scenarios for eDoc. The *PostalOne!* Help Desk will send an e-mail to notify you of your eDoc authorization to send files into the production environment. If you are applying for full-service, you will need to complete full-service authorization (Section 3) before submitting electronic documentation.

An example of the e-mail is shown below:

Subject: File Validation Testing Completed – (eDoc Basic Service)

Welcome to the *PostalOne!* family. You have successfully completed file validation testing to support scenarios (*List Scenarios*) for the Mail.dat specification submitted. This validation has verified the accuracy and integrity of your electronic data.

Support staff at our *PostalOne!* Help Desk 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

3 Full-Service Authorization Overview

Full-service authorization is designed to ensure that mailers new to full-service are producing high quality full-service mail. If you are planning to submit full-service mailings, you must receive authorization before you can submit full-service mail in the production environment. The full-service workshare discount will not be applied to mailings submitted during testing.

During testing, you will submit physical mailings and electronic documentation. Both items are reviewed by the USPS to ensure that all full-service preparation criteria have been followed. The full-service test mailings must cover each induction method that is utilized in your mailing operation.

Steps to Full-Service Authorization

1. Complete eDoc authorization process (section 2, including all applicable full-service scenarios)
2. Notify *PostalOne!* Help Desk when you are ready to submit full-service test mailings
3. BME Manager (or designee) will work with you to establish a date when the mailer will be prepared to send the files and a mailing for review within 5 days.
4. Prepare and Submit Jobs for Acceptance and Verification
 - a. Full-service test mailing must be submitted for each type of induction method

- b. Submit physical mailings to the Acceptance Unit
 - c. Submit eDoc for test mailings as follows:
 - i. TEM – Full-Service
 - ii. Production – Basic Service
5. Await *PostalOne!* Help Desk notification of results

3.1 Complete eDoc authorization

All mailers must complete eDoc authorization (section 2 including all applicable full-service scenarios) before starting the full-service test process.

3.2 Notify *PostalOne!* Help Desk

Notify the *PostalOne!* Help Desk via e-mail (postalone@usps.gov) that you will be testing full-service mailings in the TEM environment. In the e-mail, make sure the subject line says “[**Company Name**] **Full-Service Authorization Request for Company**”. In the body of the email include the following: Company Name, Address, City, State, ZIP Code, CRID, Contact Name, and Phone Number.

The Help Desk will provide you with the Electronic Documentation Authorization Worksheet. This worksheet is used to record the mailing jobs that will be submitted for testing. Email the completed worksheet to the Help Desk at the address above.

You will then be contacted by the *PostalOne!* Help Desk to coordinate the submission of your test mailings.

3.3 Prepare and Submit Jobs for Acceptance and Verification

Full-service test mailings submitted must be representative of the mailings you will produce. You must prepare and submit at least one job per applicable induction method and at least two jobs overall. Induction methods include the following:

- BMEU: Origin Entry
- Plant Verified Drop Shipment (PVDS): Destination Entry
- Origin Verified, Mailer Transported: Origin Entry
- DMU Verified, USPS Transported: Origin Entry
- Destination Delivery Unit (DDU)

For more information on the different induction methods, please refer to ‘[A Guide to Intelligent Mail for Letters and Flats](#)’ on [RIBBS](#).

For the purpose of full-service testing you must:

- Prepare physical mailings as full-service
- Submit the same mailing job to:
 - TEM as a full-service mailing
 - Production as a Basic Service mailing where you will need to submit the electronic documentation to pay for the mailing without the full-service participation indicator (i.e., place Blank = None in the Segment file full-service Participation Indicator).

The electronic documentation submitted to TEM for the test mailings must meet the full-service preparation criteria listed below:

- Unique Intelligent Mail barcodes for 45 days at the piece, handling unit, and container level within and across all jobs and facilities
- Valid Mailer ID (MID) in electronic documentation
- Valid and matching Service Type ID (STID) in electronic documentation
- Valid entry facility in electronic documentation
- Valid Mail Preparer and Mail Owner in electronic documentation
- Valid and effective CSA ID in electronic documentation for First-Class Mail (FCM) if applicable

If you are sending First-Class Mail with a CSA, you must complete additional requirements before you will be approved for full-service. First-Class mailers must submit jobs to TEM at the same time they are submitting actual jobs to complete CSA verification steps. Mail placards will also be inspected for all jobs submitted to TEM. Placards must meet USPS standards as well as match to a CSA. In summary, First-Class mailers with a CSA must complete the following requirements:

- All jobs should include container placards as appropriate
- All physical mail must match container placards
- All container placards must match to a CSA separation
- eDoc container records must match to same CSA separation
- eDoc container record has correct Entry Point - Actual / Delivery - Locale Key (locale key of the parent SCF of the DMU)

3.4 Full-Service Test Validation

After submitting your electronic documentation and physical mail to BME, the *PostalOne!* Help Desk will validate all submitted jobs and ensure that there are no Mail Data Quality (MDQ) errors in Microstrategy. If errors are found, you will need to make adjustments to your software and re-test. You will need to continue submitting your test mailings for full-service validation until you have passed all applicable full-service mailing criteria outlined in the previous section.

You can review your job for MDQ errors in the Microstrategy reporting environment for TEM. Microstrategy is business intelligence software that captures and reports any errors your mailings create. Directions for accessing the TEM Verification errors are located below. It is critical that the mailings you create do not produce any verification errors.

Access the MicroStrategy reports for the TEM environment from the BCG by following these steps:

1. Open web browser and enter <https://gateway.usps.com/bcg/detail.htm>
2. Enter Username and Password
3. Click "Sign In" – the user will be logged into the BCG
4. Click "Electronic Data Exchange (*PostalOne!* system)"
5. Click "Go to TEM" under "Test Environment for Mailers (TEM)"
6. Click "OK" in Message from webpage notification
7. The TEM webpage will appear, indicating that you are in TEM
8. Click "Mailing Reports" from the left navigation pane
9. Click "Mail Quality Reports"
10. Access MicroStrategy reports by clicking "Shared Reports"
11. Click "Mail Quality Reporting"
12. Click "Mail Data Quality"
13. Run reports as necessary

3.5 Approval for Full-Service

Once you have successfully completed the full-service authorization process, the *PostalOne!* Help Desk will notify you via e-mail that you are approved to submit full-service mailings.

An example of the e-mail is shown below:

Subject: Full-Service Testing Completed

Welcome to the *PostalOne!* family. You have successfully completed file validation testing for the full-service scenarios submitted. This validation has verified the accuracy and integrity of your electronic data and physical mail preparation. You are now authorized to prepare and submit full-service mailings.

Support staff at our *PostalOne!* Help Desk 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

Appendix A. Mail.dat Electronic Documentation Authorization Survey

Use this survey to derive the scenarios that you will execute to become an approved customer for Mail.dat transactions in the USPS production environment. The testing process will assess your company's readiness for access to production environment. Fill out the Point of Contact Information section with your company's contact information and the "Mail.dat Registration Questions" section indicating the capabilities that you will use.

Complete and e-mail this survey to postalone@e-mail.usps.gov. In the e-mail, make sure the subject line says "**Notification of Enrollment, Mail.dat [Version] [Company Name]**" and in the body you have included Company Name, Address, City, State, ZIP Code, CRID, Contact Name, Phone Number, Subject line: notification for enrollment.

** 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 E-mail Address ** | |
| Customer Registration ID | |
| Finance Number | |
| Mail.dat Version ** | <input type="checkbox"/> Mail.dat 12-1 <input type="checkbox"/> Mail.dat 11-2 <input type="checkbox"/> Mail.dat 11-1 |
| eDoc User ID | |
| Permit #, Type, and ZIP | |
| System Configuration (RAM, OS) | |
| Are you a software vendor? ** | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Vendor Software Name | |
| Vendor Software Version | |
| To produce USPS eDoc, does your software require add-ons or dependent on other (partner) software? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Partner or Add-on Software Name | |
| Partner or Add-on Software Version | |
| Will you be using commercial-off-the-shelf software or other vendor (COTS) software? ** | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| COTS Software Name | |
| COTS Software Version | |

| Mail.dat Registration Questions | Responses |
|--|--|
| Will you participate in full or basic service? | <input type="checkbox"/> Full-Service <input type="checkbox"/> Basic Service |
| Will you send First-Class Mail? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Determine the scenarios that are appropriate for your needs. The full-service test mailings you submit must be representative of the mailings you will produce. You must prepare and submit at least one job per applicable induction method and at least two jobs overall for the full-service authorization. Refer to Section 3.3: Prepare and Submit Jobs for Acceptance and Verification. To be fully prepared, refer to the recommended scenarios for eDoc and full-service in Appendix B.

| | | |
|--|--|--|
| <p>If you answered yes, which First-Class Mail capabilities will you use?</p> <ul style="list-style-type: none"> • Submit Mail.dat files • Submit Mail.dat files with multiple postage statements • Cancel postage statements • Change piece weights • Submit full-service mail.dat files • Submit full-service mailings with mixed mail • Submit repositionable notes • Submit co-mail • Submit co-palletized mail | <p>Check all that apply</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Mail.dat Scenario</p> <p>FC1A or FC1B FC2A or FC2B FC3 FC4A or FC4B FC5 FC6 FC7 FC8 FC9</p> |
| <p>Will you send Standard mail?</p> | | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>If you answered yes, which standard mail capabilities will you use?</p> <ul style="list-style-type: none"> • Submit Mail.dat files • Submit Mail.dat files with multiple postage statements • Cancel postage statements • Change piece weights • Submit full-service mail.dat files • Submit full-service mailings with mixed mail • Submit repositionable notes • Submit co-mail • Submit co-palletized | <p>Check all that apply</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Mail.dat Scenario</p> <p>S1A or S1B S2A or S2B S3 S4A or S4B S5 S6 S7 S8 S9</p> |
| <p>Will you send bound printed matter?</p> | | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>If you answered yes, which bound printed matter capabilities will you use?</p> <ul style="list-style-type: none"> • Submit Mail.dat files • Submit Mail.dat files with multiple postage statements • Cancel postage statements • Change piece weights • Submit full-service mail.dat files • Submit full-service mailings with mixed mail • Submit co-mail • Submit co-palletized mail | <p>Check all that apply</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Mail.dat Scenario</p> <p>B1A or B1B B2A or B2B B3 B4A or B4B B5 B6 B7 B8</p> |
| <p>Will you send periodicals?</p> | | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>If you answered yes, which periodicals capabilities will you use?</p> <ul style="list-style-type: none"> • Submit Mail.dat files • Submit 'ready to pay' Mail.dat files • Submit full-service Mail.dat files • Submit mailings with basic automation or POSTNET • Submit mailings that have pending periodicals with standard | <p>Check all that apply</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Mail.dat Scenarios</p> <p>P1 P2 P3 P4 P5</p> |

| | | |
|--|--|---|
| prices <ul style="list-style-type: none"> • Submit mailing with incidental enclosures • Submit mailings with non-incidental enclosures • Submit mailings with repositionable notes • Submit mailings with firm bundles • Submit mailings with supplements • Submit mailings with ride-alongs • Submit mailings with co-mail or co-palletization | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | P6 P7 P8 P9 P10 P11 P12 |
| Will you test MLOCR (two-pass) – First-Class Mail? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If you answered yes, what MLOCR (two-pass) – First-Class Mail capabilities will you use? <ul style="list-style-type: none"> • Submit Mail.dat files • Cancel postage statements • Submit full-service Mail.dat files • Submit full-service mailings with mixed mail | Check all that apply <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Mail.dat Scenarios MFC1 MFC2 MFC3 MFC4 |
| Will you test MLOCR (two-pass) – standard mail? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If you answered yes, what MLOCR (two-pass) – standard mail capabilities will you use? <ul style="list-style-type: none"> • Submit Mail.dat files • Cancel postage statements • Submit full-service Mail.dat files • Submit full-service mailings with mixed mail | Check all that apply <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Mail.dat Scenarios MSM1 MSM2 MSM3 MSM4 |
| The mailer will be testing Receipt Polling | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Exception Scenario

In the space provided, describe any exception criteria that is specific to the facility that you believe constitutes an exception to required test criteria.

Internal Use Only

Date Survey Form E-mailed to Customer:

Date Completed Survey Form Received From Customer:

Comments/Issues:

Appendix B. Mail.dat Scenarios for Postage Statements and Supporting Documentation

Optional scenarios should be completed when appropriate for your mailing environment. Your completed Mail.dat survey will indicate the optional scenarios you should complete.

First-Class Mail Test Scenarios

For eDoc we recommend four scenarios: FC1A or FC1B; FC2A or FC2B; FC3 and FC4A or FC4B. If you are testing for full-service we recommend five scenarios: FC1A or FC1B; FC2A or FC2B; FC3; FC4A or FC4B; and FC5.

Scenarios FC1A and B: Submit a Mail.dat file.

FC1A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (.csm Container status is 'blank' for an original file)
- Version Summary Report

Then submit a 'ready to pay' Mail.dat file that contains the information necessary to generate the following documents:

- PS Form 3600 – Postage Statement – First-Class Mail (.csm Container status is 'R' for ready-to-pay)
- Reconciliation Report

Or

FC1B: Submit an 'original ready to pay' Mail.dat file (.csm Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 – Postage Statement – First-Class Mail
- Version Summary Report
- Reconciliation Report

Scenarios FC2A and B: Submit a Mail.dat file with more than one postage statement

Conditional: If the mailer intends to send to the production environment more than one postage statement (statements on more than one day) for a mailing (job), this scenario must be completed. If every mailing (job) produced by the Mailer will have only one postage statement then this scenario is not required. If not completing FC2, include the reason in the "Mail.dat Electronic Documentation Authorization Survey".

FC2A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (.csm Container status is 'blank' for an original file)
- Version Summary Report

Then submit a 'ready-to-pay' Mail.dat file that contains the information necessary to generate multiple (at least two) postage statements (.csm Container status is 'ready-to-pay') and the following documents:

- PS Form 3600 – Postage statement – First-Class Mail– Multiple postage statements (at least two statements with different mailing dates)
- Reconciliation Report

Or

FC2B: Submit an 'original ready-to-pay' Mail.dat file (.csm Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 – Postage Statement – First-Class Mail– Multiple postage statements (at least two statements with different mailing dates)
- Version Summary Report
- Reconciliation Report

Scenario FC3: Cancel a Postage Statement.

The Mailer must be able to Cancel a Postage Statement. Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenarios FC1/FC2 or cancel one of the postage statements from Scenarios FC1/FC2 through the *PostalOne!* system Graphic User Interface.

Scenario FC4A and B: Change a piece weight.

Conditional: If the Mailer only produces postage affixed (metered or precanceled stamp) mailings, this scenario is not required. Include the reason for not completing FC4 in the File Testing Scenario Worksheet that is e-mailed to the Help Desk.

FC4A: If the Mailer's software is not capable of changing piece weights, submit an 'original' Mail.dat file; then a 'ready to pay' Mail.dat file (Mailer may submit a 'ready to pay' file in first transmission) that generates a postage statement. Cancel the postage statement using the *PostalOne!* system Graphic User Interface. Submit the same file as a new 'original' Mail.dat file with a new job number and a changed piece weight; then a 'ready to pay' Mail.dat file (Mailer may submit a 'ready to pay' file in first transmission) that generates a postage statement. Supply both job numbers in the File Testing Scenario Worksheet that is e-mailed to the Help Desk.

Or

FC4B: Submit an 'original' Mail.dat file; then a 'ready to pay' Mail.dat file (Mailer may submit a 'ready to pay' file in first transmission) that generates a postage statement. Cancel the postage statement. Submit an update file that changes the piece weight from the original statement and creates a replacement postage statement with the new piece weight. All transmissions are for the same Job ID and mailing group ID.

Scenario FC5: Submit a Mail.dat file that meets full-service criteria.

Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in the file. Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information
- PS Form 3600 – Postage Statement – First-Class Mail
- Version Summary Report
- Reconciliation Report

- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Conditional: If the mailer entry point is locale key of the parent SCF of the DMU then the Entry Point - Actual/Delivery - Locale Key (locale key of the parent SCF of the DMU)

Scenario FC6: Submit a Mail.dat file that contains mixed mailings.

Mailings with full-service mailpieces combined with basic automation service mailpieces and/or POSTNET mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information
- PS Form 3600 – Postage Statement – First-Class Mail
- Version Summary Report
- Reconciliation Report
- Identify each piece as full-service, basic automation or POSTNET
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Conditional: If the mailer entry point is locale key of the parent SCF of the DMU then the Entry Point - Actual/Delivery - Locale Key (locale key of the parent SCF of the DMU)

Entry Point - Actual/Delivery –Locale Key (locale key of the parent SCF of the DMU when outside 3-digit)

Scenario FC7: Submit a Mail.dat file with mailings that have repositionable notes.

Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information
- PS Form 3600 – Postage Statement – First-Class Mail – includes pieces at the repositionable notes price
- Version Summary Report
- Reconciliation Report

Scenario FC8: Submit a Mail.dat file that contains First-Class Mail co-mailings.

Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement: PS Form 3600 – Postage Statement – First-Class Mail with multiple child statements
- Version Summary Report
- Reconciliation Report

Scenario FC9: Submit a Mail.dat file that contains First-Class Mail co-palletization.

Trayed Letters – this scenario has mail presented and co-palletized at one post office

Submit one or more Mail.dat file(s) representing the original documentation and postage statement(s). [Do not use permit imprint accounts linked to the Centralized Account Processing System (CAPS).] Send the job number(s) to the Help Desk using the File Testing Scenario Worksheet. This file(s) will generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 – Postage Statement – First-Class Mail
- Version Summary Report
- Reconciliation Report

The postage statement(s) will be finalized by the TEM team. The Mailer will then send in the Mail.dat file for the co-palletized mailing. This file will generate the following document:

- Original Container Information (OCI) Report

Standard Mail Test Scenarios

For eDoc we recommend a total of four scenarios: S1A or S1B; S2A or S2B; S3; and S4A or S4B. If you are testing for full-service we recommend a total of five S1A or S1B; S2A or S2B; S3; S4A or S4; and S5.

Scenario S1A and B: Submit a Mail.dat file

Scenario S1A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (.csm Container status is 'blank' for an original file).
- Version Summary Report

Then submit a 'ready to pay' Mail.dat file that contains the information necessary to generate the following documents:

- PS Form 3602 – Postage Statement – Standard Mail (.csm Container status is 'R' for ready-to-pay)
- Register (applicable for plant-verified drop shipment mailings)
- Reconciliation Report

Or

Scenario S1B: Submit an 'original ready-to-pay' Mail.dat file (.csm Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3602 – Postage Statement – Standard Mail
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenarios S2A and B: Submit a Mail.dat file with more than one postage statement.

Conditional: If the Mailer intends to send to the Production more than one postage statement

(statements on more than one day) for a mailing (job), this scenario must be completed. If every mailing (job) produced by the Mailer will have only one postage statement then this scenario is not required. Include the reason for not completing this scenario in the File Testing Scenario Worksheet e-mailed to the Help Desk.

S2A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (.csm Container status is 'blank' for an original file)
- Version Summary Report

Then submit a 'ready-to-pay' Mail.dat file that contains the information necessary to generate multiple (at least two) postage statements (.csm Container status is 'ready-to-pay') and the following documents:

- PS Form 3602 – Postage statement – Standard Mail – Multiple postage statements (at least two statements with different mailing dates)
- Register (applicable for plant-verified drop shipment mailings)
- Reconciliation Report

Or

S2B: Submit an 'original ready to pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3602 – Postage Statement – Standard Mail – Multiple postage statements (at least two; with different mailing dates)
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario S3: Cancel a Postage Statement.

The Mailer must be able to Cancel a Postage Statement. Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario S1/S2 or cancel one of the postage statements from Scenario S1/S2 through the *PostalOne!* Graphic User Interface.

Scenario S4A and B: Change a piece weight.

Conditional: If the Mailer only produces postage affixed (metered or precanceled stamp) mailings, this scenario is not required. Include the reason for not completing FC4 in the File Testing Scenario Worksheet that is e-mailed to the Help Desk.

S4A:

If the Mailer's software is not capable of changing piece weights, submit an 'original' Mail.dat file; then a 'ready to pay' Mail.dat file (Mailer may submit a 'ready to pay' file in first transmission) that generates a postage statement. Cancel the postage statement. Submit the same file as a new 'original' Mail.dat file with a new job number and a changed piece weight; then a 'ready to pay' Mail.dat file (Mailer may submit a 'ready to pay' file in first transmission) that generates a postage statement. Supply both job numbers in the File Testing Scenario Worksheet that is e-mailed to the Help Desk.

Or

S4B: Submit an 'original' Mail.dat file; then a 'ready to pay' Mail.dat file (Mailer may submit a 'ready to pay' file in first transmission) that generates a postage statement. Cancel the postage statement. Submit an update file that changes the piece weight from the original statement and creates a replacement postage statement with the new piece weight. All transmissions are for the same Job ID and mailing group ID.

Scenario S5: Submit a Mail.dat file that meets full-service criteria.

Include nonautomation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in the file. Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information
- PS Form 3602 – Postage Statement – Standard Mail
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario S6: Submit a Mail.dat file that contains mixed mailings.

Mailings with full-service mailpieces combined with basic automation service mailpieces and/or POSTNET mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information
- PS Form 3602 – Postage Statement – Standard Mail
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Identify each piece as full-service, basic automation or POSTNET
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario S7: Submit a Mail.dat file with mailings that have repositionable notes.

Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information
- PS Form 3602 – Postage Statement – Standard Mail – includes the price for repositionable notes
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario S8: Submit a Mail.dat file that contains standard mail with co-mailings.

Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement: PS Form 3602 – Postage Statement – Standard Mail with multiple child statements
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario S9: Submit a Mail.dat file that contains standard mail with co-palletization.

This scenario has mail presented and co-palletized at one post office

Trayed Letters

Submit one or more Mail.dat file(s) representing the original documentation and postage statement(s). [Do not use permit imprint accounts linked to Centralized Account Processing System (CAPS).] Send the job number(s) to the Help Desk using the File Testing Scenario Worksheet. This file(s) will generate the following documents:

- Qualification Report including Container Information
- PS Form 3600 – Postage Statement – First-Class Mail
- Version Summary Report
- Reconciliation Report

The postage statement(s) will be finalized by the TEM team. The Mailer will then send in the Mail.dat file for the co-palletized mailing. This file will generate the following document:

- Original Container Information (OCI) Report

Scenario S10: Submit FSS compliant Mail.dat mailings

Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container (Pallets with Bundles) Information and bundle information – 5 digit FSS Scheme Bundles. Each bundle must be identified with a "SCH 5-DIGIT FSS" optional endorsement line, including the correct ZIP code listed in L006, Column B
- PS Form 3602 – Postage Statement – Standard Mail
- Version Summary Report
- Reconciliation Report

Scenario S11: Submit FSS compliant Mail.dat mailings

Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container (Palletized Sacks) Information and bundle information – 5 digit FSS Scheme Bundles. Each bundle must be identified with a "SCH 5-DIGIT FSS" optional endorsement line, including the correct ZIP code listed in L006, Column B.
FSS Sort plan, required, permitted only for 5-digit FSS scheme bundles prepared for a single FSS sort plan as shown in L006

OR

- FSS facility sort, required, permitted only for 5-digit FSS scheme bundles prepared for the FSS sort plans processed within the same facility as shown in L006.
- PS Form 3602 – Postage Statement – Standard Mail
- Version Summary Report

- Reconciliation Report

Bound Printed Matter Test Scenarios

For eDoc we recommend a total of four B1A or B1B, B2A or B2B, B3 and B4A or B4B. If you are testing for full-service, we recommend a total of five scenarios: B1A or B1B, B2A or B2B, B3, B4A or B4B and B5.

Scenario B1A or B1B: Submit a Mail.dat file

Scenario B1A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (.csm Container status is 'blank' for an original file)
- Version Summary Report

Then submit a 'ready-to-pay' Mail.dat file that contains the information necessary to generate the following documents:

- PS Form 3605 – Postage Statement – Package Services (.csm Container status is 'R' for ready-to-pay')
- Register (applicable for plant-verified drop shipment mailings)
- Reconciliation Report

Or

Scenario B1B: Submit an 'original ready-to-pay' Mail.dat file (.csm Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3605 – Postage Statement – Package Services
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario B2A: Submit a Mail.dat file with more than one postage statement

Conditional: Outside the TEM environment, if the Mailer produces more than one postage statement (statements on more than one day) for a mailing (job), this scenario must be completed. If every mailing (job) produced by the Mailer will have only one postage statement then this scenario is not required. Include the reason for not completing this scenario in the scenario e-mail to the Help Desk.

B2A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information (.csm Container status is 'blank' for an original file)
- Version Summary Report

Then submit a 'ready to pay' Mail.dat file that contains the information necessary to generate multiple (at least two) postage statements (CSM Container status is 'ready-to-pay') and the following documents:

- PS Form 3605 – Postage statement – Package Services – Multiple postage statements (at least two with different mailing dates)

- Register (applicable for plant-verified drop shipment mailings)
- Reconciliation Report

Or

B2B: Submit an 'original ready to pay' Mail.dat file (.csm Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3605 – Postage Statement – Package Services – Multiple postage statements (at least two with different mailing dates)
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario B3: Cancel a Postage Statement

The Mailer must be able to Cancel a Postage Statement. Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenarios B1/B2 or cancel one of the postage statements from Scenarios B1/B2 through the *PostalOne!* Graphic User Interface.

Scenario B4A and B: Change a piece weight.

B4A: If the Mailer's software is not capable of changing piece weights, submit an 'original' Mail.dat file; then a 'ready to pay' Mail.dat file (Mailer may submit a 'ready to pay' file in first transmission) that generates a postage statement. Cancel the postage statement. Submit the same file as a new 'original' Mail.dat file with a new job number and a changed piece weight; then a 'ready to pay' Mail.dat file (Mailer may submit a 'ready to pay' file in first transmission) that generates a postage statement. Supply both job numbers in the File Testing Scenario Worksheet that is e-mailed to the Help Desk.

OR

B4B: Submit an 'original' Mail.dat file; then a 'ready to pay' Mail.dat file (Mailer may submit a 'ready to pay' file in first transmission) that generates a postage statement. Cancel the postage statement. Submit an update file that changes the piece weight from the original statement and creates a replacement postage statement with the new piece weight. All transmissions are for the same Job ID and mailing group ID.

Scenario B5: Submit a Mail.dat file that meets full-service criteria.

Bound Printed Matter Flats only. Include nonpresorted and/or nonbarcoded piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information
- PS Form 3605 – Postage Statement – Package Services
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario B6: Submit a mailing with mixed mail.

Mailings with full-service mailpieces combined with basic automation service mailpieces and/or POSTNET in the automation portion. Include nonpresorted and/or nonbarcoded piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information
- PS Form 3605 – Postage Statement – Package Services
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report
- Identify each piece as full-service, basic automation or POSTNET
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario B7: Submit a mailing with co-mail.

Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Master Statement: PS Form 3605 – Postage Statement – Package Services with multiple child statements
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario B8: Submit a mailing with co-palletization.

Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- PS Form 3605 – Postage Statement – Package Services
- Register (applicable for plant-verified drop shipment mailings)
- Version Summary Report
- Reconciliation Report

Scenario B9: Submit FSS compliant Mail.dat mailings

Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information and bundle information – 5 digit FSS Scheme Bundles. Each bundle must be identified with a "SCH 5-DIGIT FSS" optional endorsement line, including the correct ZIP code listed in L006, Column B, in accordance with DMM Exhibit 708.7.1.1.
- PS Form 3605 – Postage Statement – BPM
- Version Summary Report
- Reconciliation Report

Periodicals Test Scenarios

For eDoc we recommend a total two scenarios: P1 and P2. If you are testing for full-service, we recommend a total of three scenarios: P1, P2 and P3.

Periodicals may include supplements, firm bundles, non-incidentals and incidentals enclosures, ride-alongs, repositionable notes, pending Periodicals, In-County and Outside County. It is important to test the items that your mailers use. However, these items once tested for one publication need not be tested for another publication.

Scenario P1: Submit a Mail.dat file.

The Mailer must be able to submit an 'original' Mail.dat file that contains the necessary information to generate the following documents:

- Qualification Report including Container Information
- Outside County Container and Bundle Report (will not be produced for In-County mail)
- Follow this with a 'ready to pay' scenario P2 listed below.

Scenario P2: Submit a 'ready to pay' Mail.dat file

The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P3: Submit a Mail.dat file that meets full-service criteria

If there is a Customer Supplier Agreement, include applicable information in file. The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains an IMR (Intelligent Mail Range Record) file or PDR (Piece Detail Record) file and other necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables.
- Ad Percentage Worksheet
- Edition Weight Worksheet
- Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- Nesting information at the piece level, tray level and container level
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario P4: Submit a mailing with the basic automation option or POSTNET

The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P5: Submit a mailing that has pending periodicals with standard mail prices.

The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will show the postage due while pending at the Standard Mail prices.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)
- Pending Periodicals cannot be CPP so cannot have a Payment Request

Scenario P6: Submit a mailing that has periodicals with incidental enclosures.

The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will show the postage due for the main book including the incidental enclosure.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P7: Submit a mailing that has periodicals with non-incidental enclosures.

The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables.
- Postage statements PS Form 3600 for First-Class Mail Enclosures
- Postage statements PS Form 3602 for Standard Mail Enclosures
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P8: Submit a mailing that has periodicals with repositionable notes.

The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the repositionable notes.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P9: Submit a mailing that has periodicals with firm bundles.

The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the firm bundles.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P10: Submit a mailing that has periodicals supplements

The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the supplements.
- Ad Percentage Worksheet(s)

- Edition Weight Worksheet(s)

Scenario P11: Submit a mailing that has periodicals with ride-alongs.

The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

- Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the ride-alongs.
- Ad Percentage Worksheet(s)
- Edition Weight Worksheet(s)

Scenario P12: Submit a mailing that has periodicals with co-mail or co-palletization.

Periodicals co-mail or co-palletization may include pending Periodicals, Periodicals and include all the elements supplements, firm bundles, non-incidentals and incidentals enclosures, ride-alongs, repositionable notes, In-County and Outside County.

The scenario generates:

- Postage statements separated by the postage statement generation variables (including publication issue).
- Ad Percentage Worksheets for each publication issue
- Edition Weight Worksheets for each publication issue

Scenario P13: Submit FSS compliant Mail.dat mailings

Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Container Information and bundle information – 5 digit FSS Scheme Bundles. Each bundle must be identified with a "SCH 5-DIGIT FSS" optional endorsement line, including the correct ZIP code listed in L006, Column B, in accordance with DMM Exhibit 708.7.1.1. Provide some outside County Bundles.
- PS Form 3541 – Postage Statement – Periodicals
- Version Summary Report
- Reconciliation Report

MLOCR (Two-Pass) – First-Class Mail Test Scenarios

For mailers producing mail from an MLOCR or a BCS; both One-Pass and Two-Pass operations, at a minimum complete MFC1 and MFC2. If you are testing for full-service complete MFC1, MFC2, MFC3 and MFC4.

Scenario MFC1: Submit a Mail.dat file.

For Multi-Line Optical Character Reader (MLOCR) letter and/or Flat mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- Qualification Report and Container Information
- PS Form 3600 – Postage Statement – First-Class Mail

For mailers that generate mailings (outside the TEM environment) with one postage payment method (only metered mail, only permit imprint mail, only pre-canceled stamp mail) and payment is made from one account; one postage statement will be created.

OR

For mailers generating mailings (outside the TEM environment) with multiple postage payment methods (permit imprint and/or metered and/or pre-canceled stamps) and/or payment is made from multiple accounts; a Master Statement with multiple child statements will be created.

- Customer Mail Report
- Summary ZIP Destination Report
- Reconciliation Report
- Postage Statement Summary Report

Scenario MFC2: Cancel a Statement.

The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and a single postage statement or a Master Postage Statement, and the reports specified in Scenario MFC1. The Mailer must be able to Cancel the Postage Statement.

Tip: Submit a Mail.dat file that cancels the single postage statement or the Master Statement. A second possibility is to use one of the postage statements from Scenario MFC1 and cancel the statement through the *PostalOne!* Graphic User Interface.

Scenario MFC3: Submit a Mail.dat file that meets full-service criteria.

For letter mail only, include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in the file.

Submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to 'P'. This file contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Reconciliation Report
- PS Form 3600 – Postage Statement – First-Class Mail – estimated statements

Then submit an updated Mail.dat file that will include new .csm records for sibling physical trays, logical containers, and physical containers. Set the .csm Container Status to 'R' for the existing logical tray records. The logical trays will be updated with the new Parent Container Reference ID in the .csm. This Mail.dat will generate the following documents:

- PS Form 3600 – Postage Statement – First-Class Mail

For mailers who generate mailings (outside the TEM environment) with one postage payment method (only metered mail, only permit imprint mail, only precanceled stamp mail) and payment is made from one account; one postage statement will be created.

OR

For mailers who are or will be generating mailings (outside the TEM environment) with multiple postage payment methods (permit imprint and/or metered and/or precanceled stamps) and/or payment is made from multiple accounts; a Master Statement with multiple child statements will be created. At a minimum generate the following for each payment method used by the Mailer:

- permit imprint (at least two child statements for different Mail Owners using different accounts)
- meter stamps (only one child statement allowed)
- precanceled stamps (at least two child statements for different Mail Owners using different accounts)
- Customer Mail Report will display the customers in the mailing (See 3.8 in The Guide To Intelligent Mail For Letters and Flats)
- Summary ZIP Destination Report
- Postage Statement Summary Report
- Piece level information in a PDR (Piece Detail Record) file

- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MFC4: Submit a full-service mailing containing mixed mailings

Mailings with full-service mailpieces combined with basic automation service mailpieces and/or POSTNET mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file.

Submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to 'P'. This file contains the information necessary to generate the following documents:

- Qualification Report including Container Information
- Reconciliation Report
- PS Form 3600 – Postage Statement – First-Class Mail – estimated statements

Then submit an updated Mail.dat file that will include new .csm records for sibling physical trays, logical containers, and physical containers. Set the .csm Container Status to 'R' for the existing logical tray records. The logical trays will be updated with the new Parent Container Reference ID in the .csm. This Mail.dat will generate the following documents:

- PS Form 3600 – Postage Statement – First-Class Mail

For mailers who generate mailings (outside the TEM environment) with one postage payment method (only metered mail, only permit imprint mail, only precanceled stamp mail) and payment is made from one account; one postage statement will be created

OR

For mailers who are or will be generating mailings (outside the TEM environment) with multiple postage payment methods (permit imprint and/or metered and/or precanceled stamps [letters only]) and/or payment is made from multiple accounts; a Master Statement with multiple child statements will be created. At a minimum generate the following for each payment method used by the Mailer:

- permit imprint (at least two child statements for different Mail Owners using different accounts)
- meter stamps (only one child statement allowed)
- precanceled stamps (at least two child statements for different Mail Owners using different accounts)
- Customer Mail Report will display the customers in the mailing (See 3.8 in The Guide To Intelligent Mail For Letters and Flats)
- Summary ZIP Destination Report
- Postage Statement Summary Report
- Identify each piece as full-service, basic automation or POSTNET
- Piece level information in a PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

MLOCR (Two-Pass) – Standard Mail Test Scenarios

For mailers producing letter mail from an MLOCR or a BCS, we recommend two scenarios MSM1 and MSM2. If you are testing for full-service, we recommend also completing MSM1, MSM2 and MSM3 and MSM4.

Scenario MSM1: Submit a Mail.dat file.

For Multi-Line Optical Character Reader (MLOCR) letter mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- Qualification Report including Tray and Handling Unit and Container Information
- Reconciliation Report
- PS Form 3602 – Postage Statement – Standard Mail

For mailers who generate mailings (outside the TEM environment) with one postage payment method (only metered mail, only permit imprint mail, only precanceled stamp mail) and payment is made from one account; one postage statement will be created

OR

For mailers who are or will be generating mailings (outside the TEM environment) with multiple postage payment methods (permit imprint and/or metered and/or precanceled stamps) and/or payment is made from multiple accounts; a Master Statement with multiple child statements will be created. At a minimum generate the following for each payment method used by the Mailer:

- permit imprint (at least two child statements for different Mail Owners using different accounts)
- meter stamps (only one child statement allowed)
- precanceled stamps (at least two child statements for different Mail Owners using different accounts)
- Customer Mail Report will display the customers in the mailing (See 3.8 in The Guide To Intelligent Mail For Letters and Flats)
- Summary ZIP Destination Report
- Postage Statement Summary Report
- Piece level information in a PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MSM2: Cancel a Statement.

The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Master Postage Statement, and reports specified in Scenario M1. The Mailer must be able to Cancel a Postage Statement.

Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario MSM1 or cancel one of the postage statements from Scenario MSM1 through the *PostalOne!* Graphic User Interface.

Scenario MSM3: Submit a Mail.dat file that meets the full-service criteria.

Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- Qualification Report including Handling Unit and Container Information
- PS Form 3602 – Postage Statement – Standard Mail

For mailers who generate mailings (outside the TEM environment) with one postage payment method (only metered mail, only permit imprint mail, only precanceled stamp mail) and payment is made from one account; one postage statement will be created

OR

For mailers who are or will be generating mailings (outside the TEM environment) with multiple postage payment methods (permit imprint and/or metered and/or precanceled stamps) and/or payment is made from multiple accounts; a Master Statement with multiple child statements will be created. At a minimum generate the following for each payment method used by the Mailer:

- permit imprint (at least two child statements for different Mail Owners using different accounts)
- meter stamps (only one child statement allowed)
- precanceled stamps (at least two child statements for different Mail Owners using different accounts)
- Reconciliation Report
- Customer Mail Report will display the customers in the mailing (See 3.8 in The Guide To Intelligent Mail For Letters and Flats)
- Register (applicable for plant-verified drop shipment mailings)
- Summary ZIP Destination Report
- Postage Statement Summary Report
- Piece level information in a PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- Submit an update with handling unit and container data

Scenario MSM4: Submit a full-service mailing that contains mixed mailings.

Mailings with full-service mailpieces combined with basic automation service mailpieces and/or POSTNET mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following:

- Qualification Report including Handling Unit and Container Information
- PS Form 3602 – Postage Statement – Standard Mail

For mailers who generate mailings (outside the TEM environment) with one postage payment method (only metered mail, only permit imprint mail, only precanceled stamp mail) and payment is made from one account; one postage statement will be created

OR

For mailers who are or will be generating mailings (outside the TEM environment) with multiple postage payment methods (permit imprint and/or metered and/or precanceled stamps) and/or payment is made from multiple accounts; a Master Statement with multiple child statements will be created. At a minimum generate the following for each payment method used by the Mailer:

- permit imprint (at least two child statements for different Mail Owners using different accounts)
- meter stamps (only one child statement allowed)
- precanceled stamps (at least two child statements for different Mail Owners using different accounts)
- Reconciliation Report
- Customer Mail Report will display the customers in the mailing (See 3.8 in The Guide To Intelligent Mail For Letters and Flats)
- Register (applicable for plant-verified drop shipment mailings)
- Summary ZIP Destination Report
- Postage Statement Summary Report
- Identify each piece as full-service, basic automation or POSTNET (basic automation can include POSTNET pieces)
- Piece level information in a PDR (Piece Detail Record) file
- By/For information
- Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- Submit an update with handling unit and container data

MLOCR (One-Pass) – First-Class Mail Test Scenarios

Currently, scenarios for MLOCR (one-pass) – First-Class Mail do not exist. Refer to the combined mailing scenarios for First-Class Mail and continue to present your tray exception and tray difference reports in hard copy.

MLOCR (One-Pass) – Standard Mail Test Scenarios

Currently, scenarios for MLOCR (one-pass) – standard mail do not exist. Please refer to the combined mailing scenarios for standard mail and continue to present your tray exception and tray difference reports in hard copy.

Manifests - First-Class Mail Test Scenarios

Currently, scenarios for manifests - First-Class Mail does not exist. Refer to the combined mailing scenarios for First-Class Mail.

Manifests - Standard Mail Test Scenarios

Currently, scenarios for manifests –standard mail do not exist. Refer to the combined mailing scenarios for standard mail.

Appendix C: Mail.dat Electronic Documentation Authorization Results Sheet

The following result sheets should be filled after testing is completed and sent back to the Help Desk for validation that all test scenarios were successfully passed. You will receive the test results from the *PostalOne!* Help Desk.

** 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 E-mail Address ** | |
| Customer Registration ID | |
| Finance Number | |
| Mail.dat Version | <input type="checkbox"/> Mail.dat 9-1 <input type="checkbox"/> Mail.dat 11-1 <input type="checkbox"/> Mail.dat 11-2 |
| eDoc User ID | |
| Permit #, Type, and ZIP | |
| System Configuration (RAM, OS) | |
| Are you a software vendor? ** | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Vendor Software Name | |
| Vendor Software Version | |
| To produce USPS eDoc, does your software require add-ons or dependent on other (partner) software? | <input type="checkbox"/> Yes <input type="checkbox"/> 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? ** | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| COTS Software Name | |
| COTS Software Version | |
| Which Mail Classes Did You Test in TEM? | <input type="checkbox"/> First-Class Mail <input type="checkbox"/> Standard Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Periodicals <input type="checkbox"/> MLOCR (Two Pass) – First-Class Mail <input type="checkbox"/> MLOCR (Two Pass) - Standard <p>* You <u>Must</u> complete the 'Result Sheet' below for the above selected functionalities after testing is completed and send back to the Help Desk</p> |

Indicate the optional scenarios that were selected for testing in you Mail.dat survey form.

| Scenario | Mail Class | Job ID | Tested |
|--------------|-------------------------|----------|--------------------------|
| FC1A or FC1B | <i>First-Class Mail</i> | A12S32S3 | <input type="checkbox"/> |
| FC2A or FC2B | <i>First-Class Mail</i> | | <input type="checkbox"/> |

| Scenario | Mail Class | Job ID | Tested |
|--------------|-------------------------|--------|--------------------------|
| FC3 | <i>First-Class Mail</i> | | <input type="checkbox"/> |
| FC4A or FC4B | <i>First-Class Mail</i> | | <input type="checkbox"/> |
| FC5 | <i>First-Class Mail</i> | | <input type="checkbox"/> |
| FC6 | <i>First-Class Mail</i> | | <input type="checkbox"/> |
| FC7 | <i>First-Class Mail</i> | | <input type="checkbox"/> |
| FC8 | <i>First-Class Mail</i> | | <input type="checkbox"/> |
| FC9 | <i>First-Class Mail</i> | | <input type="checkbox"/> |

| Scenario | Mail Class | Job ID | Tested |
|------------|----------------------|--------|--------------------------|
| S1A or S1B | <i>Standard Mail</i> | | <input type="checkbox"/> |
| S2A or S2B | <i>Standard Mail</i> | | <input type="checkbox"/> |
| S3 | <i>Standard Mail</i> | | <input type="checkbox"/> |
| S4A or S4B | <i>Standard Mail</i> | | <input type="checkbox"/> |
| S5 | <i>Standard Mail</i> | | <input type="checkbox"/> |
| S6 | <i>Standard Mail</i> | | <input type="checkbox"/> |
| S7 | <i>Standard Mail</i> | | <input type="checkbox"/> |
| S8 | <i>Standard Mail</i> | | <input type="checkbox"/> |
| S9 | <i>Standard Mail</i> | | <input type="checkbox"/> |
| S10 | | | |
| S11 | | | |

| Scenario | Mail Class | Job ID | Tested |
|------------|-----------------------------|--------|--------------------------|
| B1A or B1B | <i>Bound Printed Matter</i> | | <input type="checkbox"/> |
| B2A or B2b | <i>Bound Printed Matter</i> | | <input type="checkbox"/> |
| B3 | <i>Bound Printed Matter</i> | | <input type="checkbox"/> |
| B4A or B4B | <i>Bound Printed Matter</i> | | <input type="checkbox"/> |
| B5 | <i>Bound Printed Matter</i> | | <input type="checkbox"/> |
| B6 | <i>Bound Printed Matter</i> | | <input type="checkbox"/> |
| B7 | <i>Bound Printed Matter</i> | | <input type="checkbox"/> |
| B8 | <i>Bound Printed Matter</i> | | <input type="checkbox"/> |
| B9 | <i>Bound Printed Matter</i> | | <input type="checkbox"/> |

| Scenario | Mail Class | Job ID | Tested |
|----------|--------------------|--------|--------------------------|
| P1 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P2 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P3 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P4 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P5 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P6 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P7 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P8 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P9 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P10 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P11 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P12 | <i>Periodicals</i> | | <input type="checkbox"/> |
| P13 | <i>Periodicals</i> | | <input type="checkbox"/> |

| Scenario | Mail Class | Job ID | Tested |
|----------|------------------------------|--------|--------------------------|
| MFC1 | <i>MLOCR (Two Pass) - FC</i> | | <input type="checkbox"/> |
| MFC2 | <i>MLOCR (Two Pass) - FC</i> | | <input type="checkbox"/> |
| MFC3 | <i>MLOCR (Two Pass) - FC</i> | | <input type="checkbox"/> |
| MFC4 | <i>MLOCR (Two Pass) - FC</i> | | <input type="checkbox"/> |

| Scenario | Mail Class | Job ID | Tested |
|----------|------------|--------|--------|
|----------|------------|--------|--------|

| | | | |
|------|------------------------------|--|--------------------------|
| MSM1 | <i>MLOCR (Two Pass) - SM</i> | | <input type="checkbox"/> |
| MSM2 | <i>MLOCR (Two Pass) - SM</i> | | <input type="checkbox"/> |
| MSM3 | <i>MLOCR (Two Pass) - SM</i> | | <input type="checkbox"/> |
| MSM4 | <i>MLOCR (Two Pass) - SM</i> | | <input type="checkbox"/> |