



# **Business Customer Gateway (BCG)**

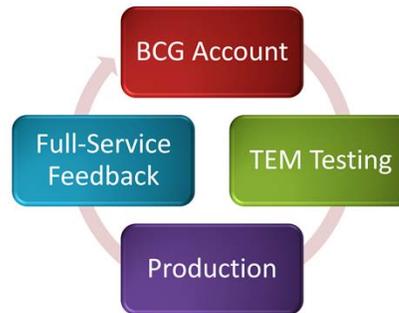
Lifecycle of a Full-Service Mailing  
within the BCG

November 26, 2013

Welcome to the Business Customer Gateway (BCG) training. Today we will look at the lifecycle of a Full-Service Mailing within the BCG.

## Agenda

- **Review of Full-Service requirements and terms**
- **Business Customer Gateway (BCG) Account**
  - Establishing an account
  - Assignment of Customer Registration ID (CRID)
  - Assignment of Mailer ID (MID)
  - Linking your permits
- **Test Environment for Mailers (TEM) to test eDoc**
  - Who requires TEM testing
  - How to submit Mail.dat and Mail.XML files through TEM
  - View status of mailings through the BCG
- **Submitting files to Production**
  - How to submit Mail.dat and Mail.XML files through Production
  - View status of mailings through BCG
- **Full-Service Feedback**
  - Quality of Full-Service mailing
  - Tracking data



Today we want to talk about how an important tool, called the Business Customer Gateway (BCG), helps to support mailers as they transition to Full-Service. First, we will talk briefly about the requirements of Full-Service and review some common terms and definitions associated with Full-Service and the BCG. Then we will talk about how a new user can register online to obtain a BCG account and receive a Customer Registration ID (CRID) and Mailer ID (MID). We will review how existing users can obtain additional MIDs, if needed. We will also discuss how to link your permits within BCG. Next we will talk about a test environment that's available to mailers to test their electronic documentation files prior to submitting them in production, in order to ensure accuracy. After viewing the status of the mailings through the BCG in TEM, we will talk about how to submit files in production. We will also review how to view the status of mailings in production. Finally, we will review how to access Full-Service feedback within the BCG.

## Full-Service Intelligent Mail

- The following categories are eligible for a per piece Full-Service discount
  - **First-Class Mail® postcards, letters and flats**
  - **Standard Mail® letters and flats**
  - **Periodicals letters and flats**
  - **Bound Printed Matter flats**
  - **Standard Mail Basic Carrier Route (CR) flats**
  - **Standard Mail High Density CR flats**
  - **Standard Mail High Density Plus CR flats**
  - **Periodicals CR flats**
- *Not Eligible (even with an IMb)*
  - **Standard Mail Saturation CR flats**
  - **Bound Printed Matter CR flats or DDU-entered flats**
  - **Business Reply Mail (BRM), QBRM, CRM or PRM**

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Mailers who receive automation prices can qualify for an additional per piece discount on their mail by doing Full-Service.

The following classes of mail are eligible for Full-Service:

- First-Class Mail cards, letters and flats
- Standard Mail letters and flats
- Periodicals letters and flats
- Bound Printed Matter flats
- Standard Mail Basic Carrier Route flats
- Standard Mail High-Density Carrier Route flats
- Standard Mail High Density Plus Carrier Route flats
- Periodicals Carrier Route flats (all levels)

The following are not eligible for Full-Service, even when the pieces are barcoded with an Intelligent Mail barcode:

- Standard Mail Saturation Carrier Route flats
- Bound Printed Matter Carrier Route flats or Destination Delivery Unit (DDU)-entered flats
- Business Reply Mail (BRM), Qualified Business Reply Mail (QBRM), Courtesy Reply Mail (CRM), or Permit Reply Mail (PRM)

Please note that although QBRM and PRM do not qualify for Full-Service, both are still required to have an Intelligent Mail barcode.

Common Terms and Definitions		
Term	Definition	Uses
Electronic Documentation (eDoc)	<ul style="list-style-type: none"> <li>Electronic mailing Information that replaces the use of hardcopy postage statements and supporting documentation (e.g. the qualification report) with electronic submission</li> </ul>	<ul style="list-style-type: none"> <li>eDoc is a requirement for Full-Service</li> </ul>
Customer Registration ID (CRID)	<ul style="list-style-type: none"> <li>A unique ID number issued by USPS to identify a customer's physical business <u>location</u> (address)</li> </ul>	<ul style="list-style-type: none"> <li>Used to identify Mail Owners and Mail Preparers within eDoc</li> <li>Used to determine to whom mailing information and reports should be distributed</li> </ul>
Mailer ID (MID)	<ul style="list-style-type: none"> <li>A six- or nine-digit number issued by USPS to a mail owner or mail service provider.</li> </ul>	<ul style="list-style-type: none"> <li>Used in IMb barcodes</li> <li>Also used to identify Mail Owners and Mail Preparers within eDoc</li> <li>Used to determine to whom mailing information and reports should be distributed</li> </ul>
Business Services	<ul style="list-style-type: none"> <li>Services that cover basic business functionality within the BCG</li> <li>Depending on your company's needs, different employees may need access to different services</li> <li>Access to services is regulated by the Business Service Administrator (BSA) of <u>each</u> service</li> </ul>	<ul style="list-style-type: none"> <li>Used to obtain access to certain functionality within the BCG</li> </ul>
Business Service Administrator (BSA)	<ul style="list-style-type: none"> <li>If you are the first user to request a service for your location, you will become the <b>Business Service Administrator (BSA) of that service</b>; you will be able to manage that service for any future users, controlling who can and cannot use it at your business location</li> </ul>	<ul style="list-style-type: none"> <li>Role used to grant or deny other users access to a business service/functionality within the BCG</li> </ul>

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Let's talk about some common terms and definitions that are used within Full-Service and the BCG. Full-Service terms include Electronic Documentation (eDoc), Customer Registration (CRID) and Mailer ID (MID). Business Services and Business Service Administrator are terms specific to the BCG.

As you remember, Electronic documentation (or eDoc) is Electronic mailing Information that replaces the use of hardcopy postage statements and supporting documentation (e.g. the qualification report) with electronic submission. eDoc is a requirement for Full-Service.

The Customer Registration (or CRID) is a unique ID number issued by USPS to identify a customer's physical business location (address). CRIDs are used to identify mail owners and mail preparers within eDoc and to determine to whom mailing information and reports should be distributed.

A Mailer ID (or MID) is a six- or nine-digit number issued by USPS to a mail owner or mail preparer. It is used in IMb barcodes, to identify mail owners and mail preparers within eDoc and also to determine to whom mailing information and reports should be distributed.

Business services are used to obtain access to basic functionality within the BCG. For example, a business service allows a mailer to monitor balances & fees, manage permit information for business locations and submit their mailing information and postage statements electronically using Mail.dat or Mail.XML. Another service may provide access to schedule a mailing appointment. Depending on your company's needs, different employees may need access to different services. Access to services is regulated by a role called the Business Service Administrator (BSA) who acts as the administrator of a service, granting permission or access to use a service.

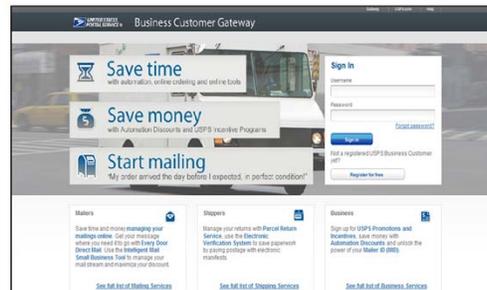
The Business Service Administrator (or BSA) is a role given to the first user to request a specific service for a business location. For example, let's say there are two employees in my company. I am the first user to log onto the BCG and request access to the service that allows me to request and manage Mailer IDs. This service is called the Mailer ID service. I will automatically become the Business Service Administrator (or BSA) for that Mailer ID service for my business location. When the second employee

logs onto the BCG and requests the Mailer ID service, as the BSA of that service, I would now grant or deny access to that specific service to the other employee in my company. The BSA role manages that service for any future uses, controlling who can and cannot use the service at their business location.

## What is the Business Customer Gateway (BCG)?

The Business Customer Gateway provides a single entry point for Postal Service® online business services.

- Users can access multiple services essential to full-service to monitor balances and fees for ease of mailing, to submit mailing information and postage statements electronically using Mail.dat or Mail.XML and receive Full-Service Reports
- Access to multiple services is provided through a single user name and password.



The Business Customer Gateway provides a single entry point for Postal Service® online business services. Users can access multiple services essential to full-service to monitor balances and fees for ease of mailing, to submit mailing information and postage statements electronically using Mail.dat or Mail.XML and receive Full-Service Reports. Access to multiple services is provided through a single user name and password.

## New User: 1) Register

<https://gateway.usps.com>

UNITED STATES POSTAL SERVICE® Business Customer Gateway

**Save time**  
with automation, online ordering and online tools

**Save money**  
with Automation Discounts and USPS Incentive Programs

**Start mailing**  
"My order arrived the day before I expected, in perfect condition!"

**Sign In**

Username  
Password  
[Forgot password?](#)

Sign In

Not a registered USPS Business Customer

[Register for free](#)

**Mailers**  
Save time and money managing your mailings online. Get your message where you need it to go with Every Door Direct Mail. Use the Intelligent Mail Small Business Tool to manage your mail stream and maximize your discount.  
[See full list of Mailing Services](#)

**Shippers**  
Manage your returns with Parcel Return Service, use the Electronic Verification System to save paperwork by paying postage with electronic manifests.  
[See full list of Shipping Services](#)

**Business**  
Sign up for USPS Promotions, Incentives, save money with Automation Discounts and use the power of your Mailer ID (MID).  
[See full list of Business Services](#)

A new user clicks on "Register for free"

BCG Account

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The following slides will illustrate how to register for a new account, navigate to the Business Customer Gateway by typing in [gateway.usps.com](https://gateway.usps.com). Click on "Register for Free" on the BCG home page.

## New User: 2) Complete Registration Form

The screenshot shows the 'Create a username & password' and 'Next, we need your name and contact info' sections of the BCG Account registration form. The form is divided into two main parts. The first part, 'Create a username & password', includes fields for 'Think a Username', 'Think a Password', and 'Think Two Security Questions'. The second part, 'Next, we need your name and contact info', includes fields for 'Enter Your Name', 'Enter Your Company Identifier (CRID)', 'Enter Your Phone Number', 'Enter Your Address', and 'Enter Your Email Address'. A 'Create Account' button is visible at the bottom right of the form.

To establish a new account, create a user name, password and two security questions

Enter name, business information, phone number and email address

After reviewing the Privacy Policy, click on "Create Account" and a confirmation email will be sent to the email address you provided

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To establish a new account, create a user name, password and two security questions. Enter your name, company name and address, phone number and email address. This information will be used to create a CRID for you upon completion of registration.

After reviewing the Privacy Policy, click on "Create Account" and a confirmation email will be sent to the email address you provided.

## New User: 3) Terms and Conditions

Business services are used to obtain access to basic functionality within the BCG. The first user at a business location to request a particular service will become the Business Service Administrator (BSA) for that application or service.

The screenshot shows the 'Welcome to the Business Customer Gateway' page. It includes a progress bar at the top with 'Register Your Account', 'Getting Started', and 'You're signed up!'. The main content area has a heading 'Welcome to the Business Customer Gateway' and a sub-heading 'You've successfully registered your business account, and you are almost ready to use the Business Customer Gateway. We've got you signed up as:'. Below this, there is a section for 'Your Business Location' with details: BCGEST1234, 475 LENFANT PLZ SW, WASHINGTON, DC 20260-0004, UNITED STATES, and CRID ID: 94545290. A section titled 'You will be given permission to use several USPS Business Services allowing you to do things like:' lists various services such as 'Prepare, track and monitor your mailings', 'Manage Mailer IDs and Permits', 'Simplify Full Service Mailing and Customer Returns', 'Target Areas with Direct Mail', 'Send and Manage Large Shipments', 'Order Mailing and Shipping Labels', 'Enroll for Shipping Services', 'Generate Mail and Transaction History reports', and 'Stay On Top of USPS Promotions and Incentive Programs'. A 'Terms and Conditions' section follows, stating: 'If you are requesting a service for your location, you will become the Business Service Administrator (BSA) for that service; you will be able to manage that service for any future users, controlling who can and cannot use it at your business location.' A checkbox is checked, and the text reads: 'I have read and agree to the [terms and conditions](#) of the Business Customer Gateway.' A 'Continue' button is highlighted with a red box. Three callout boxes provide additional context: one on the left explains business service capabilities, one on the right explains the terms and conditions link, and one at the bottom right explains the 'Continue' button.

A business service allows a mailer to monitor balances & fees, manage permit information for business locations, submit their mailing information and postage statements electronically or provide access to schedule a mailing appointment.

All users must agree to the terms and conditions, which can be viewed and printed from the link shown here

Clicking Continue takes the new user to a confirmation page

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Upon successful registration, a user will be eligible to take advantage of the services offered within the BCG. Remember, business services are used to obtain access to basic functionality within the BCG. Business services pertinent to full-service allow a mailer to monitor balances & fees, manage permit information for business locations, submit their mailing information and postage statements electronically or provide access to schedule a mailing appointment. Remember that the first user at a business location to request a particular service will become the Business Service Administrator (BSA) for that application or service. The BSA manages that service for any future users, controlling who can and cannot use it at a business location.

All users must agree to the terms and conditions, which can be viewed (and printed, if desired) from the link underlined in blue. Clicking "Continue" takes the new user to a confirmation page.

## Confirmation Page: CRIDs and MIDs

The screenshot shows the USPS Business Customer Gateway confirmation page. At the top, it says "Business Customer Gateway" and "You're signed up!". A progress bar shows "Getting Started" and "You're signed up!". A green checkmark icon indicates "Congratulations, your account is set up with business services." Below this, a message states: "You now have access to the services that cover basic business functionality. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service."

Two callout boxes provide context:
 

- Left callout: "When a new business account is created, a CRID is automatically assigned"
- Right callout: "During registration, new business locations will automatically be assigned a 9-digit Mailer"

Key information is highlighted with red boxes:
 

- Your Business Location:** BCGTEST1234, 475 LENFANT PLZ SW, WASHINGTON, DC 20260-0004, UNITED STATES. Below this is the **CRID ? : 94545290** and an "ADD A LOCATION" button.
- We have automatically assigned you a Mailer ID (MID): 900004055 ?**
- A question: **Is this location a Mail Service Provider (MSP)? ?** with a "Yes" checkbox.
- A "Continue" button at the bottom.

The footer of the page shows "BCG Account" on the left and the number "9" on the right.

We will talk about the confirmation page in the next two slides. In the top half of the confirmation page, you can see a CRID and a 9-digit MID have been assigned to the new account. Remember that a CRID is a unique ID number issued by USPS to identify a customer's physical business location (address). When you entered your company name and address during the registration process, this was used to create the CRID. A MID is a six- or nine-digit number issued by USPS to a mail owner or mail service provider. You can see it has also been automatically assigned during the registration process.

Now let's talk about the information contained in the bottom half of the confirmation page.

## New User: 4) Confirmation Page

New business users will be eligible to use popular business applications or “services” pertinent to Full-Service as well to as access other services.

The Mailer ID service allows mailers to request and manage MIDs.

The Manage Mailing Activity service provides access to important Full-Service capabilities to:

- Manage permit information
- Monitor balances and fees for ease of mailing
- Submit mailing information and postage statements electronically using Mail.dat, Mail.XML
- Provide immediate access to detailed mailing reports, including pending postage statements, mail quality, electronic mail improvement

The screenshot shows a confirmation page for a new user. The page is titled "You're signed up!" and "Congratulations, your account is set up with business services." It lists business location details and assigned services. A red box highlights the "Manage Mailing Activity" service. A "Continue" button is visible at the bottom.

Clicking **Continue** completes the process and takes the new user to the home page

Toward the bottom of the confirmation page you will see the list of services for which the new user is eligible. New business users will be eligible to use popular business applications or “services” pertinent to Full-Service as well as access other services. Two services pertinent to Full-Service capabilities are the Mailer ID service and the Manage Mailing Activity service. The Mailer ID service allows you to request and manage Mailer IDs. In the next slide, we will talk briefly about how and why existing users may want to obtain multiple MIDs.

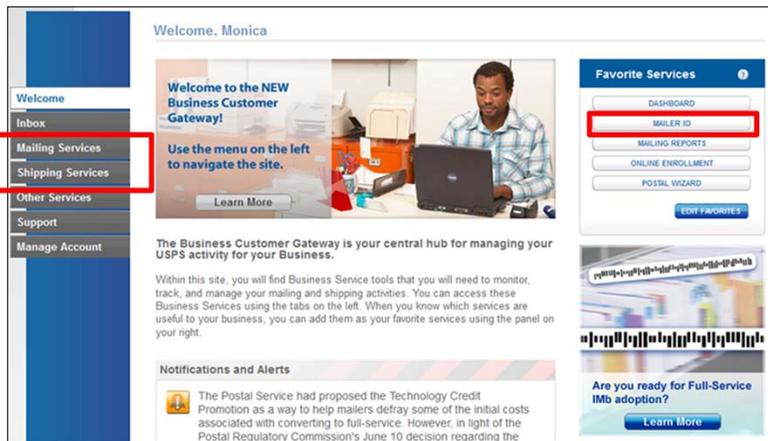
The Manage Mailing Activity service provides access to important Full-Service capabilities to:

- Manage permit information for business locations
- Monitor balances and fees for ease of mailing
- Submit mailing information and postage statements electronically using Mail.dat, Mail.XML
- Provide immediate access to detailed mailing reports, including pending postage statements, mail quality, electronic mail improvement,

In a few moments, we will talk more about an essential step of managing

permit information within the BCG. Click continue to complete the registration process and access the BCG home page.

## As an Existing Customer, how do I obtain an additional MID?



- Customers can obtain additional MIDs through the BCG “Mailer ID” portal, which can be accessed one of three ways:
  - Mailing Services menu
  - Shipping Services menu
  - Click on the “Mailer ID” button within the Favorite Services panel

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Now that we have reviewed how a new account obtains a CRID and MID let's look at how any existing customer can also obtain additional MIDs. For physical mailpiece barcodes, some customers will require more than one Mailer ID to maintain barcode uniqueness. For example, a Mail Owner may obtain 2 MIDs which will be used by 2 different Mail Preparers for multiple mailings. Two different and distinct MIDs are used to uniquely identify each vendor.

For this reason, existing customers may want to obtain one or more MIDs in addition to the MID that was automatically assigned.

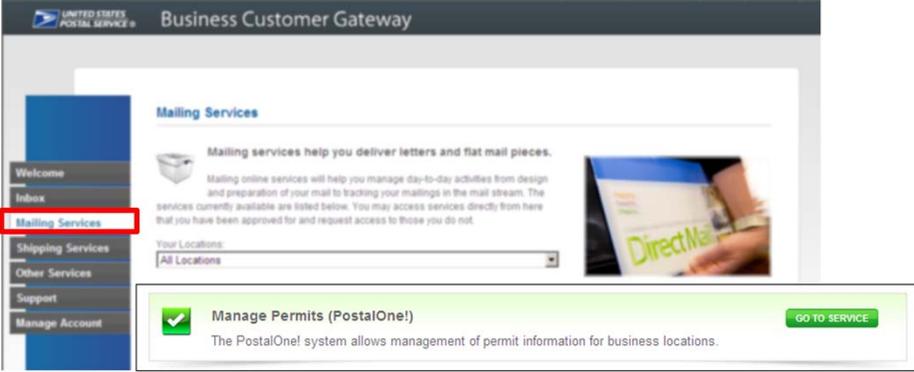
Let's look at how we might do this within the Welcome page on the BCG. Business Services are located under either Mailing, Shipping or Other Services on the left sidebar navigation. For our purposes, we will focus on the Mailing and Shipping services options. Mailing services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. Shipping services allow customers to enroll and manage the various package product lines the USPS has to offer.

Existing Mailers may obtain additional MIDs through the BCG Mailer ID portal which can be accessed by clicking on the Mailing Services or Shipping Services menus on the left side of the screen or by clicking the Mailer ID option under the Favorites panel.

To obtain an additional MID, customers login to the BCG and access the Mailer ID portal via the Mailing Services menu, Shipping Services menu, or the Favorites panel on the right hand side of the screen.

Now let's look at how we can link permits within the BCG.

## Linking Your Permits



The screenshot shows the USPS Business Customer Gateway (BCG) interface. The left navigation menu includes links for Welcome, Inbox, Mailing Services (highlighted with a red box), Shipping Services, Other Services, Support, and Manage Account. The main content area is titled 'Mailing Services' and contains a description of mailing services, a 'Your Locations' dropdown menu set to 'All Locations', and a 'Manage Permits (PostalOne!)' section. The 'Manage Permits' section includes a green checkmark icon, the text 'The PostalOne! system allows management of permit information for business locations.', and a green 'GO TO SERVICE' button.

- Before you can view any of your mailing information, you must establish a link between your new BCG account and your mailing permit, if you have one. There are two ways to establish this link:
  - Contact the Help Desk for assistance
  - Utilize the BCG:
    - Click Mailing Service
    - Go to the “Manage Permits” service

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Now that we have registered and created a new user account let's talk about how we link our permit information in the BCG. Before you can view any of your mailing information, you must establish a link between your new **BCG account** and your **mailing permit**, if you have one. There are two ways to establish this link. If you are a new USPS customer and do not have any historical payment transactions, you should contact the Help Desk for assistance. If you are an existing USPS customer with historical payment transactions, you may utilize the BCG by going to “Mailing Service” at the BCG Welcome page and then under the “Manage Permits” section, click on “Go To Service.”

## Linking Your Permits

**Manage Mailing Activity**

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits
- > IMsb Tool

### Associated Business Locations

The Manage Permits service allows you to view and/or manage permit data for your authorized PostalOne! locations.

Name	CRID	Address	City	State/Province	ZIP/Postal Code	Country
HardinTest1	9241801	475 LENFANT PLZ SW RM 3546	WASHINGTON	DC	20260-0004	UNITED STATES

Permit Profile
Associated Business Locations
Permit Validation
Contact Information
Manage Additional Info

#### Permit Search Form

All the permits linked to the selected business location are displayed below the search form. Use the below search to find the specific permits within the displayed result set.

Permit No:	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Permit Type:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Permit City:	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
State:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Permit ZIP:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

All Permits Linked to the selected Business Location  
Use the checkboxes below if you wish to extend or retract the viewing of permit account balance and fee information to any mailing agent presenting mail on your behalf. Please confirm your selections using the Update View Status button.

Extend Balance and Fees	Permit No	Permit Type	PO of Mailing	Owner Name	Address	Permit Status	Finance No
No Permits are currently available.							

- Click your business location link
    - Any linked permits will display in "Permit Profile" tab
    - Click the "Permit Validation" tab
- NOTE: only the Business Service Administrator can access this tab

Click your business location link. Any linked permits will display in "Permit Profile" tab. Click the "Permit Validation" tab. NOTE that only the Business Service Administrator (BSA) for the "Manager Permits" service can access this tab.

## Linking Your Permits

[Permit Profile](#) | [Associated Business Locations](#) | [Permit Validation](#) | [Contact Information](#) | [Manage Additional Info](#)

### Permit Validation

You may validate your access to permit accounts currently in the system. Please enter the exact Account Number, Account Type, Post Office of Mailing ZIP Code, and the exact dollar value of one of last 10 transactions performed on that account. After successful authentication the permit account will be linked to your currently selected business location and will be visible on the Permit Profile tab.

[Click here](#) to see additional information on permit validation rules.

\*Required

*Account (permit/publication) Number:	<input type="text" value="1"/>
*Account Type:	<input type="text" value="PI-Permit Imprint"/>
*Post Office of Mailing ZIP Code:	<input type="text" value="20260"/>
*Amount of one of last 10 transactions on this account:	<input type="text" value="120.13"/>
<input type="button" value="Validate"/>	

- Enter the Permit Type, Permit Number, and Permit ZIP of Post Office where the mailing permit is held
- Enter one of the last 10 transaction amounts for your permit and click "Validate"
- Once validated, the permit will appear on the "Permit Profile" tab. You will now be able to view all applicable mailing activity for this permit
- If you don't know your transaction amount or have not yet mailed with this permit, contact the *PostalOne!* Help Desk for permit linkage assistance

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Enter the Permit Type, Permit Number, and Permit ZIP of Post Office where the mailing permit is held. Enter one of the last 10 transaction amounts for your permit and click "Validate". Once validated, the permit will appear on the "Permit Profile" tab. You will now be able to view all applicable mailing activity for this permit. If you don't know your transaction amount or have not yet mailed with this permit, contact the *PostalOne!* Help Desk for permit linkage assistance

## What is TEM and who is required to use it?

- The Test Environment for mailers (TEM) is designed to simulate your live mailing environment so that the user experience in TEM is reflective of production functionality
- Mailers can submit their electronic mailing information generated from their presort software to the Postal Service and view the resulting electronic mailing postage statements and qualification reports extracted from their electronic submissions

Type of Mailer	Required to use TEM?
Mail Owners and Mail Service Providers <u>using vendor approved software</u> that has been validated for eDoc and Full-Service with the Postal Service	No
Mail Owners and Mail Service Providers <u>not using vendor approved software</u> that has been validated for eDoc and Full-Service with the Postal Service	Yes

The Test Environment for mailers (TEM) is designed to simulate your live mailing environment so that the user experience in TEM is reflective of production functionality. Mailers can submit their electronic mailing information generated from their presort software to the Postal Service and view the resulting electronic mailing postage statements and qualification reports extracted from their electronic submission. Mail Owners and Mail Service Providers using vendor approved software that has been validated for eDoc and Full-Service with the Postal Service are not required to test in TEM. Mail Owners and Mail Service Providers not using vendor approved software that has been validated for eDoc and Full-Service with the Postal Service are required to test in TEM.

## eDoc Requirement and TEM

eDoc is electronic mailing Information that replaces the use of hardcopy postage statements and supporting documentation (e.g. the qualification report) with electronic submission

- The options for submitting electronic documentation are:

eDoc Method	Requirement	Required to use TEM?
Mail.dat or Mail.XML	Required for mailings of 10,000 pieces or more	Yes
Postal Wizard	For mailings of less than 10,000 identical-weight pieces	No
Intelligent Mail for Small Business (IMsb) Tool	For mailers who mail less than 10,000 pieces per mailing and less than 250,000 pieces annually	No

Full-Service Requirements

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You remember that eDoc is electronic mailing Information that replaces the use of hardcopy postage statements and supporting documentation (e.g. the qualification report) with electronic submission.

There are four methods which mailers may use to submit their mailing information electronically to USPS:

- Mail.dat or Mail.XML may be used for mailings of 10,000 pieces or more
- Postal Wizard may be used for mailings of less than 10,000 identical-weight pieces
- Intelligent Mail for Small Business (IMsb) Tool may be used for mailers who mail less than 10,000 pieces per mailing and less than 250,000 pieces annually

Mail.dat and Mail.XML do require TEM testing if Mail Owners and Mail Service Providers are not using vendor approved software that has been validated for eDoc and Full-Service with the Postal Service. Postal Wizard and IMsb do not

require TEM testing. Talk to your service provider to understand the different options available.

## TEM Submission – Download the TEM Mail.dat client

In order to submit a Mail.dat file in the TEM environment, you must first download the TEM Mail.dat client. The Mail.dat client is used to send mailing data files to *PostalOne!*

Welcome, Randy

Use the menu on the left to navigate the site.

Favorite Services

- STANDARD
- INCENTIVE PROGRAM
- MAILER ID
- MAILING REPORTS
- ONLINE ENROLLMENT
- POSTAL HISTORY

The Business Customer Gateway is your central hub for managing your USPS activity for your Business.

Within this site, you will find Business Service tools that you track, and manage your mailing and shipping activities. You'll find Business Services using the tabs on the left. When you have useful to your business, you can add them as your favorite to your right.

Notifications and Alerts

The Postal Service has proposed the Technology Promotion as a way to help mailers defray some associated with converting to self-service. Review Postal Regulatory Commission's June 10 decision.

Automated Business Reply Mail

Automated Business Reply (ABRM) website, an online, self-service tool that allows Reply Mail customers to create approved USPS camera-ready artwork for domestic Reply Mail pieces in just a few steps.

Balance & Fees (PostalOne!)

Monitor Balances & Fees associated to permit or publication accounts.

Customer Label Distribution System (CLDS)

The Customer Label Distribution System (CLDS) provides mailers with the capability to create, edit, and submit bulk, collated or DDM Intelligent Mail tray letter orders online.

Customer/Supplier Agreements (CSA)

Customer/Supplier Agreements are used to approve acceptance times and describe expiration and compensation standards required of a mailer that are not covered in the optional compensation requirements described in the Domestic Mail Manual (DMM).

Dashboard (PostalOne!)

The PostalOne! Dashboard allows users to submit, search for and view jobs submitted electronically.

Electronic Data Exchange (PostalOne!)

PostalOne! establishes an electronic link between customers and the Postal Service, which is part of the business mailing process for time-efficient and cost-effective mailings.

To download the TEM Mail.dat client, select "Mailing Services" on the Welcome page and then, under the Electronic Data Exchange header, select "Go To Service"

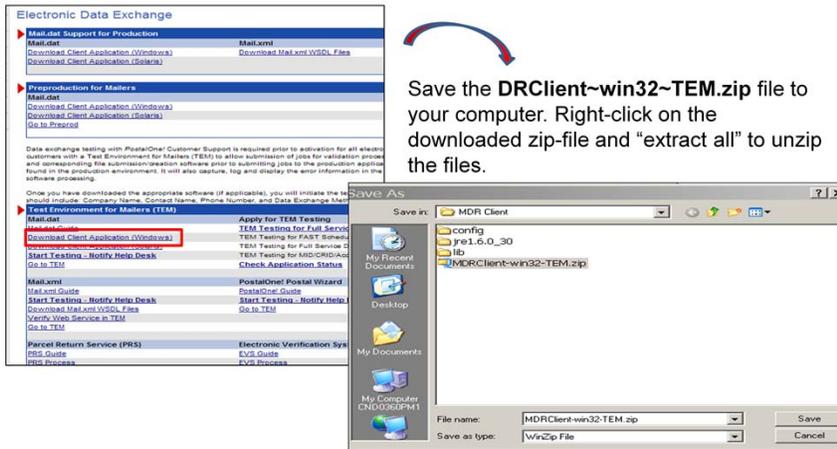
TEM Testing

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In order to submit a Mail.dat file in the TEM environment, you must first download the TEM Mail.dat client. The Mail.dat client is used to send mailing data files to *PostalOne!*. To download the TEM Mail.dat client, select "Mailing Services" on the Welcome page and then, under the Electronic Data Exchange header, select "Go To Service".

## TEM Submission – Download the TEM Mail.dat client

Download the Mail.dat client by selecting the Download Client Application (Windows) link located in the Mail.dat Support for Test Environment for Mailers (TEM) area.



The screenshot shows a web page titled "Electronic Data Exchange" with a table of links. A red box highlights the "Download Client Application (Windows)" link under the "Test Environment for Mailers (TEM)" section. A red arrow points from this link to a "Save As" dialog box. The dialog box shows the file name "MDRClient-win32-TEM.zip" and the save type "WinZip File".

Mail.dat Support for Production	Mail.xml
Download Client Application (Windows)	Download Mail.xml VSDL File
Download Client Application (PostNet)	

Preproduction for Mailers	Mail.dat
Download Client Application (Windows)	
Download Client Application (PostNet)	
Go to Preprod	

Test Environment for Mailers (TEM)	Apply for TEM Testing
Mail.dat Guide	TEM Testing for Full Service
Download Client Application (Windows)	TEM Testing for PAET Service
Download Client Application (PostNet)	TEM Testing for Full Service D
Start Testing - Notify Help Desk	TEM Testing for MDR Client App
Go to TEM	Check Application Status
Mail.xml	PostalOne! Postal Wizard
Mail.xml Guide	DataOne! Guide
Start Testing - Notify Help Desk	Start Testing - Notify Help
Download Mail.xml VSDL File	Go to TEM
Notify Web Service in TEM	
Go to TEM	
Parcel Return Service (PRS)	Electronic Verification Sys
PRS Guide	EVS Guide
PRS Process	EVS Process

Save the **DRClient~win32~TEM.zip** file to your computer. Right-click on the downloaded zip-file and "extract all" to unzip the files.

TEM Testing

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Download the Mail.dat client by selecting the Download Client Application (Windows) link located in the Mail.dat Support for Test Environment for Mailers (TEM) area. Save the DRClient~win32~TEM.zip file to your computer. Right-click on the downloaded zip-file and "extract all" to unzip the files.

## TEM Submission – Download the TEM Mail.dat client

Once the Mail.dat client has been installed, you can upload a Mail.dat file to TEM.

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



Enter the appropriate log-in information on the Client's Sign In screen. This is the same user name and password that you use to log into the BCG.

Name	Date modified	Type	Size
config	2/26/2013 6:41 AM	File folder	
pub_A&_D	2/26/2013 6:41 AM	File folder	
ts	2/26/2013 6:41 AM	File folder	
client.log	2/25/2013 12:56 PM	Text Document	549 KB
clientlog	2/25/2013 12:56 PM	Text Document	1,372 KB
delup-mdclient.bat	2/26/2013 6:41 AM	Windows Batch File	1 KB
ftp.bat	2/26/2013 6:41 AM	Windows Batch File	1 KB
hardship.bat	2/26/2013 6:41 AM	Windows Batch File	1 KB
hardshipverify-check.bat	2/26/2013 6:41 AM	Windows Batch File	1 KB
non-client_verify.bat	2/26/2013 6:41 AM	Windows Batch File	1 KB
non-verify-checker.bat	2/26/2013 6:41 AM	Windows Batch File	1 KB
run-mdclient.bat	2/26/2013 6:41 AM	Windows Batch File	1 KB
run-verify.bat	2/26/2013 6:41 AM	Windows Batch File	1 KB
update.bat	2/26/2013 6:41 AM	Windows Batch File	1 KB
validation.log	2/25/2013 12:25 AM	Text Document	17 KB



Open the Client by selecting the *run-mdclient.bat* link within the folder that has been downloaded. Enter the appropriate log-in information on the Client's Sign In screen. This is the same user name and password that you use to log into the BCG. Once the Mail.dat client has been installed, you can upload a Mail.dat file to TEM.

## TEM Submission – Upload the Mail.dat job

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

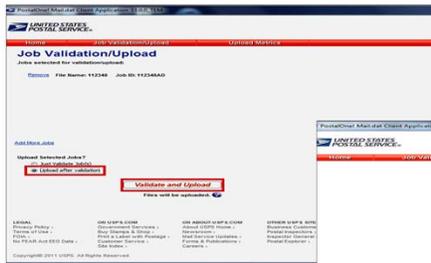
The image shows three sequential screenshots of the USPS Job Validation/Upload web application. The first screenshot shows the main interface with a search bar and a list of jobs. A red box highlights the search bar, and a red arrow points to it with the text "Search for the desired job and select 'Open'". The second screenshot shows the "Job Validation/Upload" page with a red box around the "Add Jobs" link and a red arrow pointing to it with the text "Select the 'Add Jobs' link". The third screenshot shows the "Job Validation/Upload" page with a red box around the "Open" button and a red arrow pointing to it with the text "Search for the desired job and select 'Open'".

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Upload the desired job by first selecting the Job Validation/Upload link. Select the "Add Jobs" link. Search for the desired job and select "Open".

## TEM Submission – Upload the Mail.dat job

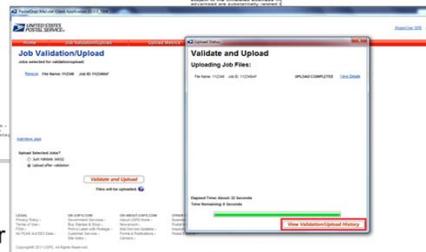
Select the Upload after validation radio button and then select “Validate and Upload”.



Select “Accept Agreement”.



Once the job has finished processing through the Client, select the “View. Validation/Upload” history link in order to view the job’s results.



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Select the Upload after validation radio button and then select “Validate and Upload”. Select “Accept Agreement”. Once the job has finished processing through the Client, select the “View. Validation/Upload” history link in order to view the job’s results.

## TEM Submission – Upload the Mail.dat job

On the preceding screen, select appropriate criteria range for the Date Filter

Select the checkboxes next to all of the relevant CRIDs. Select the “Submit” link at the bottom of the screen. Any relevant job matching the specified search criteria will now appear.

The image contains three screenshots of the PROSPECTS application interface. The top-left screenshot shows the 'Filter Criteria' section with a date range filter highlighted. The top-right screenshot shows a list of jobs with checkboxes selected next to several CRIDs. The bottom screenshot shows the 'Submit' button highlighted at the bottom of the job list. A red arrow points from the 'Submit' button in the bottom screenshot back to the 'Filter Criteria' section in the top-left screenshot.

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

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On the preceding screen, select appropriate criteria range for the Date Filter. Select the checkboxes next to all of the relevant CRIDs. Select the “Submit” link at the bottom of the screen. Any relevant job matching the specified search criteria will now appear. If the job has any Client or Server Validation Errors, it will be displayed in the field illustrated here.

## TEM Submission – Mail.XML

In order to submit a Mail.XML file in the TEM environment, you must first download the Mail.XML WSDL files. WSDL files are utilized for .XML software developed by the Mailer to know how .XML messages should be defined and sent.



To download the Mail.XML WSDL files on the BCG Welcome page, select “Mailing Services.” Then select “Electronic Data Exchange”. Under the Test Environment for Mailers, Mail.XML header, select “Download Mail.XML WSDL files.”

In order to submit a Mail.XML file in the TEM environment, you must first download the Mail.XML WSDL files. WSDL files are utilized for .XML software developed by the Mailer to know how .XML messages should be defined and sent.

To download the Mail.XML WSDL files on the BCG Welcome page, select “Mailing Services.” Then select “Electronic Data Exchange”. Under the Test Environment for Mailers, Mail.XML header, select “Download Mail.XML WSDL files.”

## TEM Submission – Upload Mailing Job in TEM

TEM Mail.dat files are uploaded via the TEM Mail.dat client. Mail.XML messages are sent from the mailer software to the Postal Service.

### Uploading Mail.dat and Mail.XML files

#### Mail.dat

- Create your Mail.dat Full-Service mailing job using your software.
- Open the Mail.dat client and upload your job for submission.
- If your file passes the initial validations it will automatically upload. If your file does not pass all validations, you will need to make corrections before uploading your file.

#### Mail.XML

- Create your Mail.XML Full-Service messages using your software.
- Send messages from your software to the *PostalOne!* system
- Receive status message(s) from USPS with Accept or Reject status

Additional information on the TEM process and how to submit files to TEM can be found on:

**RIBBS.usps.gov**→**Certifications**→**eDoc & Full-Service**

- [How to submit Mail.dat files to TEM](#)
- [How to submit Mail.XML files to TEM](#)
- [TEM Process for Mailings Using Mail.dat or Mail.XML](#)
- [TEM Process for Mailings using Software Not Tested](#)

TEM Testing

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TEM Mail.dat files are uploaded via the TEM Mail.dat client. Mail.XML files are submitted using the WSDL files. To upload Mail.dat files:

- Create your Mail.dat Full-Service mailing job using your software
- Open the Mail.dat client and upload your job for submission
- If your file passes the initial validations it will automatically upload. If your file does not pass all validations, you will need to make corrections before uploading your file.

To upload Mail.XML files:

- Create your Mail.XML Full-Service messages using your software.
- Send messages to the *PostalOne!* system
- Receive status message(s) from USPS with Accept or Reject status

Additional information on the TEM process and how to submit files to TEM can be found on RIBBS.usps.gov→Certifications→eDoc & Full-Service with links on:

- How to submit Mail.dat files to TEM
- How to submit Mail.XML files to TEM

- TEM Process for Mailings Using Mail.dat or Mail.XML
- TEM Process for Mailings using Software Not Tested

## Review the Mailing Job in TEM

Once the Mail.dat or Mail.XML file(s) have been successfully uploaded, Mailers may review the TEM mailing job.

Log into the BCG, click on “Mailing Services” and then select “Go To Service” under the Electronic Data Exchange header

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Once the Mail.dat or Mail.XML file(s) have been successfully uploaded, Mailers may review the TEM mailing job. Log into the BCG, click on “Mailing Services” and then select “Go To Service” under the Electronic Data Exchange header.

## Review the Mailing Job in TEM

Links are provided for both Mail.dat and Mail.XML TEM environments to review postage statements, qualification reports and other mailing documentation.

Under the Test Environment for Mailers (TEM), under the appropriate Mail.dat or Mail.XML section, select the “Go to TEM” link. You will see a notification message stating you are being directed to the TEM environment. Click “OK.”

**PROD**

- Mail.dat Support for Production
- Mail.dat
  - Download Client Application (Utilities)
  - Download Mail.XML VQDL File
  - Download Client Application (Utilities)
- Mail.XML
  - Download Client Application (Utilities)
  - Download Client Application (Utilities)
  - Go to TEM

**TEM**

- Mail.dat
  - Apply for TEM Testing
  - TEM TESTING for FUL SERVICE ADOLDS
  - Download Client Application (Utilities)
  - TEM Testing for PAST Scheduling and CEAs (Coming soon)
  - Download Client Application (Utilities)
  - TEM Testing for Full Service Data Distribution (in our Quality Data (Coming soon)
  - Start Testing - Body Data Desk
  - TEM Testing for MCO/CRD Account and Incentive Enrollment (Coming soon)
  - Check Application Status
- Mail.XML
  - Provide/Overlaid Parcel Wizard
  - Download Client Application (Utilities)
  - Start Testing - Body Data Desk
  - Download Mail.XML File
  - Go to TEM
  - Go to TEM
- Parcel Return Service (PRS)
- Electronic Verification System (EVS)
- USPS Core
- EVS Core
- PRV Process
- FVS Process

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Links are provided for both Mail.dat and Mail.XML TEM environments to review postage statements, qualification reports and other mailing documentation. You will notice that the TEM environment options are located toward the bottom of the page while the Production environment options are located toward the top. Under the Test Environment for Mailers (TEM) header (towards the bottom of the page), under the appropriate Mail.dat or Mail.XML section, select the “Go to TEM” link. You will see a notification message stating you are being directed to the TEM environment. Click “OK.”

## Review the Mailing Job in TEM

A red banner at the top of the pages confirms, “You are in the Test Environment for Mailers (TEM)”.

Click on the “Dashboard” link

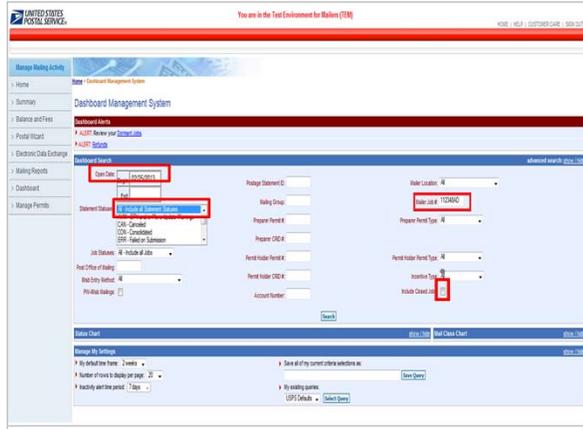
The screenshot shows the USPS Mailer's Test Environment (TEM) interface. At the top, a red banner displays the text "You are in the Test Environment for Mailers (TEM)". Below this, the interface is divided into several sections:

- Navigation Menu (Left):** Includes links for Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, **Dashboard** (highlighted), and Manage Permits.
- Transaction Information (Center):** A table with columns for ID, Date, Period, Product, PO of Mailing, Customer, Address, County, Package, Service, and Price. It lists four transactions for December 2012.
- Summary Information (Right):** A table with columns for Item, Count, and Amount. It shows statistics for Mailings (157), Pieces (166,000), Total Postage (\$612,519.26), and Total Deposits (\$258,000.00).
- Fee Expiration (Top Right):** A calendar view for March 2013.
- Library (Bottom Right):** A list of links for various USPS services and manuals.
- Number of Mailings (Bottom Right):** A bar chart showing the number of mailings for the current period.
- Footer (Bottom):** A grid of links for LEGAL, ON USPS.COM, ON ABOUT USPS.COM, and OTHER USPS SITES.

A red banner at the top of the pages confirms, “You are in the Test Environment for Mailers (TEM)”. Click on the “Dashboard” link

## Review the Mailing Job in TEM

Enter the criteria in the Dashboard search to view the corresponding postage documentation.



In the Dashboard Search:

- Ensure the Open Date begins on or before your job submission date.
- Make sure “All – Include All Statement Statuses” is highlighted.
- Enter your mailing job ID in the Mailer Job # field.
- Check the “Include Closed Jobs” box
- Click Search.

Search results should display your Job ID.

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Enter the criteria in the Dashboard search to view the corresponding postage documentation. In the Dashboard Search:

- Ensure the Open Date begins on or before your job submission date.
- Make sure “All – Include All Statement Statuses” is highlighted.
- Enter your mailing job ID in the Mailer Job # field. If you don't know the job ID, you may leave it blank. Entering the job ID helps you to access the specific information quicker.
- Check the “Include Closed Jobs” box to ensure inclusion of all jobs belonging to mailers using optional procedures.
- Click Search.

Search results should display your Job ID.

## Review the Mailing Job in TEM – Postage Statement

Compare the electronic postage statement information displayed on the dashboard with the values used to populate the Mail.dat or Mail.XML file submitted.

Open the job's postage statement by selecting the job's Postage Statement ID.

Note the legend at the top denoting the abbreviations used in the Postage Statement ID column. [F] denotes Full-Service statements.

The job's postage statement will appear.

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Open the job's postage statement by selecting the job's Postage Statement ID. The job's postage statement will appear. Note the legend at the top denoting the abbreviations used in the Postage Statement ID column. [F] denotes Full-Service statements.

What you see in on your postage statement will depend on what resides in particular fields in your eDoc. The mail preparer and mail owner are identified in different fields in the Mail.dat and Mail.XML specifications, but the same type of information is populated regardless of the type of electronic documentation. This information feeds the Postage Statement.

Something to note:

Today, Full-Service By/For identification and postage statement Mailing Agent and Mail Owner identification are derived from different fields in the Mail.dat or Mail.XML file. The By/For information submitted in the file for Full-Service is not always visible on the postage statement. (This will be changed in a future release so that Full-Service By/For and postage statement By/For are derived from the same fields.)

Postage statement population:

Files submitted with Mail.dat & Mail.XML populate the mail owner field on the postage statement with the information populated for the Mail Owner Permit. Mail Owner MID and CRID are not currently used for Mail Owner postage statement display.

In a future release the logic in PostalOne! will be updated so that the mail owner field is populated the same way as Full Service, utilizing the Owner MID, Mail Owner CRID, or the Mail Owner Permit.

Compare the electronic postage statement information displayed on the dashboard with the values used to populate the Mail.dat or Mail.XML file submitted.

If any of these three fields, are not displaying the correct information, work with your Mail.dat or Mail.xml software provider to address the issue.

Full-Service By/For feedback is provided to the mailer through the Mailer Scorecard. The system creates a mailer's scorecard by compiling the information on all jobs presented by the eDoc submitter over the past 30 days. The quality of the By/For information of the eDoc submitter is evaluated based on the this 30 day period. By/For information is NOT required for Full-Service mailings for a Mail Owner that represents less than 5,000 pieces in that mailing.

An overview of the mailers scorecard will be covered later in this presentation.

Webinars designed to assist Mail Owners and Mail Preparers in accessing and understanding the scorecard are available, and will be covered at the end of this presentation.

## Review the Mailing Job in TEM – Qualification Report

Compare the qualification report displayed with the Mail.dat or Mail.XML file submitted. Total pieces and presort should be the same.

The screenshot shows the TEM software interface. On the left, a search results table lists various mailing jobs. A red box highlights a specific job ID. A red arrow points from this job ID to a 'Job Detail' window. In the 'Job Detail' window, another red box highlights the 'Qualification Report(s)' link. A second red arrow points from this link to a 'Qualification Report' window, which displays a detailed table of qualification data.

Click on the "Job ID" link to locate the qualification report

Click on "Qualification Report(s)" link to locate the qualification report.

The qualification report will appear.

TEM Testing

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Compare the qualification report displayed with the Mail.dat or Mail.XML file submitted. Total pieces and presort should be the same. Click on the "Job ID" link to locate the qualification report. Click on "Qualification Report(s)" link to locate the qualification report. The qualification report will appear.

## Review the Mailing Job in TEM – Reconciliation Report

Access the Reconciliation Report to view the total pieces and postage.

The screenshot shows the TEM system interface. On the left, a navigation menu has a red box around the 'Reconciliation Report' link. A red arrow points from this link to a 'Job Detail' window. In the 'Job Detail' window, another red box highlights the 'Reconciliation Report' link, with a red arrow pointing to a larger window displaying the report. The report window shows a table with columns for 'Mailing Agent', 'Job Name', 'Job ID', and 'Mailing Group ID'. Below the table, there are sections for 'Legend', 'Postage Statement C', and 'Note: EST, CAN, and CON'. The bottom left of the screenshot has the text 'TEM Testing' and the bottom right has the number '31'.

Click on the "Job ID" link

Click on the "Reconciliation Report" link

The reconciliation report will appear.

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Access the Reconciliation Report to view the total pieces and postage. Click on the "Job ID" link. Click on the "Reconciliation Report" link. The reconciliation report will appear.

## Reminder on the TEM Environment

- Remember that if you are using vendor approved software you don't need to use TEM
- If you are required to use TEM, once you complete the TEM process, inform your BMEU that you are going to Full-Service. Then submit your files to production

Type of Mailer	Required to use TEM?
Mail Owners and Mail Service Providers <u>using vendor approved software</u> that has been validated for eDoc and Full-Service with the Postal Service	No
Mail Owners and Mail Service Providers <u>not using vendor approved software</u> that has been validated for eDoc and Full-Service with the Postal Service	Yes

The Test Environment for mailers (TEM) is designed to simulate your live mailing environment so that the user experience in TEM is reflective of production functionality. Remember that if you are using vendor approved software you don't need to use TEM. If you are required to use TEM, once you complete the TEM process, inform your BMEU that you are going to Full-Service. Then submit your files to production

## Production Submission – Mail.dat

The process for submitting Mail.dat files in production closely mirrors the TEM process. In order to submit a Mail.dat file in the production environment, you must first download the production Mail.dat client.

Welcome, Randy

Welcome to the NEW Business Customer Gateway!

Use the menu on the left to navigate the site.

Learn More

The Business Customer Gateway is your central hub for managing your USPS activity for your Business.

Within this site, you will find Business Service tools that you track, and manage your mailing and shipping activities. You Business Services using the tabs on the left. When you know what you need for your business, you can add them as your favorite at your right.

Notifications and Alerts

The Postal Service had proposed the Technological Promotion as a way to help mailers adjust to some associated with converting to full-service, hours Postal Regulatory Commission's June 10, 2010 order.

Favorite Services

- Dashboard
- PERMITTEE PROFILE
- MAILING
- MAILING REPORTS
- ONLINE ENROLLMENT
- POSTAL HISTORY
- EDIT

Mailing online services will help you manage electronic addresses from design and preparation of request to having your mailing in the mail stream. The address controls available on this site. The red circles around details from here that you have been approved for and request access to those you do not.

Automated Business Reply Mail

Automated Business Reply (ABRM) website, an online, self-service tool that allows Reply Mail customers to create approved USPS camera-ready artwork for domestic Reply Mail pieces in just a few steps.

Balance & Fees (PrestaOne)

Monitor Balances & Fees associated to permit or publication accounts.

Customer Label Distribution System (CLDS)

The Customer Label Distribution System (CLDS) provides mailers with the capability to create, edit, and submit bulk, collated or DMM Intelligent Mail tray label orders online.

Customer/Supplier Agreements (CSA)

Customer/Supplier Agreements are used to agree acceptance times and describe expectation and compensation standards required of a mailer that are not covered in the optional continuation requirements described in the Domestic Mail Manual (DMM).

Dashboard (PrestaOne)

The PrestaOne Dashboard allows users to submit, search for and view jobs submitted electronically.

Electronic Data Exchange (PrestaOne)

PrestaOne establishes an electronic link between customers and the Postal Service, which is part of the business mailing process for time-efficient and cost-effective mailings.

To download the production Mail.dat client, select “Mailing Services” on the Welcome page and then, under the Electronic Data Exchange header, select “Go To Service”

Production

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The process for submitting Mail.dat files in production closely mirrors the TEM process. In order to submit a Mail.dat file in the production environment, you must first download the production Mail.dat client. To download the production Mail.dat client, select “Mailing Services” on the Welcome page and then, under the Electronic Data Exchange header, select “Go To Service”.

## Production Submission – Mail.dat

Download the Mail.dat client by selecting the Download Client Application (Windows) link located in the Mail.dat Support for Test Environment for Mailers (TEM) area.

Save the **MDRClient~win32~PROD.zip** file to your computer. Right-click on the downloaded zip-file and "extract all" to unzip the files.

Name	Size	Type	Date Modified
MDRClient-win32-PROD		File Folder	9/19/2013 11:00 AM
MDRClient-win32-PROD.zip	54,977 KB	WinZip File	9/19/2013 11:01 AM

Production

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Download the Mail.dat client by selecting the Download Client Application (Windows) link located in the Mail.dat Support for Test Environment for Mailers (TEM) area. Save the MDRClient~win32~PROD.zip file to your computer. Right-click on the downloaded zip-file and "extract all" to unzip the files.

## Production Submission – Mail.dat

Once the Mail.dat client has been installed, you can upload a Mail.dat file to production.

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

The image shows a Windows file explorer window on the left and the PostalOne! Mail.dat Client Application Sign In screen on the right. The file explorer window displays a folder named 'MDR\_Client\MDR\_Client-win32-PROD' with various files and folders. The file 'run-mdclient.bat' is highlighted with a red box. The Sign In screen has a 'Sign In' header and two sections: 'Existing Users' and 'New Users'. The 'Existing Users' section has fields for 'Username' and 'Password', both highlighted with red boxes. Below these fields are 'Forgot Password' and 'Sign In >' buttons. The 'New Users' section has a 'Sign Up >' button. At the bottom of the screen is a red banner with 'Restricted Information' and a warning for official use only.

Enter the appropriate log-in information on the Client's Sign In screen. This is the same user name and password that you use to log into the BCG.

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Once the Mail.dat client has been installed, you can upload a Mail.dat file to production. Open the Client by selecting the *run-mdclient.bat* link within the folder that has been downloaded. Enter the appropriate log-in information on the Client's Sign In screen. This is the same user name and password that you use to log into the BCG.

## Production Submission – Upload the Mail.dat job

To upload the file in Production, follow the same steps that were outlined in TEM.

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

The image contains three screenshots of the JobSTAR web application interface, connected by red curved arrows indicating a sequence of steps:

- Top Screenshot:** Shows the 'Job Validation/Upload' page with a red 'Add Jobs' button highlighted. A red arrow points to this button with the text 'Select the "Add Jobs" link'.
- Middle Screenshot:** Shows a search results page with a table of jobs. One job is selected, and a red arrow points to it with the text 'Search for the desired job and select "Open".'
- Bottom Screenshot:** Shows a file selection dialog box with a file named 'Mail.dat' selected. A red arrow points from the 'Add Jobs' button in the top screenshot to this dialog box.

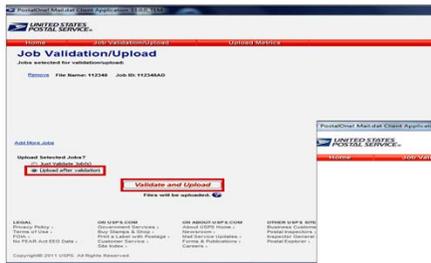
Production

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Upload the desired job by first selecting the Job Validation/Upload link. Select the "Add Jobs" link. Search for the desired job and select "Open".

## Production Submission – Upload the Mail.dat job

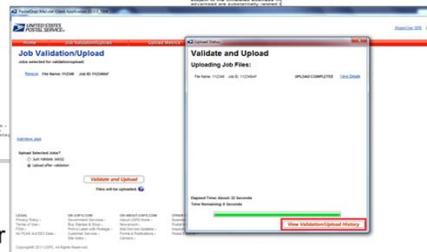
Select the Upload after validation radio button and then select “Validate and Upload”.



Select “Accept Agreement”.



Once the job has finished processing through the Client, select the “View. Validation/Upload” history link in order to view the job’s results.



Production

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Select the Upload after validation radio button and then select “Validate and Upload”. Select “Accept Agreement”. Once the job has finished processing through the Client, select the “View. Validation/Upload” history link in order to view the job’s results.

## Production Submission – Upload the Mail.dat job

On the preceding screen, select appropriate criteria range for the Date Filter

Select the checkboxes next to all of the relevant CRIDs. Select the “Submit” link at the bottom of the screen. Any relevant job matching the specified search criteria will now appear.

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

Production

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On the preceding screen, select appropriate criteria range for the Date Filter. Select the checkboxes next to all of the relevant CRIDs. Select the “Submit” link at the bottom of the screen. Any relevant job matching the specified search criteria will now appear. If the job has any Client or Server Validation Errors, it will be displayed in the field illustrated here.

## Production Submission – Mail.XML

Similar to the TEM environment, to submit a Mail.XML file in the production environment, you must first download the production Mail.XML WSDL files.

To download the Mail.XML WSDL files on the BCG Welcome page, select "Mailing Services." Under the "Electronic Data Exchange" header select "Go To Service". Go to the "Mail.dat Support for Production" → "Mail.XML" header → select "Download Mail.XML WSDL files."

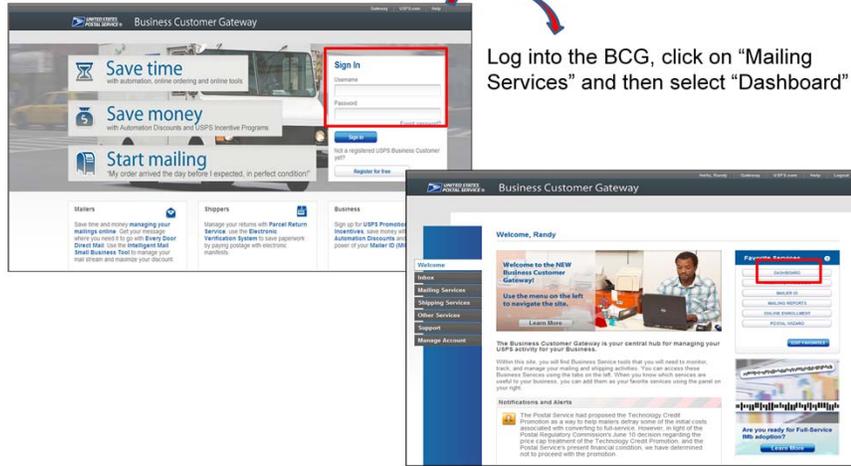
The screenshot displays the Business Customer Gateway (BCG) interface. On the left, a navigation menu includes "Mailing Services" (highlighted in red), "Other Services", and "Manage Account". The main content area features a "Welcome, Randy" message and a list of services with green checkmarks: "Automated Business Reply Mail", "Balance & Fees (PostalOne)", "Customer Label Distribution System (CLDS)", "Customer/Supplier Agreements (CSAs)", "Dashboard (PostalOne)", and "Electronic Data Exchange (PostalOne)". A red box highlights the "Electronic Data Exchange (PostalOne)" link. A red arrow points from this link to a secondary window showing the "Electronic Data Exchange" page. In this window, a red box highlights the "Go To Service" link under the "PostalOne for Production" section. Another red arrow points from "Go To Service" to a third window showing the "Mail.dat Support for Production" page, where a red box highlights the "Mail.XML" link. A final red arrow points from "Mail.XML" to a fourth window showing the "Download Mail.XML WSDL files" page.

Production 39

Similar to the TEM environment, to submit a Mail.XML file in the production environment, you must first download the production Mail.XML WSDL files. To download the Mail.XML WSDL files on the BCG Welcome page, select "Mailing Services." Under the "Electronic Data Exchange" header select "Go To Service". Go to the "Mail.dat Support for Production" → "Mail.XML" header → select "Download Mail.XML WSDL files."

## Review the Mailing Job - Production

Once the Mail.dat or Mail.XML file(s) have been successfully uploaded, Mailers may review the production mailing job.



Log into the BCG, click on "Mailing Services" and then select "Dashboard"

Production

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Can also access from the DasOnce the Mail.dat or Mail.XML file(s) have been successfully uploaded, Mailers may review the production mailing job. Log into the BCG, click on "Mailing Services" and then select "Dashboard".

## Review the Mailing Job - Production

Once at this screen, follow the same steps that were outlined in the TEM environment to view mailing reports corresponding to the jobs that were submitted.

The screenshot shows the USPS Dashboard Management System interface. The 'Production' tab is selected at the bottom. The main content area contains several search and filter fields, including 'Mail Job #', 'Mail Location', 'Mail Date', 'Mail Type', 'Mail Status', 'Mail Class', 'Mail Piece', 'Mail Piece Count', 'Mail Piece Weight', 'Mail Piece Volume', 'Mail Piece Value', 'Mail Piece Count', 'Mail Piece Weight', 'Mail Piece Volume', and 'Mail Piece Value'. The 'All - Include All Statement Statuses' dropdown is highlighted with a red box. The 'Include Closed Jobs' checkbox is also highlighted with a red box. The 'Search' button is highlighted with a red box.

- In the Dashboard Search:
- Ensure the Open Date begins on or before your job submission date.
  - Make sure “All – Include All Statement Statuses” is highlighted.
  - Enter your mailing job ID in the Mailer Job # field.
  - Check the “Include Closed Jobs” box
  - Click Search.

Search results should display your Job ID.

Production

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Once at this screen, follow the same steps that were outlined in the TEM environment to view mailing reports corresponding to the jobs that were submitted. In the Dashboard Search:

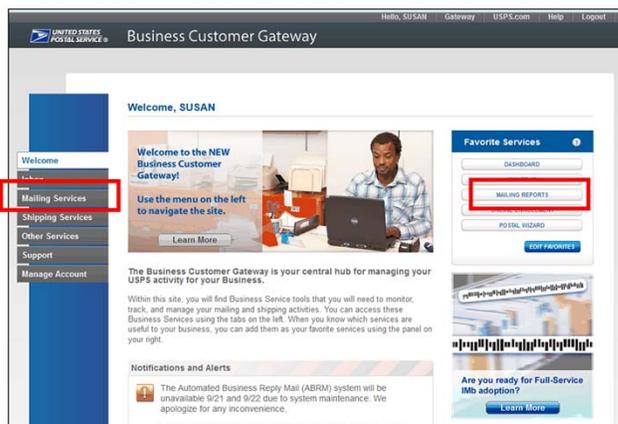
- Ensure the Open Date begins on or before your job submission date.
- Make sure “All – Include All Statement Statuses” is highlighted.
- Enter your mailing job ID in the Mailer Job # field. If you don't know your Mailer Job #, leave it blank. This field allows you to go directly to the information for which you are looking.
- Check the “Include Closed Jobs” box
- Click Search.

Search results should display your Job ID.



## How to Access Mailing Reports

Full-Service reports can be accessed through the Welcome page of the BCG by clicking on “Mailing Services” on the left or by accessing “Mailing Reports” under Favorite Services.



Full-Service Feedback

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Full-Service reports can be accessed through the Welcome page of the BCG by clicking on “Mailing Services” on the left or by accessing “Mailing Reports” under Favorite Services.

## Reports – Balance & Fees

To monitor Balances & Fees associated to permit or publication accounts, under “Mailing Services” select Balance and Fees ”Go To Service”

**Mailing Services**

Mailing services help you deliver letters and flat mail pieces.

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Your Locations: **All Locations**

- Automated Business Reply Mail [more info >](#)
- Balance & Fees (PostalOne!)** [more info >](#) **Go To Service**
- Customer Label Distribution System (CLDS) [more info >](#)
- Customer

**Balance and Fees**

[View Fee Calendar](#) [Set Low Balance Alert](#) [Receive Fee Notice](#)

[Print Friendly Version](#)

NOTE: "Last Activity" information will only display if your account has had transactions within the past 12 months.

Permit / Pub	CRO	Account Number	City/State/Province	Nonprofit Auth No	Last Activity	Amount	Type	Fee Details	Balance	Fee Renewal Notice
MIR 80000	310784	12787	SOUTH FLORIDA, FL		05/30/2013	\$200.00	Fee Payment		Debit	
MIR 80001	310784	12787	SOUTH FLORIDA, FL		09/21/2013	\$635.00	Fee Payment		Debit	
PI 30	10081301	990243	ARLINGTON, VA		12/05/2011	\$12.60	Adjustment		\$24,999,937.40	
PI 199	10081301	12285	JOPPA, MD		07/22/2013	\$200.00	Fee Payment		Debit	
PI 382	10083763	19377	EMERYVILLE, CA		10/22/2012	\$190.00	Fee Payment		Debit	
PI 395	10081301	944204	WASHINGTON, DC	880723	12/08/2011	\$10.00	Permit Refund		\$25,000,910.00	
PI 844	10083763	17233	HOLLEWOOD, CA		05/10/2013	\$200.00	Fee Payment		Debit	
PI 1234	10081301	10133	BOWIE, MD		06/08/2013	\$200.00	Fee Payment		\$24,818.89	
PI 1599	10083763	2196098	JUMERIAH, CA						\$0.00	
PI 1000	10083763	2196099	JUMERIAH, CA						\$0.00	
PI 2416	310784	11100	PLANTATION, FL		01/29/2012	\$123.13	3000 Postage statement		\$225,183.01	
PI 31179	10083763	11290	JUMERIAH, CA		07/09/2013	\$200.00	Fee Payment		Debit	
PI 37487	10083763	18346	HOLLYWOOD, CA	207574	09/10/2013	\$200.00	Fee Payment		Debit	
POP 323	10081301	219751	YONKERS, NY						\$0.00	

To monitor Balances & Fees associated to permit or publication accounts, under “Mailing Services” select Balance and Fees ”Go To Service”

## Reports – Mailer Scorecard

The **Mailing Reports** Page has links to several reports for feedback and data quality

The screenshot displays the USPS Mailing Reports page. At the top, the USPS logo is on the left, and navigation links (HOME, HELP, CUSTOMER CARE, SIGN OUT) are on the right. A left-hand navigation menu lists various services like Manage Mailing Activity, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, Manage Permits, Mailbox Tool, e-VS Customer, e-VS Monthly Account and Sampling Summary, eVSIPRS Dashboard, Manifest Search, Mailer ID Report, Third Party Billing Reports, Dispute Queue, eVQ Alerts, PRS Customer, PRS Monthly Account and Sampling Summary, Manifest Search, eVSIPRS Dashboard, and Mailer ID Report. The main content area is titled 'Mailing Reports' and contains three sections of links:

- Mailing Reports**
  - View Transactions
  - Pending Postage Statements
  - Induction Activity Report (Introduction)
  - Electronic Verification Activity (EVA)
  - Parcel Return Service (PRS)
  - BBM Invoice Detail Report
  - eDock Preparation / Entry Warnings Report
  - Customer MRS Detail Report
  - Customer MRS Summary Report
  - Mailing Summary Report
  - Mail Quality Reports
  - Mailer Scorecard (highlighted with a red box)
  - View Historical Permit Transactions
  - Carbon Accounting Statement
  - Tech Credit Report
- Full Service**
  - Data Distribution/Informed Visibility Dashboard
  - Push Subscription Profile
  - Full Service Seamless Acceptance Failure Jobs
  - Full Service Seamless Invoice Reports
- eVSIPRS Reports**
  - Carbon Footprint Report
  - Manifest Confirmation Report
  - Manifest Error Report
  - Postage Statement Summary
  - Sampling Reports
  - Unmanifested Records Report

At the bottom of the page, there is a blue bar with the text 'Full-Service Feedback' on the left and the number '45' on the right.

The Mailing Reports Page has links to several reports for feedback and data quality. Let's first look at the Mailer Scorecard, which includes information on the status of the mailing quality of the Full-Service mailing.

## Reports – Mailer Scorecard

The Mailer Scorecard provides a dashboard view summarizing performance, allowing comparisons across facilities. It is available for any mailer submitting eDoc.

Mailer Scorecard				SEPTEMBER 2013	
Verifications					
<input type="radio"/> Mailer Profile <input checked="" type="radio"/> Full-Service Electronic <input type="radio"/> eInduction <input type="radio"/> Seamless <input type="radio"/> Manual Sampling <input type="radio"/> Er					
<input checked="" type="radio"/> # Metrics <input type="radio"/> # Trending <input type="radio"/> % Metrics <input type="radio"/> % Trending					
Full-Service Electronic					
eDoc Submitter	Total	20169448 Chicago Mailing Company	20170530 Presort Mailing LLC		
# Containers	0	0	0		
# Handling Units	198	0	198		
# Pieces	10,110	282	9,828		
# Full-Service Pieces	10,110	282	9,828		
# OCI Errors	0	N/A	0		
# MD Container Errors	0	0	N/A		
# MD HU Errors	66	N/A	66		
# MD Piece Errors	6,870	282	6,388		
# STD Errors	282	282	0		
# By/For Errors (All)	13,668	564	13,104		
# By/For Invalid Errors	13,104	0	13,104		
# By/For Matching Errors	282	282	0		
# By/For Mail Owner Identified as MSP Errors	282	282	0		
# Barcode Uniqueness Container Errors	0	0	N/A		
# Barcode Uniqueness HU Errors	66	N/A	66		
# Barcode Uniqueness Piece Errors	470	282	188		
# Entry Facility Container Errors	0	0	N/A		
Additional Postage Due (Full-Service Electronic)	\$1,199.41	\$143.17	\$1,056.24		
# Early Scheduled Ship Date Warnings	0	N/A	N/A		
# CSA Container Warnings	0	0	N/A		
# DMU Verified USPS Transported Containers	0	0	0		
# Default Tray Barcode Warnings	0	0	0		

- Changes in metrics since previous month are highlighted
  - **Green:** metric has improved by more than 5%
  - **Red:** metric as declined by more than 5%
  - **Yellow:** metric exceeds USPS threshold

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The Mailer Scorecard is available to both internal and external users and provides a summary of key quality information about a customer's mail performance.

Another feature of Mailer Scorecard is the display of color-coded values. If a value is displayed in "green", this means that the monthly performance within a metric has improved by more than 5%. If the value is displayed in "red", the monthly performance within the metric has declined by more than 5%. If the value is displayed in "yellow", the monthly performance exceeds a USPS threshold.

Mailers have access to the Mailer Scorecard and can view only for mailings they have submitted.

This data is informational only, until July 2014.

## Full-Service Reports Overview

- **Start-the-Clock** - The time that USPS has taken possession of the mail and the starting point at which the mail will be measured against the appropriate service standards. Mailers can use Start-the-Clock to anticipate when their mail will be delivered.
- **Container, Tray and Bundle Scan Reports** – Provides mailers with scan events received when a container, tray or bundle is being handled by USPS. Mailers can use visibility data to anticipate when their mail will be delivered or if issues were encountered during processing.
- **Change of Address ACS** - This data can be used to determine when a mailpiece has been sent to an invalid address Change of Address (COA) detail records provide new and old address information so a mailer can update their mailing list
- **Nixie**- This data can be used to determine when a mailpiece has been sent to an invalid address

Full-Service Feedback

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There are many Full-Service reports available. Today we will just focus on four of them. More detailed information on the Full-Service reports will be presented in the Full-Service feedback training. Here we just provide an overview of each the four reports we will focus on for the remainder of our training.

**Start-the-Clock** - A delivery service performance measurement that begins when a mailer or mail service provider turns the mail over to the USPS. Mailers can use Start-the-Clock information to anticipate when their mail will be delivered

**Container, Tray and Bundle Scan Reports** This data allows mailers to view scans as containers, trays and bundles are moved through the USPS mail stream. Mailers can use this data to anticipate when their mail will be delivered or issues encountered during processing

**Change of Address ACS** - This data can be used to determine when a mailpiece has been sent to an invalid address Change of Address (COA) detail records provide new and old address information so a mailer can update their mailing list

**Nixie**- This data can be used to determine when a mailpiece has been sent to an invalid address.

## How to Access Mailing Reports

To access the Data Distribution/Informed Visibility Dashboard reports, click on the link under the Full-Service header.

The screenshot displays the USPS Manage Mailing Activity web interface. At the top, the United States Postal Service logo is on the left, and navigation links for HOME, HELP, CUSTOMER CARE, and SIGN OUT are on the right. A left-hand navigation menu lists various options such as Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, Manage Permits, iMab Tool, e-VS Customer, e-VS Monthly Account and Sampling Summary, eVSIPRS Dashboard, Manifest Search, Mailer ID Report, Third Party Billing Reports, Dispute Queue, eVS Alerts, PRS Customer, PRS Monthly Account and Sampling Summary, Manifest Search, eVSIPRS Dashboard, and Mailer ID Report. The main content area is titled 'Mailing Reports' and contains three sections: 'Mailing Reports', 'Full Service', and 'eVSIPRS Reports'. The 'Full Service' section has a red box highlighting the link 'Data Distribution/Informed Visibility Dashboard'. Other links in this section include 'Full Service Seamless Acceptance Failure Jobs' and 'Full Service Seamless Invoice Reports'. The 'eVSIPRS Reports' section includes links for 'Carbon Footprint Report', 'Manifest Error Report', 'Sampling Reports', 'Manifest Confirmation Report', 'Postage Statement Summary', and 'Unmanifested Records Report'. A blue footer bar at the bottom contains the text 'Full-Service Feedback' on the left and the number '48' on the right.

To access the Data Distribution/Informed Visibility Dashboard reports, click on the link under the Full-Service header.

# Full-Service Feedback

Clicking Data Distribution/Informed Visibility Dashboard displays a dashboard with links to feedback information

The screenshot shows the USPS Full-Service Feedback dashboard. The page title is "Full-Service Feedback". The main content area displays a table of reports with the following columns: Report Type, Action, Today, 7 days, 30 days, 60 days, and Last Online Download Date. The table contains several rows of reports, with a red box highlighting the "Download" link for the "Full-Service Start-the-Clock Report 1".

Report Type	Action	Today	7 days	30 days	60 days	Last Online Download Date
1. Full-Service Start-the-Clock Report 1	<a href="#">Download</a>	0	0	0	0	
2. Informed Visibility Report 1	<a href="#">Download/Online</a>	0	0	0	0	
3. Full-Service ACS Change of address (COA) Report 1	<a href="#">Download</a>	0	0	0	0	
4. Full-Service ACS Name Report 1	<a href="#">Download</a>	0	0	0	0	
5. Full-Service Data Quality Report 1	<a href="#">MicroStrategy</a>					
6. Full-Service By-For Conflicts Report 1	<a href="#">Download</a>					

Footnote: 1. Counts are at the plant level.  
2. Counts are at the piece level.  
3. Report available only through MicroStrategy and Mail (SCL, Push-Full).

Clicking Data Distribution/Informed Visibility Dashboard displays a dashboard with links to feedback information. Let's first take a look at the Full-Service Start-the-Clock report.

## Full-Service Start-the-Clock Report

The BCG system displays the Full-Service Start-the-Clock Summary as an online report.

The screenshot displays the USPS BCG system interface for a Full-Service Start-the-Clock Report. The report header is as follows:

Job ID/ Mailing Group ID	Appt ID	Entry Point Type	Facility	STC Date
PulIDD01	107484652	Drop Ship	WASHINGTON NDC	01/28/2013

Below the header is a search form with the following fields:

- Search By: (dropdown)
- ID Number: (text input)
- Search With: exact value (dropdown)
- Full Service Availability Date Range: From: 01/21/2013 To: 01/28/2013
- Display per Page: 10 results

The main data table is as follows:

Job ID	Mailing Group ID	Appt ID	Entry Point Type	Facility	City	State	Zip	STC Date	Service Availability Date
PulE001	107484652	Drop Ship	WASHINGTON NDC	CAPITOL HEIGHTS	MD	20799999	0128/2013	0128/2013 11:53:55 AM	
PulE001	888U	BMEU	PHILADELPHIA	PHILADELPHIA	PA	19176999	0128/2013	0128/2013 11:53:54 AM	
PulE001	00009999	Plant Lead	QUEBECOR WORLD	EVANS	GA	308094027	0128/2013	0128/2013 11:53:55 AM	
PulE002	00009999	Plant Lead	QUEBECOR WORLD	EVANS	GA	308094027	0128/2013	0128/2013 11:57:58 AM	
PulE002	00009999	Plant Lead	QUEBECOR WORLD	EVANS	GA	308094027	0128/2013	0128/2013 11:57:57 AM	
PulE002	00009999	Plant Lead	QUEBECOR WORLD	EVANS	GA	308094027	0128/2013	0128/2013 11:57:53 AM	
PulE002	00009999	Plant Lead	QUEBECOR WORLD	EVANS	GA	308094027	0128/2013	0128/2013 11:57:34 AM	
PulE002	00009999	Plant Lead	QUEBECOR WORLD	EVANS	GA	308094027	0128/2013	0128/2013 11:57:42 AM	
PulE002	107484652	Drop Ship	WASHINGTON NDC	CAPITOL HEIGHTS	MD	207999999	0128/2013	0128/2013 11:57:31 AM	
PulE002	107484652	Drop Ship	WASHINGTON NDC	CAPITOL HEIGHTS	MD	207999999	0128/2013	0128/2013 11:57:42 AM	

A delivery service performance measurement that begins when a mailer or mail service provider turns the mail over to the USPS. Mailers can use Start-the-Clock information to anticipate when their mail will be delivered. Some of the information that is contained in the Start-the-Clock report is the Job ID/Mailing Group ID, Appt ID which is the FAST Appointment ID, Entry Point Type (for example Drop Ship), Facility and Start-the-Clock date within the report. The BCG system displays the Full-Service Start-the-Clock Summary as an online report.

## Container, Tray and Bundle Scan Data Reports

**Facility**  
HENRY W WHEELER

**Barcode Type**  
IMb

**Barcode**  
1024309000109231000163102171299

**Initial Scan Date**  
2012-09-24 03:03:10

Bundles only  
 Bundle/Package ID:  Mailer ID on the Piece:  Bundle Scan Type:

<sup>1</sup> Choose whether to download the results or view the results online, and select whether to include results for at least one of the following: Containers, Handling Units, Pieces.  
<sup>2</sup> IMcb, IMb, or IMb value.  
<sup>3</sup> A maximum of 1000 records will be returned for an Online query.

Total number of records returned: 162

Job ID#	Mailing Group ID	Appt ID	Facility	Facility Locale Key	Barcode Type	Barcode	Initial Scan Date	Full Serv Avail. Dt
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231000163102171299	2012-09-24 03:03:10	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231000163102171299	2012-09-24 03:03:10	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231000363102171299	2012-09-24 03:03:16	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231000463102171299	2012-09-24 03:03:19	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231000563102171299	2012-09-24 03:03:22	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231000663102171299	2012-09-24 03:03:26	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231000763102171299	2012-09-24 03:03:28	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231000863102171299	2012-09-24 03:03:31	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231000963102171299	2012-09-24 03:03:34	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231001063102171299	2012-09-24 03:03:37	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	1024309000109231001163102171299	2012-09-24 03:03:40	2012-10-2

Full-Service Feedback

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Container, Tray and Bundle Scan data allows mailers to view scans as containers and trays are moved through the USPS mail stream. Scan events are captured as USPS accepts and processes mail that includes IMcb (Intelligent Mail container barcode) or IMtb (Intelligent Mail tray barcode). Mailers can use scan data to anticipate when their mail will be delivered or issues encountered during processing. The anticipated delivery information can help mailers make decisions such as call center staffing levels.

Full-Service container scan data is available in an online report or through electronic data interchange in XML format.

# ACS – Change of Address

<b>OriginalIIMB</b> 002438999918694735421201409403	<b>OldPrimaryNumber</b> 218	<b>OldStreetName</b> CHARLES	<b>OldCity</b> BALTIMORE	<b>OldState</b> MD	<b>OldZipCode</b> 21201
<b>MoveEffectiveDate</b> 01/18/2013 00.00.00	<b>NewPrimaryNumber</b> 251	<b>NewStreetName</b> 101ST	<b>NewCity</b> NEW YORK	<b>NewState</b> NY	<b>NewZipCode</b> 10025

OriginalIIMB	MoveEffectiveDate	Event	EventDate	OldPrimary	OldStreetName	OldCity	OldState	OldZipCode	NewPrimary	NewStreetName	NewCity	NewState	NewZipCode
002438999918694735421201409403	01/18/2013 00.00.00	DOE	JOHN	218	CHARLES	BALTIMORE	MD	21201	251	101ST	NEW YORK	NY	10025
00243899991869444183610741636	12/03/2012 00.00.00	DOE	JOHN	1723	PO BOX	DOHRAN	AL	36302	1307	OSCEOLA	DOHRAN	AL	36303
00243899991869444183610741636	12/02/2012 00.00.00	DOE	JOHN	529	MOYNE	MONTGOMERY	AL	36109	24	WHITE OAKS	HATTIESBURG	MS	38402
00243899991869444183610741636	01/22/2013 00.00.00	DOE	JOHN	36	LEWIS	MONTGOMERY	AL	36107	115	MERIWETHER	PIKE ROAD	AL	36064
00243899991869444183610741636	07/22/2012 00.00.00	DOE	JOHN	7141	ROLLING BEND	BALTIMORE	MD	21244	19913	STUART	WILLIAMSPORT	MD	21795
00243899991869444183610741636	01/26/2013 00.00.00	DOE	JOHN	28	LEATHERWOOD	BALTIMORE	MD	21237	716	BARRETT	NEWARK	DE	19702
00243899991869444183610741636	01/23/2013 00.00.00	DOE	JOHN	2649	BLANK	BALTIMORE	MD	21231	1215	WEST	SILVER SPRING	MD	20910
00243899991869444183610741636	12/02/2012 00.00.00	DOE	JOHN	1920	PRATT	BALTIMORE	MD	21231	123	CHAFEL	BALTIMORE	MD	21231
00243899991869444183610741636	01/18/2013 00.00.00	DOE	JOHN	36	POULNEY	BALTIMORE	MD	21230	8	LOVETON FARMS	SPARKS	MD	21152
00243899991869444183610741636	01/11/2013 00.00.00	DOE	JOHN	396	PACKERS FALLS	LEE	NH	03861	4	ASHLEY	RAYMOND	NH	03077
00243899991869444183610741636	01/27/2013 00.00.00	DOE	JOHN	8	FREEDOM	PORTSMOUTH	NH	03801	25	LAKE	ALLENSTOWN	NH	03275
00243899991869444183610741636	01/09/2013 00.00.00	DOE	JOHN	7367	PO BOX	NASHUA	NH	03066	19429	MARY	CUPERTINO	CA	95014
00243899991869444183610741636	01/28/2013 00.00.00	DOE	JOHN	6432	SPALLDING	LINCOLNWOOD	IL	60712	6712	KIMBALL	LINCOLNWOOD	IL	60712
00243899991869444183610741636	02/01/2013 00.00.00	DOE	JOHN	1425	HIGHLAND LAKE	DECATUR	GA	30033	104	LADSON	DECATUR	GA	30033
00243899991869444183610741636	01/20/2013 00.00.00	DOE	JOHN	604	KIRK	DECATUR	GA	30030	604	KIRK	DECATUR	GA	30030
00243899991869444183610741636	01/28/2013 00.00.00	DOE	JOHN	8207	JEFFERSON SQUARE	DECATUR	GA	30030	6304	JEFFERSON SQUARE	DECATUR	GA	30030
00243899991869444183610741636	01/19/2013 00.00.00	DOE	NA	1688	PO BOX	DACULA	GA	30019	824936	PO BOX	PEMBROKE PINES	FL	33082
00243899991869444183610741636	02/01/2013 00.00.00	DOE	JOHN	750	FELLSBOROUGH	ALPHARETTA	GA	30005	12490	MADROLA	ALPHARETTA	GA	30005
00243899991869444183610741636	10/21/2012 00.00.00	DOE	JOHN	5670	MALLWOOD	ALPHARETTA	GA	30005	NA	TEMPORARILY AWAY	NA	NA	00000
00243899991869444183610741636	01/02/2013 00.00.00	DOE	JOHN	11306	JEFFERSON	ALPHARETTA	GA	30005	613	DEDFIELD	ALPHARETTA	GA	30004
00243899991869444183610741636	01/27/2013 00.00.00	DOE	JOHN	19006	LAKE UNION HILL	ALPHARETTA	GA	30004	11012	LAKE UNION HILL	ALPHARETTA	GA	30004
00243899991869444183610741636	03/03/2009 00.00.00	DOE	JOHN	1210	151ST	WHITESTONE	NY	11367	NA	TEMPORARILY AWAY	NA	NA	00000
00243899991869444183610741636	05/18/2009 00.00.00	DOE	JOHN	3218	23RD	ASTORIA	NY	11106	150	JAVA	BROOKLYN	NY	11222
00243899991869444183610741636	06/20/2008 00.00.00	DOE	JOHN	1427	29TH	ASTORIA	NY	11102	3005	ROYAL OAKS	SEBRING	FL	33875
00243899991869444183610741636	05/18/2009 00.00.00	DOE	JOHN	3118	NEWTOWN	ASTORIA	NY	11102	2638	41ST	ASTORIA	NY	11103
00243899991869444183610741636	05/18/2009 00.00.00	DOE	JOHN	3118	NEWTOWN	ASTORIA	NY	11102	2638	41ST	ASTORIA	NY	11103

Full-Service Feedback

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This data can be used to determine when a mailpiece has been sent to an invalid address. Change of Address (COA) detail records provide new and old address information so a mailer can update their mailing list. This data can be used to determine when mailpieces are being sent to a recipient who has triggered an address change which reduces time in updating the mailer's address list.

# Nixie Report

This data can be used to determine when a mailpiece has been sent to an invalid address

<b>OriginalIMB</b> 400928999990008708864068848701	<b>OnPieceCityStateZip</b> LIBERTY MO 64068
<b>ParsedAddressOnPiece</b> 1901 CLAY WOODS PKWY	<b>ReasonCode</b> Q

OriginalIMB	RecordCreationDate	ActionCode	ParsedAddressOnPiece	OnPieceCityStateZip	ReasonCode	ClassNotificationType	FeeNotification
400928999990008708864068848701	02/14/2013 00:00:00	W	1901 CLAY WOODS PKWY	LIBERTY MO 64068	Q	C	No
00243899999186969553088411399	02/14/2013 00:00:00	W	116 PONCE DE LEON AVE NE	ATLANTA GA 30308	Q	C	No
0024389999918704172873758060610	02/13/2013 00:00:00	W	10810 SPRING CYPRESS RD	TOMBALL TX 77375	I	C	No
0024389999918704642778717102236	02/13/2013 00:00:00	W	13425 RANCHO ROAD 620 N APT	AUSTIN TX 78717	Q	C	No
002438999991870404077070681072	02/13/2013 00:00:00	W	7700 WILLOW CHASE BLVD APT	HOUSTON TX 77070	Q	C	No
002438999991870395977030221099	02/13/2013 00:00:00	W	1020 HOLCOMBE BLVD	HOUSTON TX 77030	I	C	No
0024389999918703207574137368799	02/13/2013 00:00:00	W	9311 S COLLEGE AVE	TULSA OK 74137	I	C	No
0024389999918702729766839051414	02/13/2013 00:00:00	W	514 PO BOX	NEW STRAWN KS 66839	Q	C	No
0024389999918702470264079761791	02/13/2013 00:00:00	W	2900 WILLIAMSBURG TER APT	PLATTE CITY MO 64079	Q	C	No
0024389999918701081650315320714	02/13/2013 00:00:00	W	1800 WATROUS AVE APT	DES MONIES IA 50315	Q	C	No
002438999991869964637212550119	02/13/2013 00:00:00	W	1719 BEECHWOOD AVE	NASHVILLE TN 37212	I	C	No
002438999991869964637212291901	02/13/2013 00:00:00	W	1208 16TH AVE S APT	NASHVILLE TN 37212	I	C	No
0024389999918699591237128485250	02/13/2013 00:00:00	W		37128	I	C	No
0024389999918699528237042158484	02/13/2013 00:00:00	W		37042	Q	C	No
0024389999918699526337042568394	02/13/2013 00:00:00	W	3366 DURRETT DR APT	CLARKSVILLE TN 37042	Q	C	No
0024389999918699069334428306020	02/13/2013 00:00:00	W	520 NW7TH AVE	CRYSTAL RIVER FL 34428	M	C	No
002438999991869884673913666776	02/13/2013 00:00:00	W	10710 RAVENNA WAY UNIT	FORT MYERS FL 33913	Q	C	No
002438999991869884573913666599	02/13/2013 00:00:00	W	10112 COLONIAL COUNTRY CLUB BLVD	FORT MYERS FL 33913	I	C	No
0024389999918698793333845059393	02/13/2013 00:00:00	W	593 PO BOX	HAINES CITY FL 33845	Q	C	No
0024389999918698216333305272219	02/13/2013 00:00:00	W	2419 FRYER PT	FORT LAUDERDALE FL 33306	A	C	No
0024389999918698201633193335799	02/13/2013 00:00:00	W	15635 SW14TH CIRCLE DR	MIAMI FL 33183	I	C	No
0024389999918698175531183182833	02/13/2013 00:00:00	W	13785 SW108TH ST APT	MIAMI FL 33183	V	C	No
0024389999918698142033175737499	02/13/2013 00:00:00	W	2055 SW122ND AVE	MIAMI FL 33175	I	C	No

Full-Service Feedback

This data can be used to determine when a mailpiece has been sent to an invalid address which reduces time in updating the mailer's address list

Note: Here are the meanings of the Reason Codes:

- A = Attempted – Not Known
- B = Returned for Better Address
- D = Outside Delivery Limits
- E = In Dispute
- I = Insufficient Address
- L = Illegible
- M = No Mail Receptacle
- N = No such number
- P = Deceased
- Q = Not Deliverable as Addressed/ Unable to Forward
- R = Refused
- S = No Such Street
- U = Unclaimed

V = Vacant

X = No Such Office

## Additional Resources

- For additional information:
  - BCG & MSP Training
    - <https://ribbs.usps.gov/index.cfm?page=intellmailgateway>
  - Contact the Help Desk
    - 800-522-9085
    - [postalone@usps.gov](mailto:postalone@usps.gov)
  - Support Page  
<https://gateway.usps.com/eAdmin/view/support>

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For additional information including detailed BCG training, go to the RIBBs website, click on the Intelligent Mail link and click on Business Customer Gateway to access the presentations. The Help Desk can also be contacted by calling 800-522-9085 or sending an email to [postalone@usps.gov](mailto:postalone@usps.gov). Additional information is also available on the support page of the Business Customer Gateway.

## Upcoming Webinars

The United States Postal Service is offering a series of webinars designed to assist Mail Owners and Mail Preparers in moving to Full-Service. The webinars will be offered through January 2014. Webinar information is posted on the RIBBS website at : <https://ribbs.usps.gov/index.cfm?page=intellmailpresentations>

Topic	Dates	Description
<i>Full-Service Open Line Calls</i>	<ul style="list-style-type: none"> <li>• Wednesdays 2:00 pm EDT</li> </ul>	USPS representatives will be online to answer any questions related to Full-Service Intelligent Mail. Phone in at (866) 966-6305 or log on at <a href="http://meetingplace4.usps.gov/join.asp?0602495">http://meetingplace4.usps.gov/join.asp?0602495</a>
<i>Getting Started with Full-Service</i>	<ul style="list-style-type: none"> <li>• December 3, 2013, 1:30 EDT</li> <li>• January 7, 2014, 1:30 pm EDT</li> </ul>	To assist customers in transitioning to Full-Service Intelligent Mail, this course provides an overview of Full-Service. Topics include the requirements for Full-Service Intelligent Mail; the technologies available to submit mailing information electronically; software solutions available to help make the transition; tips on how to sign up, get an account, and acquire a Mailer ID; and the benefits of Full-Service.
<i>Full-Service MIDs and CRIDs</i>	<ul style="list-style-type: none"> <li>• December 10, 2013, 1:30 pm EDT</li> <li>• January 9, 2014, 1:30 pm EDT</li> </ul>	This webinar will focus on Customer Registration IDs (CRIDs) and Mailer IDs (MIDs) as they are used in Full-Service. Topics include the multiple ways for Mail Owners and Mail Preparers to obtain MIDs and CRIDs and how MIDs and CRIDs are used in the Intelligent Mail barcode, in electronic mailing information and for receipt of Full-Service data.
<i>The Business Customer Gateway</i>	<ul style="list-style-type: none"> <li>• December 12, 2013, 1:30 pm EDT</li> <li>• January 14, 2014, 1:30 pm EDT</li> </ul>	The Business Customer Gateway provides a single entry point for USPS online business services. This webinar will highlight those features of the newly designed Business Customer Gateway that are especially useful to Full-Service mailers. These features include a new simplified registration process, the ability to request MIDS, links to submit electronic documentation, and access to reports providing feedback on mailings.
<i>Full-Service Feedback</i>	<ul style="list-style-type: none"> <li>• December 10, 2013, 1:30 pm EDT</li> <li>• January 31, 2014, 1:30 pm EDT</li> </ul>	Full-Service Feedback is available to all mailers preparing and presenting Full-Service mail. The Postal Service conducts in-depth analysis of Full-Service electronic documentation data and presents the results through reports such as the Mailer Scorecard. Learn how to use these reports to measure the quality of your Full-Service mailings.

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The United States Postal Service is offering a series of webinars designed to assist Mail Owners and Mail Preparers in moving to Full-Service. The webinars will be offered through January 2014. A few of the dates are listed here. Webinar information is posted on the RIBBS website at the address shown here: **[Note to Presenter: Do not read web address aloud]** <https://ribbs.usps.gov/index.cfm?page=intellmailpresentations>

A Full-Service Open-Line call is scheduled for every Wednesday from 2:00 PM to 3:00 PM Eastern. USPS representatives will be online to answer any questions related to Full-Service Intelligent Mail. Phone in at (866) 966-6305 or log on at the web address shown here: **[Note to Presenter: Do not read web address aloud]** <http://meetingplace4.usps.gov/join.asp?0602495>

The first webinar in the series is on Getting Started with Full-Service. To assist customers in transitioning to Full-Service Intelligent Mail, this course provides an overview of Full-Service. Topics include the requirements for Full-Service Intelligent Mail; the technologies available to submit mailing information electronically; software solutions available to help make the transition; tips on how to sign up, get an account, and acquire a Mailer ID; and the benefits of Full-Service.

The next webinar in the series is titled Full-Service MIDs and CRIDs. This webinar will focus on Customer Registration IDs (CRIDs) and Mailer IDs (MIDs) as they are used in Full-Service. Topics include the multiple ways for Mail Owners and Mail Preparers to obtain MIDs and CRIDs and how MIDs and CRIDs are used in the Intelligent Mail barcode, in electronic mailing information and for receipt of Full-Service data.

A third webinar is on The Business Customer Gateway, which provides a single entry point for USPS online business services. This webinar will highlight those features of the newly designed Business Customer Gateway that are especially useful to Full-Service mailers. These features include a new simplified registration process, the ability to request MIDS, links to submit electronic documentation, and access to reports providing feedback on mailings.

The final webinar in this series deals with Full-Service Feedback, which is available to all mailers preparing and presenting Full-Service mail. The Postal Service conducts in-depth analysis of Full-Service electronic documentation data and presents the results through reports such as the Mailer Scorecard. Learn how to use these reports to measure the quality of your Full-Service mailings.

## Questions

