

# Customer / Supplier Agreement Enhancements - Mailers

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## Overview

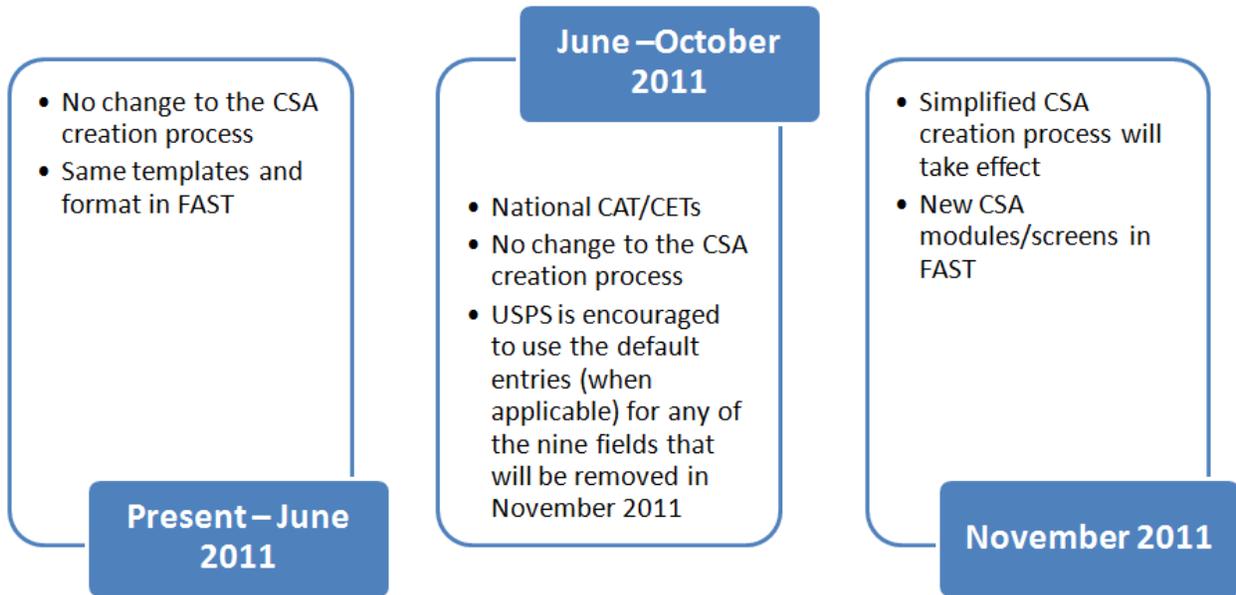
### Purpose

The purpose of this document is to define the upcoming changes to Customer / Supplier Agreements (CSAs). These changes will be rolled out in two cycles which will be discussed throughout this document. The first cycle of changes will be effective June through October 2011 and the second cycle will be effective starting November 2011.

From now until June, there are no changes to the existing CSA file and online CSA modules in FAST. During the first cycle of changes (June-October 2011), the CAT from the CSAs will not be used to determine Start-the-Clock (STC). Instead, STC will be determined from the nationally standardized CSA CAT/CETs (for additional information see [chart](#) below). During this timeframe nine fields in the CSA will not factor into CSA association.

During the second cycle (November 2011 – Future), CSAs will only contain the information necessary for First-Class separations. CSAs will therefore only be associated to First-Class mail and there will no longer be four template types (*DMU Verified – Mailer Transported*, *DMU Verified – USPS Transported*, *BMEU Verified – Entry After CAT*, and *Unscheduled*) during the CSA creation and management processes. The FAST online application, web services (Mail.XML) and file formats (.csv) will also be modified to support the changes to CSAs and will only reflect the remaining applicable fields.

## Timeline



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### Present - June 2011 - No Changes to CSAs

Between now and June 2011, there will be no changes to the current CSA process and screens in the FAST application. Mailers will continue using their existing software and FAST CSA data.

### June 2011 - Nationally Standardized CSA CAT/CETs \*

Effective June 2011, USPS will begin using the nationally standardized CAT/CETs for all induction methods and mail classes of CSAs.

	Mail Class	First-Class	Standard	Periodicals	BPM
<b>BMEU</b>	Non-Co-Located	1500	1500	TBD	1500
	Co-Located	1800	1500	TBD	1500
<b>Mailer and USPS Transported</b>	No Separation	1900	1500	TBD	1500
	Working	2000			
	Presort	2100			
	Presort Assigned	2200			
	Hub - STC	2400			
	Hub - THS	0200P P = Previous Day			
<b>Drop-Ship</b>	NDC, ADC, SCF	N/A	1600	TBD	1600
<b>Facility Codes</b>	NDC = Network Distribution Center ADC = Area Distribution Center SCF = Sectional Center Facility STC = Surface Transfer Center THS = Terminal Handling Service				

\*Please note that there may be additional changes to the National CAT/CETs displayed above.

## June – October 2011 – Fields Ignored in CSAs

### New CSAs:

Between June and October 2011, USPS will be encouraged to use the *Unscheduled DMU Verified – USPS Transported* template in FAST and to input the following default values when creating CSAs.

Current Field	Defaulted Value
CSA Template Type	Unscheduled Template – DMU Verified – USPS Transportation
CSA Trip ID	Any 5 digit numeric value
CAT	Please reference the CAT/CET <a href="#">chart</a> above
CAT Day-0	Same Day

### Existing CSAs:

Between June and October 2011, the following fields will be ignored from existing CSAs (when applicable). Please note that USPS will not be maintaining the following fields. Mailers are encouraged to not plan their operations around these fields since updates may not be accurately reflected in their CSAs.

Field	Template Type
Day of Week	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
Recurring Appointment ID	DMU Verified – Mailer Transported

Arrival Time	DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
Dispatch Time	DMU Verified – USPS Transported
CSA Trip ID	DMU Verified – USPS Transported
CAT	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
CAT Day-0	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
Container Ready Time	DMU Verified – USPS Transported
Trip Volume %	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT

Effective June 2011, the following validations will not be applicable:

- The *PostalOne!* system will no longer require the CSA ID to be provided in the Mail.dat or Mail.XML files for DMU Verified, USPS Transported containers.
  - o The CSA ID must still be provided when the containers have been prepared under a CSA.
- The PostalOne! system will no longer require the CSA Trip ID to be provided in the Mail.dat or Mail.XML files for DMU Verified, USPS Transported containers.

**CSA to eDoc Association Reference:**

Mail.dat Field	Mail.XML Field	CSA	Comments
CSA ID in .seg	CSA ID in ContainerInfoData	CSA ID	
N/A	N/A	CSA status	The CSA must be active.
Scheduled Induction Date or Scheduled Ship Date from .csm	Scheduled Induction Date or Scheduled Ship Date from ContainerInfoData	CSA Effective Date	The <b>CSA Effective Date</b> must be less than or equal to the <b>Scheduled Induction Date or</b>

			<b>Scheduled Ship Date.</b>												
Class Defining Preparation from .seg	FormType from ContainerInfoData	Mail Class	<b>Mail Classes</b> include: 1 = FCM (First-Class Mail)												
Principal Processing Category from .seg	ProcessingCategory from ContainerInfoData	Processing Category	<b>Processing Categories</b> include: LT & CD = LTRS (Letters) FL = FLTS (Flats) IR, MP, NA, NB, NP, OS, PF = PARC (Parcels)												
Entry Point – Actual/Delivery – Locale Key or Entry Point – Actual/Delivery – Postal Code from .csm	EntryLocalKey or PhysicalPostalCodeEntryPoint from ContainerInfoData	Facility Locale Key	The <b>Facility Locale Key</b> must be provided in Mail.dat												
Container Level from .csm	SortationLevel from ContainerInfoData	Processing Code	<b>Processing Code</b> includes: <b>AK to AQ</b>												
Container Destination Zip from .csm	DestinationZIP from ContainerInfoData	CSA Destination ZIP or CSA Label To ZIP	The .csm <b>Container Destination ZIP</b> must fall within the separation provided for the CSA.  (ex. '22202' .csm <b>Container Destination ZIP</b> can apply to a 3-digit <b>CSA Container Destination ZIP</b> range of '200-250').  <table border="1" data-bbox="1133 1344 1458 1680"> <thead> <tr> <th>Container ZIP</th> <th>CSA Zip</th> </tr> </thead> <tbody> <tr> <td>5-digit</td> <td>5-digit</td> </tr> <tr> <td>5-digit</td> <td>3-digit</td> </tr> <tr> <td>5-digit</td> <td>3-digit range</td> </tr> <tr> <td>3-digit</td> <td>3-digit</td> </tr> <tr> <td>3-digit</td> <td>3-digit range</td> </tr> </tbody> </table>	Container ZIP	CSA Zip	5-digit	5-digit	5-digit	3-digit	5-digit	3-digit range	3-digit	3-digit	3-digit	3-digit range
Container ZIP	CSA Zip														
5-digit	5-digit														
5-digit	3-digit														
5-digit	3-digit range														
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3-digit	3-digit range														

### November 2011 –Remaining CSA Fields

Effective November 2011, the new CSA changes will be reflected throughout the FAST online application, web services (Mail.XML) and file formats (.csv). Mailers

will need to update their software to only accept those fields that will be used for CSA association on First-Class containers. For a full listing of these fields, please reference [Appendix A](#).

Effective November 2011, FAST will complete a data repair on the existing CSAs that are impacted by the CSA Simplification process. This data repair includes updates to the following:

- **CSAs containing entirely non First-Class mail:**
  - The CSA will be set to “Inactive”
- **CSAs containing Mixed Class mail:**
  - Non First-Class trips will be set to “Inactive”
  - First-Class trips will be updated to no longer include any of the fields that will no longer factor into CSA association
    - Day of Week
    - Recurring Appointment ID
    - Arrival Time
    - Dispatch Time
    - CSA Trip ID
    - CAT
    - CAT Day-O
    - Container Ready Time
    - Trip Volume %
  - The CSAs Effective Date will be modified to the date of the FAST release
- **CSAs containing entirely First-Class mail:**
  - The CSA will be updated to no longer include any of the fields that will no longer factor into CSA association
    - Day of Week
    - Recurring Appointment ID
    - Arrival Time
    - Dispatch Time
    - CSA Trip ID
    - CAT
    - CAT Day-O
    - Container Ready Time
    - Trip Volume %
  - The CSAs Effective Date will be modified to the date of the FAST release

## Appendix A: Current FAST CSA File Layout

This table describes the FAST CSA file’s data field names, data field lengths, data types and definitions. The fields that will be removed with the CSA simplification effort in November 2011 have been highlighted in blue and those that will be updated in November 2011 have been highlighted in yellow.

Field Name	Length	Data Type	Description
CSA ID	10	Numeric	The number assigned to the CSA by the FAST system. The CSA ID will be repeated for each row output in the file.
CRID	10	Numeric	The Customer Registration ID number that is assigned. The CRID will be repeated for each row output in the file.
CSA Effective Date	8	Numeric	The date a CSA becomes effective. Format will be MMDDYYYY (08072008)
CSA Status	12	Text	<p>A list of enumerated values describing the status that a CSA may be in. Customers should only use a CSA in Active (currently effective) or Pending (effective in the future – used for advanced planning) The applicable values are identified as:</p> <p><b>Active</b> – A CSA that has been approved and that is currently effective as determined by the effective date.</p> <p><b>Pending</b> – A CSA that has been approved and that is effective in the future as determined by the effective date.</p> <p><b>Inactive</b> – A CSA that has been deleted or overwritten by another CSA.</p> <p><b>Incomplete</b> – A CSA that is saved, but not completed. A customer will not have access to view a CSA in this status.</p> <p><b>Pre-Approval</b> – A CSA that is saved and complete, but not approved. A customer will not have access to view a CSA in this status.</p>
Dispatch Time	4	Time	The time the truck (postal transportation) is scheduled to depart the mailer’s facility. This field will only be populated for DMU mailers with USPS transportation. It is established by local postal transportation managers to ensure that the dispatch will arrive at the facility to meet the processing facility operating time.

# Facility Access & Shipment Tracking (FAST)



## Customer / Supplier Agreement Enhancements – Mailers

March 2011 – Version 1

Field Name	Length	Data Type	Description
Arrival Time	5	Time	For mail verified at the mailer’s facility and transported to the processing plant on the mailer’s transportation, mail scheduled to be brought into the BMEU by the mailer after the CAT, or larger mailers scheduled to bring mail into the BMEU before the CAT, this field indicates the time the mailer’s truck is scheduled to arrive at the USPS facility. The time will be established by local postal transportation managers and business mail entry managers to ensure that the truck will arrive at the facility to meet the Critical Entry Times.
Day of Week	3	Text	<p>The day or days to which the separation applies. This field may be blank for the Unscheduled scenario.</p> <p><b>ALL</b> – Daily  <b>MS</b> – Monday through Saturday  <b>MF</b> – Monday through Friday  <b>MON</b> – Monday  <b>TUE</b> – Tuesday  <b>WED</b> – Wednesday  <b>THU</b> – Thursday  <b>FRI</b> – Friday  <b>SAT</b> –Saturday  <b>SUN</b> – Sunday</p> <p>In addition to the values listed above, the following values will be effective with the FAST 16.0 release scheduled for April 17, 2011.</p> <p><b>M</b> – Monday  <b>T</b> – Tuesday  <b>W</b> – Wednesday  <b>H</b> – Thursday  <b>F</b> – Friday  <b>S</b> –Saturday  <b>U</b> – Sunday</p>
Trip Number	5	Numeric	A trip number is for a USPS supplied trailer. This is used for Origin Entered, USPS transported mail. Each scheduled trailer will have an associated trip number defined in the CSA, and this number is five digits and will be determined locally. When included in the electronic documentation, only the CSA Trip ID number from the CSA will be included. Additional information such as date should not be included.

Field Name	Length	Data Type	Description
Recurring Appointment Sequence ID	6	Alphanumeric	This will be populated when a FAST Recurring Appointment Sequence ID is present. This is used for Origin Entered, DMU verified, mailer transported mail and is output as a 5-digit numerical value with an "R" appended to it. For example, 12345R.
Publication Number	9	Numeric	This is the publication number associated to a Periodicals mailing. This field will only apply to the Periodicals scenario.
Trip Volume	3	Numeric	A number will be entered indicating the percentage of the total mail volume by Mail Class, Processing Category and Processing code for the day. This field should be populated for both mailer and USPS transported mail and is to be used as a guideline. This field is to be used as a guideline. For example, 40% First-Class Mail LTRS S (Surface) on Dispatch 1, 30% First-Class Mail LTRS S on Dispatch 2, and 30% First-Class Mail LTRS S on Dispatch 3. If there is only one dispatch, the percentage entered would be 100% for each Mail Class, Processing Category, Processing Code, Entry Facility, and Template Type (please refer to Exhibits).
Container Destination ZIP Code	11	Text	The range of destination ZIP Codes associated with the containers in the separation. This can include 3-digit ZIP Code ranges or 5-digit ZIP Code ranges. This will also be used for the Container Label. All ZIP Codes must be represented in this field for a CSA to be valid.
Facility Locale Key	9	Text	Standardized facility code which is populated by the system based on the facility selected in the Facility Name block.
Mail Class	3	Text	The class of mail to which the line item separation applies. This will also be used for the Container Label.  <b>FCM</b> (First-Class Mail) – only field that will remain for Mail Class starting November 2011 <b>BPM</b> (Bound Printed Matter) <b>STD</b> (Standard Mail) <b>PER</b> (Periodicals Mail)

Field Name	Length	Data Type	Description
Processing Category	4	Text	<p>This field will be used to distinguish the shape of the mail in a container. This will also be used for the Container Label.</p> <p><b>LTRS</b> (Letters)</p> <p><b>FLTS</b> (Flats)</p> <p><b>PARC</b> (Parcels)</p>
Processing Code	4	Text	<p>A general description of the contents of the containers on a trailer. It is possible to use all or only some of the values. Values will be available from a dropdown list. This will also be used for the Container Label. The applicable values are identified as:</p> <p><b>S</b> (Surface) – Separation for a single surface route dispatched from the Origin USPS facility. Typically this is a 5D, 3D, ADC, AADC or Surface Transfer container separation.</p> <p><b>MXDS</b> (Mixed Surface) – Containers with handling units (trays, sacks, tubs) for multiple surface routes. Will be defaulted for the Standard, Periodicals, Bound Printed Matter (BPM), and First-Class mail classes without an associated Container Label.</p> <p><b>L</b> (Local) – Mail worked for delivery at the Origin USPS facility.</p> <p><b>WKG</b> (Working Mail) – Mixed ADC or Mixed AADC mail.</p> <p><b>A</b> (Air) – Separations directed to an air carrier. Will also include the 2-digit airline code.</p> <p><b>MXDA</b> (Mixed Air) – Containers with trays for multiple air carriers.</p> <p><b>SP</b> (Single-piece) – Pieces paid at single-piece prices.</p> <p>Presort – Mixed Air (<b>MXDA</b>), Mixed Surface (<b>MXDS</b>).</p> <p>Presort Assigned – Air (<b>AP</b>), Surface (<b>AO</b>), Local (<b>AQ</b>).</p> <p>Hub STC – Surface (<b>AO</b>).</p> <p>Hub THS – Air (<b>AP</b>).</p>

Field Name	Length	Data Type	Description
Processing Code Label	20	Text	Additional processing code information to include in the container label. For example, an air separation can be made to a particular carrier (e.g. FedEx) and would be labeled as such. This field would contain the value to include on the container label and are based off TMS Airline Codes.  <b>UA</b> – United Airlines <b>B6</b> – Jet Blue <b>CO</b> – Continental Airlines <b>SY</b> – Sun Country <b>US</b> – US Airways <b>5X</b> – UPS <b>FX</b> – FedEx <b>AA</b> – American Airlines <b>DL</b> – Delta Airlines
Minimum load for containers	2	Numeric	This is the minimum load allowed for a container. This is measured in linear feet. Use the lesser of this value or ½ the maximum for the container used. This value will be 1-99.
Container Ready Time	4	Time	This is the time that a container must be ready to load onto a truck to provide adequate time for the USPS clerk to validate the pallets. This will only be applicable for mail that is verified at a DMU on USPS transportation and will be established locally.
Separation Number	3	Numeric	For each new separation created, the FAST system will assign a sequential number for that separation. For example, the first separation made would be assigned “Separation #1”, the second separation made would be assigned “Separation #2” and so on. This value will be 1-999.
Label To	25	Text	The facility to which the mail is going. This will appear on the top line of the Container Label.
Label ZIP Code	5	Numeric	The ZIP Code of the Label To Facility. This can be either a ZIP-3 or a ZIP-5. The combination of Label ZIP Code and Processing Code will be unique for each Separation Number.

Field Name	Length	Data Type	Description
CAT	5	Time	The CAT is the latest time mail can be presented for verification before being sent to designated induction points in the postal network for processing and dispatch. If a “P” is displayed next to the CAT, this indicates that the Day-0 will be the previous day (i.e. CAT is 0050P on June 14, but the Day-0 would be June 13 if the CAT time is met).
CSA Trip Template	8	Text	<p>The type of CSA template used to create the CSA.</p> <p><b>DMU-P</b> – DMU Verified – USPS Transportation</p> <p><b>DMU-C</b> – DMU Verified – Mailer Transportation</p> <p><b>BMEU</b> – BMEU Verified – Entry After CAT</p> <p><b>UDMU-P</b> – Unscheduled DMU Verified – USPS Transportation</p> <p>* Removal of the unscheduled templates for BMEU – Entry After CAT and DMU Verified – Mailer Transported will be effective for the FAST 16.0 release scheduled for April 17, 2011.</p>

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