

**User Group 1 “PostalOne! / SASP / Intelligent Mail”
Minutes
Thursday, December 12, 2013**

Minutes by Agenda Items

All meeting documentation has been posted to the MTAC Issue Tracking System (MITS) located at <https://ribbs.usps.gov/mits/>. Please see instructions at the end of this document for access to the site.

- **Welcome and Opening Remarks (Kathryn Mackey)**
- **Action Items Review**

Action	Owner	Due Date	Status	Comments
January 2014 Release Note Changes from Version 3 to Version 4.	USPS (Kathryn Mackey)	12/19/2013	Open	
Labeling List / Mail Direction File What will happen with the functionality in PostalOne? What is the penalty if an expired labeling list is used? What is the validation?	USPS (Garrett Hoyt)	12/19/2013	Open	
Full-Service By/For Request for additional communication.	USPS (Sue Redman / Chris Simone)	TBD	Open	

Action	Owner	Due Date	Status	Comments
Can a reversal or cancellation along with a re-upload cause duplicate barcodes?	USPS (Jackie Engelman)	TBD	Open	
First class mail letter residual mail validations.	USPS (Tariq)	TBD	Open	

- **Status of CAT Testing for January 2014 Release (Andrew Burtle)**
Execute Customer Acceptance Testing / Pre-Prod Environment Deployment
December 2, 2013 – January 3, 2014

CAT testing in approximately 40% complete.

The industry request a status regarding any new items added or removed to the release since the posting of current release notes.

- **Task Team #11 Labeling Lists & MDF File Update (Bob Schimek, Shibani Gambhir)**

The team is in the process of closing out Task Team 11. The Mail Direction File and Labeling Lists will be published monthly beginning February 1, 2014.

The team will work with internal counterparts to get all questions answered and will communicate through Consumer Affairs.

Question: What will happen with the functionality in PostalOne! if the dates interfere with the upload of files.

Question: What is the penalty if an expired Labeling List is used?

Question: What are the validations?

USPS is taking questions as an action item.

- **By / For - Full-Service (Sue Redman)**

The requirements for Full-Service is still applicable regarding By/For. If you have 5000 or more pieces in a mailing, they still need to be identified to receive the discount. Mailers will not be penalized in January 2014; it will occur in July 2014.

An email was sent to all *PostalOne!* users from the Helpdesk on "Full Service Discounts and By/For Information."

The industry would like the Postal Service to provide further clarity regarding the Full-Service By/For. Sue will take the action to request other communication.

- **Updated Status of Non-Profit, No Changes in January 2014 (Sue Redman)**

There are no changes in January 2014. USPS is allowing the exception if multiple non-profit customers, the mailer can identify one in the eDoc and submit hardcopy statements for the others.

In order to receive the Full-Service discount, mailers will have to submit electronic statements.

- **Changes to PS Form 8125 (Diane Smith)**

PS Form 8125 - line 14 to be relabeled from "Other (International)" to "Other (International), FSS"

PS Form 8125-C - line 9, customers should check the "Other" box for FSS.

Question: Will there be published communications regarding the change. Yes.

- **Meeting canceled Thursday, December 26, 2013, next meeting Thursday, January 2, 2014.**

- **Open Discussion**

Can a reversal or cancellation and a re-upload cause duplicate barcodes?

Jackie Engelman will follow-up with the Helpdesk and get back to the mailer.

Which values are to be used for First-Class Mail letter residual and the validations?
Tariq will confirm the validations.

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 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. Send an email to MTAC_UG1@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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