

**User Group 1 “PostalOne! / SASP / Intelligent Mail”**  
**Minutes**  
**Thursday, July 11, 2013**

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**Minutes by Agenda Item**

**\*\*Reminder: The weekly Thursday meetings are now 1.5 hours \*\***

**✚ Welcome and Opening Remarks – USPS**

**✚ Publications**

- **A Guide to Intelligent Mail for Letters and Flats – July 10, 2013**
- **July 2013 Release 35.0.0 Notes (Version 4) – July 12, 2013**
- **January 2014 Release 37.0.0 Notes (Version 1) – July 12, 2013**

**✚ Final CAT Test Status for July 2013 Release – Andrew Burtle / Jackie Engelman**

- 99.5% of testing has been completed
- A final call with participating mailers took place last Monday to close out open items

**Question:** Were there any notable changes to requirements because of CAT?

**Answer:** For Mail.XML with respect to mailings claiming an incentive discount where MailOwnerCRID field in the QualificationReporDetailCreateRequest is required to be identified – the Warning 9560 validation for Mail Owner Validation CRID is being turned off in the Patch 35.0.1, scheduled for July 28, 2013, and therefore this is being removed from the Release Notes.

**✚ Attention PostalOne! Users**

*PostalOne!*@ Release 35.0.0 Deployment — will require an extended maintenance window to complete all software updates. There will be a *PostalOne!* outage from 12:00AM(midnight) CT through 9:00AM CT, on Sunday, July 14, 2013.

**A mandatory Mail.dat@ client download will be available immediately following the software update. Release notes for *PostalOne!* Release 35.0 can be found on RIBBS by clicking on Major/Minor Release Schedule/ 2013 Releases in the left-hand navigation bar or by going directly to Full Service 2013 Releases.**

*PostalOne!* Release 35.0.0 Deployment to Test Environment for Mailers (TEM) — will occur on Monday, July 15, 2013, and *PostalOne!*. TEM will be unavailable from 7AM through 3PM CT.

**✚ Change to City/State – Angela Lawson**

- Starting a year ago, Scheme ZIP combo info in City/State files began to be incorporated in the L012 labeling list
- Since this has been in place for a year, a transition will occur - the notifications have been sent to all City/State customers that the record will now be removed for City/State in the next Product Build.
- Mailers expressed discrepancies with some records that were not showing up in the L012 – Angela to follow up.

## ✚ Certification Process for Pave Providers for Unique IMB Testing for Postal Wizard – Melissa Scheidler

This certification process is to allow Mailers the ability to generate unique IMBs when submitting postage statements through Postal Wizard (allows vendors to certify products for mailers who use Postal Wizard)

- Will go through the NCSC
- This is still in test phase
- Mailers will have to go through this process for all applicable mailings

### Two Options:

1. Identical barcode serial number that must maintain uniqueness required
  2. Rang of unique barcode serial numbers across a mail
- Both will have to maintain uniqueness for 45 day

### Contingency Criteria:

- Postage must be affixed to each piece at correct price
- All pieces must be identical weight
- Pieces must be separated by price

## ✚ Final *PostalOne!* Contingency Plan – Chris Simone

- The final version currently going through an approval process
- Once approved, it will be sent out to the group – hopefully no later than next week
- Chris expressed gratitude to all mailers who provided feedback

## ✚ Review of January 2014 Overview Release Notes – Josefina Cabatu / Alexis Broadhurst-Ross

Josefina Cabatu shared the Release Overview document which discusses Proposed Structural Changes for the January 2014 Release (Full-Service Release 16).

→ The Release Notes, which contain more detail, will be posted tomorrow (July 12)

**Section 1.1.1 Comment (Bob Schimek):** The “First Class Meter” rate category addition Change Request was withdrawn by USPS as far as adding a new category for Mail.dat. A new rate type was deemed unnecessary and therefore the Change Request was withdrawn.

→ Mailers expressed confusion with the first paragraph of this section, which is for proposal retail (Notice 123 pricing for Metered mailings).

→ Internal discussions will take place to address how to move forward with outreach regarding January 2014 Residual single piece business rules.

→USPS will take the Action Item to come up with an Outreach timeline to be presented at the next MTAC UG1 Meeting.

### Zone 9 Addition to Priority Mail:

**Questions:** How will Zone Chart updates be published? Will there be two Zone Charts? How will the existing Zone Chart be affected?

→ The discussion will be taken up at the next MSDG (July 22)

### Election Mail and Political Mail

- Checkboxes will be available, but two Change Requests for IDEAlliance/eInduction were officially withdrawn for Mail.dat/Mail.XML.
  - Therefore this will exist only at the BMEU level
  - There is no field in which the corresponding checkboxes can be identified from an eDoc perspective
  - It is the responsibility of the Acceptance Clerk to identify a mailing as Political
 → Questions regarding usage and placement of the checkboxes on hardcopy postage statements – USPS to follow up with more clarity at the next MTAC UG1 Meeting with representation from the Product Group and Business Mail Entry.

#### EDDM

→ Questions regarding HD, HD+, and Saturation, etc.

- USPS to follow-up with the appropriate people from the Marketing Team.
- More information will be shared in the Release Notes posted tomorrow.
- There will be extended discussion at next week's MTAC UG1 meeting with representation from the Product Group.

#### Full Service eDoc Functionality

**Question:** If a mailing is mixed, is it not eligible for Automation rates (in terms of Full Service status)?

**Answer:** If a piece claims and Automation price, the Full Service Indicator has to be Full Service (if it was covered under the Full Service Mandate/Full Service Registrar from April)

- Per the Federal Registrar mailings can be Mixed and non Full Service eligible.
- This is specific to the mail classes and processing categories in the Federal Registrar

#### FAST

**Question** (Bob Schimek): Will there be the ability to get early test date to start working with from a software vendor perspective?

**Answer:** Tentatively yes – Bob to bring up in the Work Group.

#### Mail Direction File

**Concern:** This will need to be brought up in MSDG as this could have potentially large impacts on the industry.

**Response:** This is still in the “proposed” phase – this issue will be discussed in the MSDG group.

#### eInduction

**Question:** When will the listing of non-SV sites be posted on RIBBS?

**Answer:** Alexis to follow-up and provide this information via email or during next week's MTAC UG1 meeting.

### **Validation Discussion – Jim Morton**

- Noticed that *PostalOne!* is not validating certain ZIP codes in CSM and CQT file
- Mainly destination ZIP and 3/5-Digit ZIPs and the CQT
- There is some confusion as to what ZIP code should be placed in either of these two files

- Facility Unit Codes are often being used as the destination ZIP and *PostalOne!* is not validating these.

Two main concerns:

- What is it that the USPS is validating with respect to the ZIP codes?
  - For APO type Unit Codes, what are the acceptations?
- USPS will take this back and follow up as an Action Item.

 **Issues List / Action Items from last week – Kathryn Mackey**

The following **new** issues were discussed:

- **119244** – Mail.dat - Unable to use "Mailer Location" filter to view all jobs on the dashboard.
  - Priority: Medium
  - Workaround: Use the "Preparer CRID" filter to view all jobs.
    - Mailer question regarding whether this ETR was related to another issue where Mail Preparer MIDs are incorrectly showing up on someone else's account/Dashboard. Jean Renier suggested a different workaround. Kathy Mackey to follow-up.
- **119135** – BCG → Mailing Reports → View Transactions → "CAPS Tran #" column is sometimes not displaying
  - Priority: Medium
  - Workaround: It should be in the Dashboard view and download

 **Group Input**

→ Information regarding how to attend the Webinar on Monday and Tuesday for Release Notes will be posted on RIBBS tomorrow.

**Concern (Linda G):** Noticed that documentation hasn't been updated with new BCG screenshots

**Response:** Linda to forward e-mails to Alexis and Josefina for follow-up.

**Question:** What can vendors do if a Mailer system outage occurs (other than *PostalOne!*) in regard to Full Service Automation rates/IMbs? What action plan should be taken?

**Answer (Chris Simone):** This is covered in the Contingency Plan that will be provided to mailers and posted when finalized.

→ **Mailings can still be processed and receive full-service discounts.**

Mailers must notify the USPS (via the Help Desk) log a ticket that a system is down and provide an anticipated recovery date. Within three days of the system coming up, the eDoc must be submitted. During the outage and once the system comes back up, the mailer can keep a log of all mailings with Job Numbers and pertinent information and submit the logs to the acceptance unit. In addition, mailers can submit Hardcopy statements if they prefer.

**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

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