

User Group 1 “*PostalOne!* / SASP / Intelligent Mail”

Minutes

Thursday, September 6, 2012

Agenda Items

- ✚ Welcome and Opening Remarks – Kathryn Mackey
 - ✚ UG1 Subgroup Status Update (Performance Subgroup & Reporting Subgroup) – Steve Krejcik
 - ✚ STID Changes in January 2013 – Lisa West
 - ✚ External *PostalOne!* Contingency Plans – Marty McGuire
 - ✚ Issues List – Uni Han-Norton
 - ✚ Group Input
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✚ Welcome and Opening Remarks

✚ UG1 Subgroup Status Update (Performance Subgroup & Reporting Subgroup) – Steve Krejcik

- Adding this new section to the UG1 meetings going forward
- Performance meeting this Friday 9/7
- Working on consolidating reports this week
- Working closely with Garrett, Marty, etc on Seamless Acceptance to make sure efforts are aligned.

✚ STID Changes in January 2013 – Lisa West

There is a PARS software change in March, originally scheduled to go out this month, but got pushed to March. The only required change is change for traditional ACS request in an Intelligent Mail Barcode. New service type IDs have been distributed to software developers so they can be ready and mailers can use after January Release. It goes out in three phases that takes from 1st of March to May 1st. Impacts a handful of Mailers.

Work around used to be to disable mailers’ MID from the ACS tables – with this new software release the work around won’t be effective anymore.

The actual date to stop using the separate MID is based on the PARS roll out.

Lisa is going to include the advantages of moving to STIDs in January for mailers in the Q&A sheet she is preparing.

What happens if IMb can’t be read? Traditional ACS behavior still exists and requires a printed ancillary service endorsement. So there won’t be any harm.

Same changes that are made to PARS will be made to CFS.

What happens if you change your STIDs but don’t re-enable your MIDs? The MID will be automatically re-enabled by the system on March 1st

Send questions to Lisa West: lisa.west@usps.gov

✚ External *PostalOne!* Contingency Plans – Marty McGuire

Provide guidelines on what can be done in the event of *PostalOne!* outage and allow individuals to give us feedback:

- 1- *PostalOne!* outage
- 2- *PostalOne!* is up and operating but mailers have problems submitting electronic docs and postage statements
- 3- Mailers are able to submit files, but the statements do not appear on *PostalOne!* dashboard for acceptance clerks to access.

Provide guidelines and procedures on what the mailers should do in these situations. Marty has a draft for guidelines. Will send to Kathy to distribute.

Mailers responsibility:

- 1) They should contact the Help Desk to get a ticket number
- 2) Submit hard copy postage statements for each mailing presented to BMEU, DMU or Post Office.
 - a. For Postal Wizard customers, we accept the confirmation page in lieu of a hard copy postage statements
 - b. For Mail.dat and Mail.XML customers, we prefer them to submit hard copy daily log of mailings, or use Postal Wizard to submit postage statements. We also want the electronic documentation to be submitted when the system comes back up and running.

Mailer provided several suggestions for improving the document and posed questions about the use of hard copy daily mailing log. Revisions will continue on the draft and will be distributed to group. Will continue this discussion in next week's meeting.

Send questions to Marty McGuire: mart.j.mcguire@usps.gov

MTAC Issues Tracking System (MITS)

- ✚ To see the previous postings of minutes and other user group documents, the steps are:
1. Business Customer Gateway
 2. National Customer Support Center - RIBBS (listed under "Customer Support")
 3. MTAC (next to the last tab on left menu) MTAC Issues Tracking System Login (listed under "Important Links"
<http://ribbs.usps.gov/index.cfm?page=mtac>)
 4. Sign on with user name UG 1
 5. Email Kathryn Mackey at Kathryn.r.mackey@usps.gov to obtain a password.
 6. Click on User Group
 7. Search on User Group Issue Number 1
 8. Click on View Minutes

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