

**User Group 1 “PostalOne! / SASP / Intelligent Mail”**  
**Minutes**  
**Thursday, March 14, 2013**

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**Minutes by Agenda Items**

**✚ Welcome and Opening Remarks – USPS**

**✚ CAT Status Update – Jackie Erwin / Dean Davis**

CAT is at 20.42 percent complete. No major critical issues.

- For specific issues, all are invited Monday, Wednesday and Friday from 11-12am EST
  - To attend, send email to [PO\\_CAT@usps.gov](mailto:PO_CAT@usps.gov) (\*be sure to have CAT in the subject line of the email)
- **Issue:** Mailers are experiencing a delay in processing files in the CAT environment (raised by Jim Morton)

Action Item for Jackie Erwin: To follow up on the above issue.

**✚ Postage Statements Generation – Susan Redman**

Postage statement generation is being changed in the upcoming releases.

- In the past, identification of Mailing Agent (MA):
  - System selects the MA permit based on the Business Customer Gateway (BCG) User ID that submits the Mail.dat job to *PostalOne!*
- In the future, system no longer drives MA permit.

**Release 34 By/For Rules (Mail.dat)**

- Identification of Mailing Agent (MA):
  - System no longer derives MA permit
  - Implement By/For order of precedence :
    - .mpa Mailer ID of Preparer
    - .mpa CRID of Preparer
- Identification of Mail Owner (MO):
  - .cpt Mailer ID of Mail Owner
  - .mpa Mailer ID of Mail Owner
  - .cpt CRID of Mail Owner
  - .mpa CRID of Mail Owner
  - .mpa Mail Owner Lcl Permit Ref Number / Int'l Bill Num & .mpa Mail Owner Lcl Permit Ref Number / Int'l Bill Num – Type
- If MID is used to identify Mailing Agent or Mail Owner, system will identify the MID Owner CRID from the Mailer ID system for display on the postage statement.
- If Permit is used to identify Mail Owner, the system will identify the associated CRID in *PostalOne!* for display on the postage statements.
- Postage Statements with multiple Mail Owners will display a “Multiple” link in the Mail Owners section. The link will display the following:
  - Each mail Owner CRID contained within the statement
  - Company Name for each CRID

No other variables that generate postage statements have been touched during this design. USPS recommends running files in CAT to ensure results are as expected. If there are any issues, please contact Susan Redman at [susan.f.redman@usps.gov](mailto:susan.f.redman@usps.gov).

Non profit related changes are expected to be implemented in July 2013 Release.

## **Tech Credit Letters – Susan Redman / Chris Hardin**

Each CRID that surpasses the volume threshold will be qualified to redeem a Tech Credit:

- Each CRID will be able to redeem one (1) Tech Credit only
- In the event there are multiple CRIDs identifying the same business location that have linked permits, only the CRID with the highest eligible credit will be able to redeem Tech Credit

USPS noticed there are customers with duplicate CRIDs for the same location. This has been a result of entering an address in different formats. (e.g. Ave vs. Avenue)

In order to redeem credit, you must mail a Full-Service mailing.

Eligibility Criteria: Mail Volume of all “Permit Holders” and “Mailing Agents” will be evaluated for Tech Credit eligibility, regardless of current Full-Service mailing status.

If user group has any questions regarding Tech Credit, please email Susan Redman.

Other Tech Credit resources can be found on

[https://ribbs.usps.gov/intelligentmail\\_latestnews/documents/tech\\_guides/techcredit/techcredit.htm](https://ribbs.usps.gov/intelligentmail_latestnews/documents/tech_guides/techcredit/techcredit.htm)

## **DMM Advisory Notice for Incentives – USPS**

Incentive discounts are applied at the postage statement line item level; therefore, all mailpieces for each eligible line item must meet promotion requirements. Several of the possible scenarios are described below:

### **Commingled, combined or co-mailing**

- In a commingled, combined or co-mailing, separate postage statements must be used for mailpieces not meeting promotion requirements.

### **First-Class Mail residual pieces paying single piece prices**

- If residual, single piece First-Class Mail pieces are included on the postage statement of presort and automation mailings, the mailing will not be disqualified from the promotion, but the residual pieces will not receive the discount.

## **Short Term Project in the Works to Help Production Level Data in a Test Environment – Jackie Engelman**

For the April 2013 release, starting Monday, March 18, 2013, USPS will start using the new code (CAT code) along with pre-production data (permits, CRIDs, etc.). This will enable mailers to use the same production data in the CAT environment without having to place additional requests to have access to the data.

- The code will be promoted 4-6 weeks prior to production.
  - This will allow mailers to submit the same files as they would to production without having to include all of the detailed information necessary for submitting to CAT.
  - Similar to the TEM environment

New codes will be tested with pre-production data as well.

If mailers find any issues within CAT or the pre-production data, please send an email to [PO\\_CAT@usps.gov](mailto:PO_CAT@usps.gov).

**✚ Training Materials to Support the Work Around for Hardcopy Exception Process for Mixed –Option (July 2013 Release) – Chris Simone / Uni Han-Norton**

**Rough Draft by USPS:**

Effective July 2013 release, Acceptance employees cannot accept the Mixed-Option Full-Service hardcopy postage statement to process the exception process due to changes to the First-Class and Standard Mail postage statement postage calculation for full-service discount and discount of (Mobile incentive).

Description of Full-Service Mailing & Mixed-Option Full-Service mailing:

- Full-Service Mailing: Entire 100% mailpieces are qualified for Full-Service Discount
- Mixed-Option Full-Service Mailing: Only the partial mailpieces are qualified for Full-Service Discount

Note: We will continue to support the mixed-option full-service hardcopy exception process for the Periodicals and Bound Printed Matter Flats.

Additional documents will be sent by USPS that contain additional information.

Action Item for MTAC UG1 members: to review the rough draft and provide feedback by **March 26, 2013**.

Final verbiage will be reviewed in the April 4, 2013 MTAC UG1 meeting.

**✚ January 2013 postage statements vs. July 2013 postage statements – Michael Lee / Audrey Meloni**

The information below applies to the PS Forms 3600 FCM, 3602 R , 3602 N and 3605.

- If you are NOT doing a Full-Service mailing and you are NOT claiming incentive, you can still use **January** 2013 postage statements.
- If you are doing a Full-Service mailing and you are NOT claiming incentive, you could still use **January** 2013 postage statements.
- If you are NOT doing a Full-Service mailing, but you are claiming incentive, you could still use **January** 2013 postage statements.
- If you are doing a Full-Service mailing AND you are claiming incentive, you **MUST** use **July** 2013 postage statements

Full Service (Y/N)	Incentive (Y/N)	Postage Statement
N	N	Jan-13
N	Y	Jan-13
Y	N	Jan-13
Y	Y	Jul-13

## **New Issues – Josefina Cabatu**

### **COM 113529 – Mail.XML/Mail.dat Postage Statement Processing (3/7)**

- There are 2 methods to calculate postage for Standard Mail Rate Flats
- There is a variance in the manner for which the system is processing flats over 3.3 oz—7/10 of a cent (relatively small)—System should calculate the line postage as noted in Section 1.5.5 of DMM 343, but is using the method for Permit Imprint. Marked as High.
- No Workaround

### **COM 113555 – Mail.dat issue for Full & Mixed Service jobs (3/4)**

- Issue: On update submissions, referential integrity checks between the record counts in the piece barcode (PBC) file and pieces in the container summary (CSM) file are not checked. Marked as Critical
- Workaround: Ensure piece barcode record count is between the number of pieces and copies for the parent container.
- This is scheduled for the July 2013 Release—it is an error code (7063)

## **July 2013 Release Notes and Detailed New Validation Codes (Warning & Errors) – Josefina Cabatu / Tariq Mirza**

Due to time constraints, this item will be discussed at the next MTAC UG1 meeting, scheduled Thursday, March 21, 2013.

## **Incentive Critical Issues Update – Uni Han-Norton**

- 1.) **ETR 113656** –Net postage amount displayed incorrectly (actual amounts are correct though)
- 2.) 5 Standard Mail combined mailing PS that didn't receive incentive
  - Mailer did not use correct value
  - This issue will be closed

Also, below, is the DMM Advisory notice for July 2013 Postage Statements:

March 14, 2013

## **DMM Advisory**

*Pricing* — keeping you informed about the prices and mailing standards of the United States Postal Service

## **July 2013 Postage Statements Available Soon Online**

The July 2013 postage statements will be posted soon on [Postal Explorer](#)<sup>®</sup>. The statements that are not changing are 3541, 3600-EZ, 3602-EZ, 3602-NZ, 3602C, and 3621A. As the statements are completed, they will be posted on *Postal Explorer* and linked to the [RIBBS](#) web site for easy access.

Note that mailers will have the option of using January 2013 or July 2013 postage statements. However, if mailers wish to take advantage of new offerings, or are claiming incentives, the July 2013 postage statements will be required.

The Domestic Mail Manual (DMM<sup>®</sup>) is available on *Postal Explorer*<sup>®</sup> ([pe.usps.com](http://pe.usps.com)). To subscribe to the DMM Advisory, send an e-mail to [dmmadvisory@usps.com](mailto:dmmadvisory@usps.com). Simply indicate "subscribe" in the subject line.

## Group Input

Action Item for Josefina Cabatu and Tariq Mirza: to provide information on codes mailers are to use for Mail.dat/Mail.XML incentives. See table below for codes:

### 2013 Promotional Programs

	Registration	Promotion Period	Mail.dat/Mail.XML Incentive Code Active Period	
<b>Direct Mail Mobile Coupon and Click-to-Call</b> <sup>1</sup>	January 15 - April 30	March 1- April 30	March 1- April 30	MI
<b>Earned Value Reply Mail</b> <sup>2</sup>	January 15 - March 31	April 1-June 30, 2013	Redemption start: August 1	RR
<b>Emerging Technologies</b> <sup>1</sup>	June 15 - September 30	August 1- September 30	August 1-September 30	ME
<b>Product Samples</b>	May 1 - September 30	August 1- September 30	August 1-September 30	PS
<b>Picture Permit Imprint</b> <sup>3</sup>	June 1 - September 30	August 1- September 30	August 1-September 30	PP
<b>Mobile Buy-It Now</b> <sup>1</sup>	September 15 - December 31	November 1 - December 31	November 1 - December 31	MI

<sup>1</sup> Mobile Barcode promotion same functionality as previous mobile barcode promotions

<sup>2</sup> No auto enrollment through electronic files

<sup>3</sup> Requires mailing to be Full-Service compliant

**NOTE:** Due to the National Postal Forum, there will not be a MTAC UG1 meeting next week. Our next meeting will be held, Thursday, March 21, 2013 from 10:00am to 11:00am EST.

### 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](mailto: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

If you desire to subscribe or unsubscribe to the MTAC UG 1 distribution list, please send a separate email to [kathryn.r.mackey@usps.gov](mailto:kathryn.r.mackey@usps.gov) with subject line Subscribe MTAC UG 1 or Unsubscribe MTAC UG 1.