

Greater Cleveland PCC – Eastern Area Focus Group

Overview of the Mailer Scorecard

What every Mail Owner and Mail Service
Provider Needs to Know

June 23, 2016

Mailer Scorecard

- * *What is the Mailer Scorecard*
- * *Why it matters*
- * *Where to find it*
- * *How to navigate it*
- * *Who should check it*
- * *When to check it*

What is the Mailer Scorecard?

It's a report card that tells you how you are doing on your mailings.

It's in a convenient dashboard format. View as a:

- * Mail Owner
- * Mail Preparer
- * eDoc Submitter

It provides statistics on a variety of aspects of your mailing over a one-month period of time.

Why does the Mailer Scorecard matter?

The Mailer Scorecard measures a number of things including:

- * Pieces mailed
 - * By Mail Class
 - * By Mail Category
 - * Full-Service
- * Postage paid
- * Full Service eDoc and Preparation Errors
- * Move Update Compliance Errors

The Mailer Scorecard is used by the USPS to Assess for Errors.

What kind of Errors?

Validation	Threshold	Description
Mailer ID	2 %	Mailer ID is valid and registered with USPS
Service Type ID	2 %	STID is valid and appropriate for class and service level of mail
By/For	5 %	Mail Owner and Mail Preparer identified
Unique Container Barcodes	2 %	IMcb is unique across all mailings from eDoc Submitter for the past 45 days
Unique Tray Barcode	2 %	IMtb is unique across all mailings from eDoc Submitter for the past 45 days
Unique Piece Barcode	2 %	IMb is unique across all mailings from eDoc Submitter for the past 45 days
Co-Palletization	5 %	Co-pal files submitted within 14 days marked for co-pal at origin
Entry Facility	5 %	Entry facility provided in eDoc is valid

Move Update Verifications

Mailpieces that receive more than one COA record where the date is between 95 days and 18 months old will generate an error.

Must submit 75% or more eligible volume as Full-Service in order to see this number on your Scorecard.

The Move Update threshold has been defined as 0.08% in the ***Guide to the Mailer Scorecard***.



Where is the Mailer Scorecard?

https://gateway.usps.com/eAdmin/view/signin



Business Customer Gateway

IRRESISTIBLE

Sign In

Username

Password

[Forgot password?](#)

Sign in

Not a registered USPS Business Customer?

Register for free

Welcome, MICHELLE

Need help getting started with Full-Service Intelligent Mail®?

[LEARN MORE](#)



The Business Customer Gateway is your central hub for managing your USPS activity for your Business.

Within this site, you will find Business Service tools that you will need to monitor, track, and manage your mailing and shipping activities. You can access these Business Services using the tabs on the left. When you know which services are useful to your business, you can add them as your favorite services using the panel on your right.

Notifications and Alerts

Welcome

Inbox

Mailing Services

Shipping Services

Other Services

Support

Manage Account

Favorite Services

DASHBOARD

MAILER ID

MAILING REPORTS

[EDIT FAVORITES](#)



Get Started with the NEW Business Customer Gateway

[LEARN MORE](#)

Manage Mailing Activity

- » Home
- » Summary
- » Balance and Fees
- » Postal Wizard
- » Electronic Data Exchange
- » Mailing Reports
- » Dashboard
- » Manage Permits
- » IMsb Tool

[Home](#) > [Mailing Reports](#)

Mailing Reports

- [View Transactions](#)
- [Pending Postage Statements](#)
- [Induction Activity Report \(eInduction\)](#)
- [BRM Invoice Detail Report](#)
- [Customer MRS Detail Report](#)
- [Customer MRS Summary Report](#)
- [eInduction Quick Status Report](#)
- [Mailing Summary Report](#)
- [Mail Quality Reports](#)
- [Mailer Scorecard](#)
- [View Historical Permit Transactions](#)
- [Carbon Accounting Statement](#)
- [Tech Credit Report](#)
- [QBRM Verification Assessment Report](#)
- [QBRM Additional Postage Due Report](#)

How to Navigate the Mailer Scorecard

Mailer Scorecard



I'm an eDoc submitter



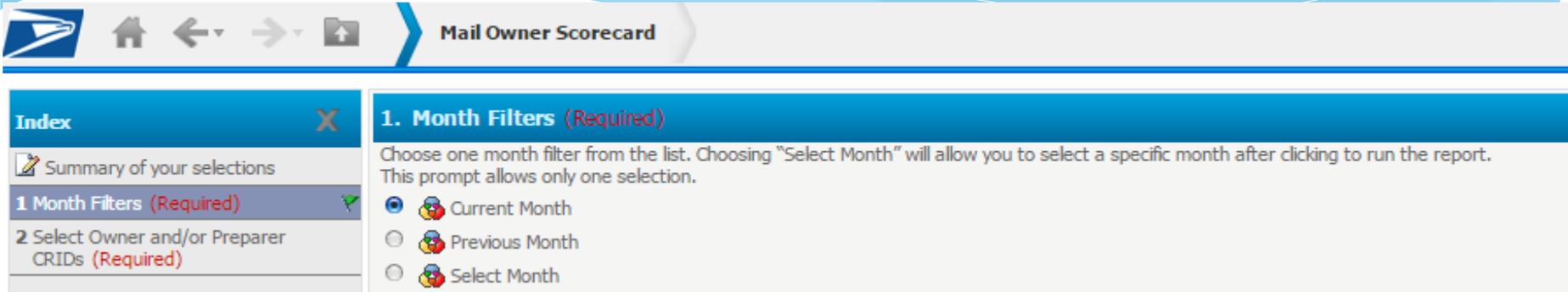
This report shows a breakdown of metrics by eDoc submitter CRID across several USPS programs, including Full-Service, Seamless Acceptance, and eInduction.

I'm a Mail Owner or Mail Preparer



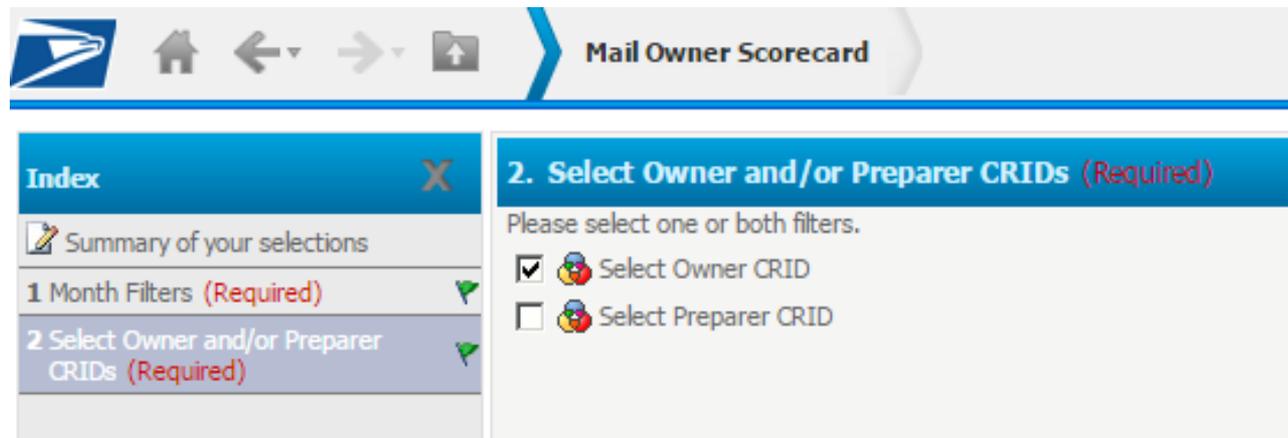
This report shows a breakdown of metrics by mail owner and mail preparer across several USPS programs, including Full-Service and eInduction.

How to Navigate the Mailer Scorecard



The screenshot shows the top navigation bar with a home icon, left and right arrows, and an up arrow, followed by the text "Mail Owner Scorecard". Below this is a blue header for the "Index" section with a close button (X). The index list includes "Summary of your selections", "1 Month Filters (Required)" (highlighted with a green checkmark), and "2 Select Owner and/or Preparer CRIDs (Required)". The main content area is titled "1. Month Filters (Required)" and contains the instruction: "Choose one month filter from the list. Choosing 'Select Month' will allow you to select a specific month after clicking to run the report. This prompt allows only one selection." Below the instruction are three radio button options: "Current Month" (selected), "Previous Month", and "Select Month".

Choose your month to review.

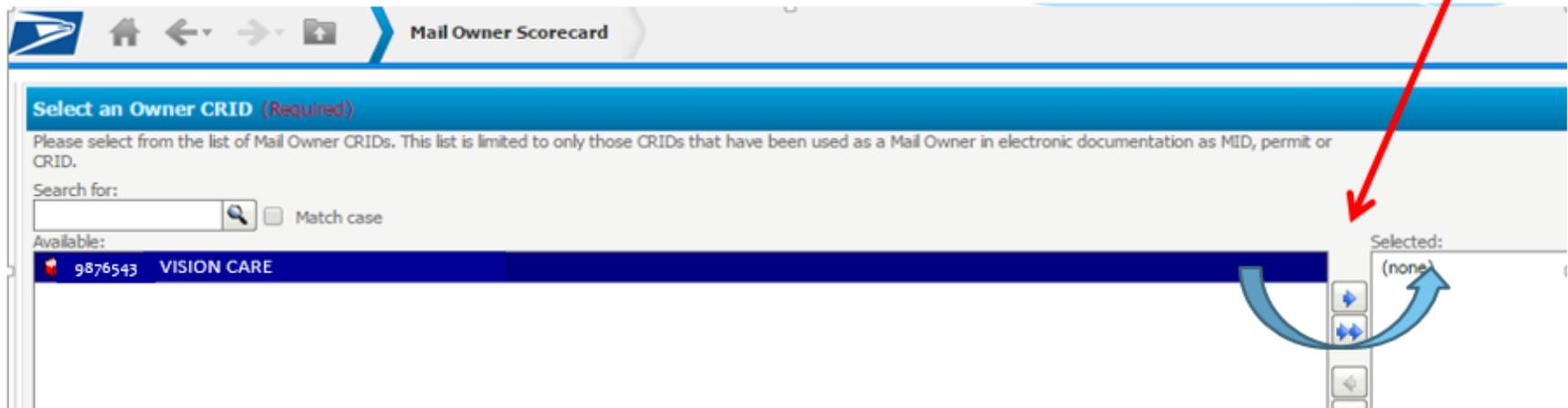


The screenshot shows the same navigation bar as the previous image. The "Index" section now highlights "2 Select Owner and/or Preparer CRIDs (Required)" with a green checkmark. The main content area is titled "2. Select Owner and/or Preparer CRIDs (Required)" and contains the instruction: "Please select one or both filters." Below the instruction are two checkbox options: "Select Owner CRID" (checked) and "Select Preparer CRID" (unchecked).

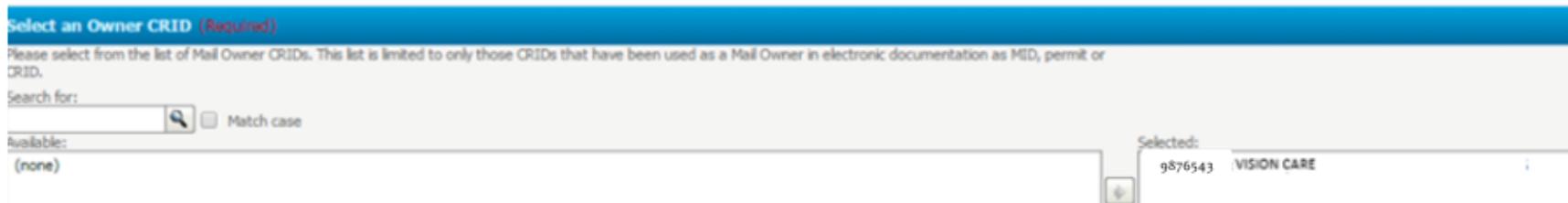
Choose your CRID.

How to Navigate the Mailer Scorecard

CRIDs available to you will appear in a list on the left. To select the CRID you want to report on, move it to the right:

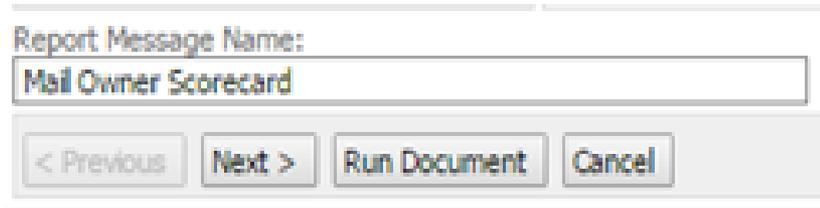


Like this:



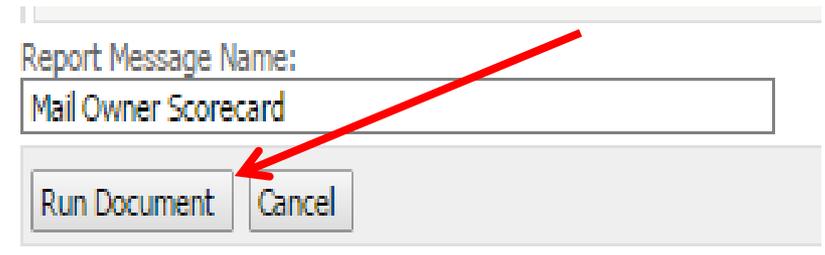
How to Navigate the Mailer Scorecard

You will see navigation buttons in the lower left corner of the screen like these:



Report Message Name:
Mail Owner Scorecard

< Previous Next > Run Document Cancel



Report Message Name:
Mail Owner Scorecard

Run Document Cancel

Once a report is launched you will see this:

Processing request.



Document name: Mail Owner Scorecard

Current status: Running...

Document description: Shows the performance of mail preparers utilized by mail owners across various key performance indicators related to mail entry.

Please wait or choose one of the following actions:

Check status again | Go to my History List | Show document details | Cancel |

Mail Owner View:

Mail Owner Scorecard

APRIL 2016



Execution Time: 6/21/2016 12:07:41 PM

Miller Profile	Verifications				
	Electronic Verification	eInduction	Seamless		
<input checked="" type="radio"/> # Metrics	<input type="radio"/> # Trending	<input type="radio"/> % Metrics	<input type="radio"/> % Trending		
Electronic Verification					
Mail Owner	Total	9876543 VISION CARE			
Mail Preparer	Total				
		CONSOLIDATED SOLUTIONS, INC	CUSTOM MAIL SERVICES	TWCO DIRECT/LITTLE FALLS	ROBERT SILVERMAN DIRECT MARKETING
# Containers processed for eDoc validations	241	241	53	N/A	187
# Handling Units processed for eDoc validations	6,146	6,146	3,260	N/A	2,881
# Bundles processed for eDoc validations	--	--	--	N/A	--
# Pieces processed for eDoc validations	1,988,769	1,988,769	1,290,769	N/A	696,961
# Full-Service Containers processed for eDoc validations	109	109	53	N/A	55
# Full-Service Handling Units processed for eDoc validations	4,906	4,906	3,260	N/A	1,641
# Full-Service Orphan Handling Units processed for eDoc validation	80	80	80	N/A	--
# Full-Service Pieces processed for eDoc validations	1,774,217	1,774,217	1,289,329	N/A	483,856
Full-Service Verifications					
# MID Container Errors	--	--	--	N/A	--
# MID HU Errors	--	--	--	N/A	--
# MID Piece Errors	--	--	--	N/A	--
# STID Errors	--	--	--	N/A	--
# By/For Errors	--	--	--	N/A	--
# Barcode Uniqueness Container Errors	--	--	--	N/A	--
# Barcode Uniqueness HU Errors	--	--	--	N/A	--
# Barcode Uniqueness Piece Errors	--	--	--	N/A	--
# Entry Facility Container Errors	--	--	--	N/A	--
# Entry Facility HU Errors	--	--	--	N/A	N/A
# Unlinked Copal Tray Errors	--	--	--	N/A	--
# Early Scheduled Ship Date Warnings	N/A	N/A	N/A	N/A	N/A
# DMU Verified USPS Transported Containers	--	--	--	N/A	--
# Default Tray Barcode Warnings	--	--	--	N/A	--
# Unlinked Copal Tray Warnings	--	--	--	N/A	--
# Unlinked Copal Bundle Warnings	--	--	--	--	--
Move/Update Verifications					
# COA Errors	6,030	6,030	147	N/A	5,883
Entry Point Validations – Info Only					
# eDoc/Appointment Entry Point Mismatch	--	--	--	N/A	--
# No Valid MDF Match	--	--	--	N/A	--
# Out of Date MDF Match	--	--	--	N/A	--

Legend

- N/A is displayed when no mailings meet this metric
- is displayed when mailings meet this metric, but there are no errors/volume attributed
- 0 is displayed when the value is less than 0.5 and is rounded down to 0

Export All to Excel

Export All to PDF

Mail Owner View:

Mail Owner Scorecard

APRIL 2016



Execution Time: 6/21/2016 12:07:41 PM

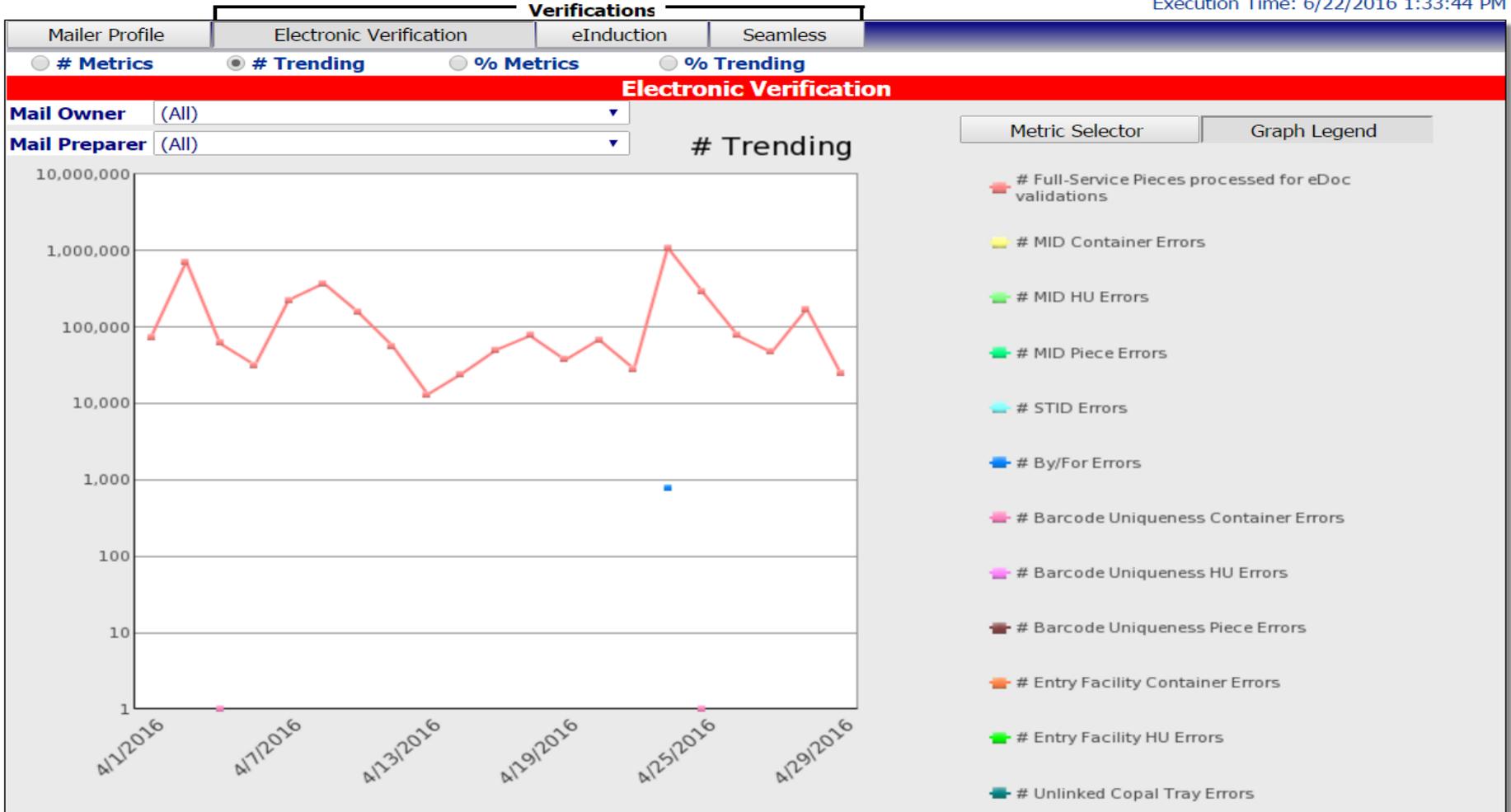
Mail Owner		9876543				
Mail Preparer		VISION CARE				
		Total	CONSOLIDATED SOLUTIONS, INC	CUSTOM MAIL SERVICES	IWCO DIRECT/LITTLE FALLS	ROBERT SILVERMAN DIRECT MARKETING
# Containers processed for eDoc validations	241	241	53	N/A	1	187
# Handling Units processed for eDoc validations	6,146	6,146	3,260	N/A	5	2,881
# Bundles processed for eDoc validations	--	--	--	N/A	--	--
# Pieces processed for eDoc validations	1,988,769	1,988,769	1,290,769	N/A	1,039	696,961
# Full-Service Containers processed for eDoc validations	109	109	53	N/A	1	55
# Full-Service Handling Units processed for eDoc validations	4,906	4,906	3,260	N/A	5	1,641
# Full-Service Orphan Handling Units processed for eDoc validation	80	80	80	N/A	--	--
# Full-Service Pieces processed for eDoc validations	1,774,217	1,774,217	1,289,329	N/A	1,032	483,856
Full-Service Verifications						
% MID Container Errors	--	--	--	N/A	--	--
% MID HU Errors	--	--	--	N/A	--	--
% MID Piece Errors	--	--	--	N/A	--	--
% STID Errors	--	--	--	N/A	--	--
% By/For Errors	--	--	--	N/A	--	--
% Barcode Uniqueness Container Errors	--	--	--	N/A	--	--
% Barcode Uniqueness HU Errors	--	--	--	N/A	--	--
% Barcode Uniqueness Piece Errors	--	--	--	N/A	--	--
% Entry Facility Container Errors	--	--	--	N/A	--	--
% Entry Facility HU Errors	--	--	--	N/A	N/A	N/A
% Unlinked Copal Tray Errors	N/A	N/A	N/A	N/A	N/A	N/A
% Early Scheduled Ship Date Warnings	N/A	N/A	N/A	N/A	N/A	N/A
% Default Tray Barcode Warnings	--	--	--	N/A	--	--
% Unlinked Copal Tray Warnings	N/A	N/A	N/A	N/A	N/A	N/A
Move/Update Verifications						
% COA Errors	N/A	N/A	N/A	N/A	N/A	N/A
Entry Point Validations – Info Only						
% eDoc/Appointment Entry Point Mismatch	--	--	--	N/A	--	--
% No Valid MDF Match	--	--	--	N/A	--	--
% Out of Date MDF Match	--	--	--	N/A	--	--

Mail Owner Scorecard

APRIL 2016



Execution Time: 6/22/2016 1:33:44 PM



Mail Owner Scorecard
JANUARY 2016


Execution Time: 2/26/2016 4:17:59 PM

Mailer Profile		Verifications					
Electronic Verification		eInduction	Seamless				
# Metrics		# Trending		% Metrics		% Trending	
Electronic Verification							
Mail Owner	Total						
Mail Preparer		CONSOLIDATED SOLUTIONS, INC	CONSO SOLUTI				
# Containers processed for eDoc validations	201	1	--	N/A	2	N/A	
# Handling Units processed for eDoc validations	7,496	1	69	N/A	62	N/A	
# Bundles processed for eDoc validations	4,054	69	--	N/A	--	N/A	
# Pieces processed for eDoc validations	2,459,053	8,226	20,066	N/A	30,268	N/A	
# Full-Service Containers processed for eDoc validations	201	1	--	N/A	2	N/A	
# Full-Service Handling Units processed for eDoc validations	7,485	1	69	N/A	62	N/A	
# Full-Service Orphan Handling Units processed for eDoc validation	784	1	69	N/A	22	N/A	
# Full-Service Pieces processed for eDoc validations	2,398,564	8,226	20,066	N/A	29,592	N/A	
Full-Service Verifications							
# MID Container Errors	--	--	N/A	N/A	--	N/A	
# MID HU Errors	--	--	--	N/A	--	N/A	
# MID Piece Errors	--	--	--	N/A	--	N/A	
# STID Errors	--	--	--	N/A	--	N/A	
# By/For Errors	9,759	--	--	N/A	--	N/A	
# Barcode Uniqueness Container Errors	3	--	N/A	N/A	--	N/A	
# Barcode Uniqueness HU Errors	--	--	--	N/A	--	N/A	
# Barcode Uniqueness Piece Errors	--	--	--	N/A	--	N/A	
# Entry Facility Container Errors	--	--	N/A	N/A	--	N/A	
# Entry Facility HU Errors	--	--	--	N/A	--	N/A	
# Unlinked Copal Tray Errors	--	--	--	N/A	--	N/A	
# Early Scheduled Ship Date Warnings	N/A	N/A	N/A	N/A	N/A	N/A	
# DMU Verified USPS Transported Containers	--	--	--	N/A	--	N/A	
# Default Tray Barcode Warnings	--	--	--	N/A	--	N/A	
# Unlinked Copal Tray Warnings	--	--	--	N/A	--	N/A	
# Unlinked Copal Bundle Warnings	--	--	--	--	--	--	
Move/Update Verifications							
# COA Errors	11,588	--	59	N/A	156	N/A	
Entry Point Validations – Info Only							
# eDoc/Appointment Entry Point Mismatch	--	--	--	N/A	--	N/A	
# No Valid MDF Match	--	--	--	N/A	--	N/A	

Mailer Scorecard

NOVEMBER 2015



Execution Time: 2/26/2016 4:29:09 PM

Verifications	
Mailer Profile	Electronic Verification
<input checked="" type="radio"/> # Metrics	<input type="radio"/> # Trending
<input type="radio"/> % Metrics	<input type="radio"/> % Trending
Electronic Verification	
eDoc Submitter	CONSOLIDATED SOLUTIONS, INC
	Total
# Containers processed for eDoc validations	475
# Handling Units processed for eDoc validations	10,654
# Bundles processed for eDoc validations	7,173
# Pieces processed for eDoc validations	2,989,920
# Full-Service Containers processed for eDoc validations	355
# Full-Service Handling Units processed for eDoc validations	9,369
# Full-Service Orphan Handling Units processed for eDoc validation	1,351
# Full-Service Pieces processed for eDoc validations	2,701,763
Full-Service Verifications	
# MID Container Errors	--
# Containers with MID Errors	--
# MID HU Errors	--
# HUs with MID Errors	--
# MID Piece Errors	--
# Pieces with MID Errors	--
# STID Errors	--
# Pieces with STID Errors	--
# By/For Errors	34,423
# Pieces with By/For Errors	26,238
# Barcode Uniqueness Container Errors	1
# Containers with Barcode Uniqueness Errors	--
# Barcode Uniqueness HU Errors	--
# HUs with Barcode Uniqueness Errors	--
# Barcode Uniqueness Piece Errors	--
# Pieces with Barcode Uniqueness Errors	--
# Entry Facility Container Errors	--
# Containers with Entry Facility Errors	--
# Entry Facility HU Errors	--
# HUs with Entry Facility Errors	--
# Unlinked Copal Tray Errors	--
# HUs with Unlinked Copal Errors	--
Total Additional Postage Due (Full-Service Electronic) - Info Only	
# Early Scheduled Ship Date Warnings	N/A
# DMU Verified USPS Transported Containers	--
# Default Tray Barcode Warnings	--
# Unlinked Copal Tray Warnings	--
# Unlinked Copal Bundle Warnings	--

Legend

Exceeds Threshold
If a metric exceeds the threshold, both the # and % values are highlighted.

N/A is displayed when no mailings meet this metric

-- is displayed when mailings meet this metric, but there are no errors/volume attributed

0 is displayed when the value is less than 0.5 and is rounded down to 0

View Thresholds

Export All to Excel

Export All to PDF

Full-Service Verifications

Full-Service Verifications	View numbers:	Or View Percentages:
# MID Container Errors	--	--
# MID HU Errors	--	--
# MID Piece Errors	--	--
# STID Errors	--	--
# By/For Errors	774	0.02%
# Barcode Uniqueness Container Errors	2	0.64%
# Barcode Uniqueness HU Errors	--	--
# Barcode Uniqueness Piece Errors	--	--
# Entry Facility Container Errors	--	--
# Entry Facility HU Errors	--	--
# Unlinked Copal Tray Errors	--	N/A
# Early Scheduled Ship Date Warnings	N/A	N/A
# DMU Verified USPS Transported Containers	--	--
# Default Tray Barcode Warnings	--	N/A
# Unlinked Copal Tray Warnings	--	N/A
Move/Update Verifications		
# COA Errors	6,099	N/A

Mailer Profile Tab

Mail Owner Scorecard
APRIL 2016


Execution Time: 6/21/2016 12:56:54 PM

Mailer Profile	Verifications						
	Electronic Verification	eInduction	Seamless				
<input type="radio"/> # Metrics	<input type="radio"/> # Trending	<input checked="" type="radio"/> % Metrics	<input type="radio"/> % Trending				
Mailer Profile							
Mail Owner	Total	Customer 1	Customer 2	Customer 3	Customer 4	Customer 5	Custom
Mail Preparer		CONSOLIDATED SOLUTIONS, INC	CONSOLIDATED SOLUTIONS, INC	CONSOLIDATED SOLUTIONS, INC	CONSOLIDATED SOLUTIONS, INC	CONSOLIDATED SOLUTIONS, INC	CONSOLIDATED SOLUTIONS, INC
# Pieces	3,729,861	670	8,239	48,088	6,369	1,836	
% First-Class - Letters & Cards	42.89%	100.00%	--	--	--	--	--
% First-Class - Flats	0.95%	--	--	--	--	--	--
% First-Class - All Other Categories	0.03%	--	--	--	--	--	--
% Standard - Letters & Cards	55.13%	--	--	97.27%	85.10%	100.00%	--
% Standard - Flats	1.00%	--	100.00%	2.73%	14.90%	--	--
% Standard - All Other Categories	--	--	--	--	--	--	--
% Periodicals - Flats	--	--	--	--	--	--	--
% Periodicals - All Other Categories	--	--	--	--	--	--	--
% All Other Classes - Letters	--	--	--	--	--	--	--
% All Other Classes - Flats	--	--	--	--	--	--	--
% All Other Classes - All Other Categories	--	--	--	--	--	--	--
% Full-Service Jobs	56.82%	--	100.00%	86.67%	100.00%	100.00%	--
% Non Full-Service Jobs	43.18%	100.00%	--	13.33%	--	--	--
% Mail.dat Jobs	63.31%	100.00%	100.00%	86.67%	100.00%	100.00%	--
% Mail.XML Jobs	--	--	--	--	--	--	--
% Postal Wizard Jobs	36.69%	--	--	13.33%	--	--	--
% Full-Service Jobs IMsb	--	N/A	--	--	--	--	--
% Full-Service Jobs SST	93.71%	N/A	100.00%	92.31%	100.00%	100.00%	--

Electronic Verification Tab

Mail Owner Scorecard
APRIL 2016


Execution Time: 6/21/2016 12:56:54 PM

Mailer Profile	Verifications						
	Electronic Verification	eInduction	Seamless				
<input type="radio"/> # Metrics <input type="radio"/> # Trending <input checked="" type="radio"/> % Metrics <input type="radio"/> % Trending							
Electronic Verification							
Mail Owner	Total	Customer 1		Customer 2		Customer 3	
Mail Preparer	Total	CONSOLIDATED SOLUTIONS, INC.		CONSOLIDATED SOLUTIONS, INC.		CONSOLIDATED SOLUTIONS, INC.	
# Containers processed for eDoc validations	314	--	--	1	1	13	
# Handling Units processed for eDoc validations	10,639	1	1	1	1	129	
# Bundles processed for eDoc validations	1,625	--	--	71	71	36	
# Pieces processed for eDoc validations	3,702,097	670	670	8,239	8,239	47,997	
# Full-Service Containers processed for eDoc validations	314	--	--	1	1	13	
# Full-Service Handling Units processed for eDoc validations	10,607	--	--	1	1	129	
# Full-Service Orphan Handling Units processed for eDoc validations	1,097	--	--	1	1	11	
# Full-Service Pieces processed for eDoc validations	3,650,579	--	--	8,239	8,239	47,997	
Full-Service Verifications							
% MID Container Errors	--	N/A	N/A	--	--	--	
% MID HU Errors	--	N/A	N/A	--	--	--	
% MID Piece Errors	--	N/A	N/A	--	--	--	
% STID Errors	--	N/A	N/A	--	--	--	
% By/For Errors	0.02%	N/A	N/A	--	--	--	
% Barcode Uniqueness Container Errors	0.64%	N/A	N/A	--	--	--	
% Barcode Uniqueness HU Errors	--	N/A	N/A	--	--	--	
% Barcode Uniqueness Piece Errors	--	N/A	N/A	--	--	--	
% Entry Facility Container Errors	--	N/A	N/A	--	--	--	
% Entry Facility HU Errors	--	N/A	N/A	--	--	--	
% Unlinked Copal Tray Errors	N/A	N/A	N/A	N/A	N/A	N/A	
% Early Scheduled Ship Date Warnings	N/A	N/A	N/A	N/A	N/A	N/A	
% Default Tray Barcode Warnings	--	N/A	N/A	--	--	--	
% Unlinked Copal Tray Warnings	N/A	N/A	N/A	N/A	N/A	N/A	
Move/Update Verifications							
% COA Errors	N/A	N/A	N/A	N/A	N/A	N/A	
Entry Point Validations – Info Only							
% eDoc/Appointment Entry Point Mismatch	--	N/A	N/A	--	--	--	
% No Valid MDF Match	--	N/A	N/A	--	--	--	
% Out of Date MDF Match	--	N/A	N/A	--	--	--	

SPM Exclusions Tab

Mailer Scorecard

APRIL 2016



Execution Time: 6/22/2016 8:43:43 AM

Verifications

Mailer Profile | Electronic Verification | eInduction | Seamless | SPM Exclusions

Mail Product: First Class Mail Letters

SPM Exclusions

This data is not available when selecting a specific Area, District, Finance Number, or Cost Center. Export functionalities are not available for the SPM Exclusions Tab.

eDoc Submitter

CONSOLIDATED
SOLUTIONS, INC

Exclusion Reason

Total Full Service Volume for SPM	2,315,765
% Excluded due to Mailer Attributable Error	2.67%
Undeliverable-as-Addressed / PARS	99.98%
Invalid Delivery Point	0.02%

How to Tell If You are Over Threshold

Areas on your Scorecard that are over threshold will be highlighted in yellow:

Electronic Verification		
eDoc Submitter	Total	CONSOLIDATED SOLUTIONS, INC.
# Containers processed for eDoc validations	296	296
# Handling Units processed for eDoc validations	7,331	7,331
# Bundles processed for eDoc validations	2,166	2,166
# Pieces processed for eDoc validations	2,039,291	2,039,291
# Full-Service Containers processed for eDoc validations	183	183
# Full-Service Handling Units processed for eDoc validations	6,176	6,176
# Full-Service Orphan Handling Units processed for eDoc validation	1,277	1,277
# Full-Service Pieces processed for eDoc validations	1,791,607	1,791,607
Full-Service Verifications		
# MSD Container Errors	--	--
# Containers with MID Errors	--	--
# MID HU Errors	--	--
# HUs with MID Errors	--	--
# MSD Piece Errors	--	--
# Pieces with MID Errors	--	--
# STID Errors	--	--
# Pieces with STID Errors	--	--
# By/For Errors	--	--
# Pieces with By/For Errors	--	--
# Barcode Uniqueness Container Errors	4	4
# Containers with Barcode Uniqueness Errors	--	--
# Barcode Uniqueness HU Errors	--	--
# HUs with Barcode Uniqueness Errors	--	--
# Barcode Uniqueness Piece Errors	249	249
# Pieces with Barcode Uniqueness Errors	--	--
# Entry Facility Container Errors	--	--
# Containers with Entry Facility Errors	--	--
# Entry Facility HU Errors	--	--
# HUs with Entry Facility Errors	--	--
# Unlinked Copal Tray Errors	--	--
# HUs with Unlinked Copal Errors	--	--
Total Additional Postage Due (Full-Service Electronic) - Info Only	\$25.52	\$25.52
# Early Scheduled Ship Date Warnings	N/A	N/A
# DMU Verified USPS Transported Containers	--	--
# Default Tray Barcode Warnings	--	--
# Unlinked Copal Tray Warnings	--	--
# Unlinked Copal Bundle Warnings	--	--

Exceeds Threshold
If a metric exceeds the threshold, both the # and % values are highlighted.

N/A is displayed when no mailings meet this metric.

-- is displayed when mailings meet this metric, but there are no errors/volume attributed.

0 is displayed when the value is less than 0.5 and is rounded down to 0.

View Thresholds

Export All to Excel

Export All to PDF

Drill Down to View Error Details

You can drill down by clicking on your CRID to see details about specific errors:

Mailer Scorecard		NOVEMBER 2015		
		Verifications		
Mailer Profile	Electronic Verification	eInduction	Seamless	SPM Exclusions
<input checked="" type="radio"/> # Metrics	<input type="radio"/> # Trending	<input type="radio"/> % Metrics	<input type="radio"/> % Trending	
Electronic Verification				
eDoc Submitter		Total		
			CONSOLIDATED SOLUTIONS, INC.	
Move/Update Verifications				
Type of Move/Update verification		N/A	Automated	
# COA Errors		8,378	8,378	
Entry Point Validations – Info Only				
# eDoc/Appointment Entry Point Mismatch		--	--	
# No Valid MDF Match		--	--	
# Out of Date MDF Match		--	--	

Drill Down to View Error Details

Choose the error type you want to see:

Choose error type

Choose specific errors type from the list if needed. Selecting none will display all error types. This prompt allows only one selection.

- none -
-  Full-Service Electronic Errors
-  Seamless Acceptance Errors
-  Manual Sampling Errors
-  eInduction Errors
-  eDoc Nesting/Sortation Errors
-  Move/Update Errors

Finding and Exporting Error Details

Error details are displayed by Job ID (from the PostalOne! Dashboard). Click on URL's in blue to continue drilling down.

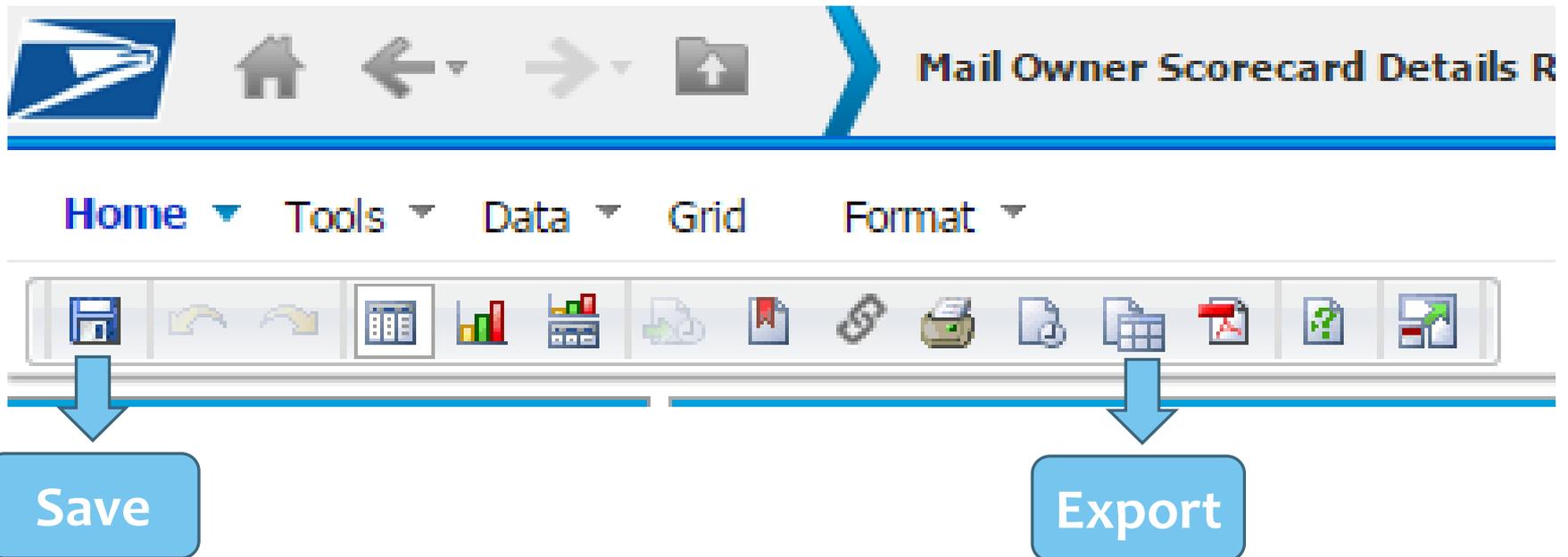
PAGE-BY: Errors/Warnings: **Error** Source: **All**

Mail Owner	Mail Preparer	Level	Error Type	Error Code
9R76543	VISION CARE	ROBERT SILVERMAN DIRECT MARKETING	Piece	Move/Update 5000

Mail Owner	Mail Preparer	Mailing Group ID	Customer Group ID	Job ID	User License Code	Date	Level	Error Type	Error Code	
9R76543	VISION CARE		ROBERT SILVERMAN DIRECT MARKETING	161895296	00020010	CGG1	2/6/2016	Piece	Move/Update	5000
				161895904	00020009	CGG1	2/6/2016	Piece	Move/Update	5000
				161897453	00020006	CGG1	2/6/2016	Piece	Move/Update	5000
				161903540	00020012	CGG1	2/6/2016	Piece	Move/Update	5000
				161903976	00020015	CGG1	2/6/2016	Piece	Move/Update	5000
				162275787	00020089	CGG1	2/16/2016	Piece	Move/Update	5000
				162275676	00020091	CGG1	2/16/2016	Piece	Move/Update	5000
				162275678	00020090	CGG1	2/16/2016	Piece	Move/Update	5000
				162276044	00020093	CGG1	2/16/2016	Piece	Move/Update	5000
				162276209	00020096	CGG1	2/16/2016	Piece	Move/Update	5000

Navigation Buttons

Navigation buttons appear at the top of the window:



Hover over an icon to see what it does.

Mail Quality Reporting

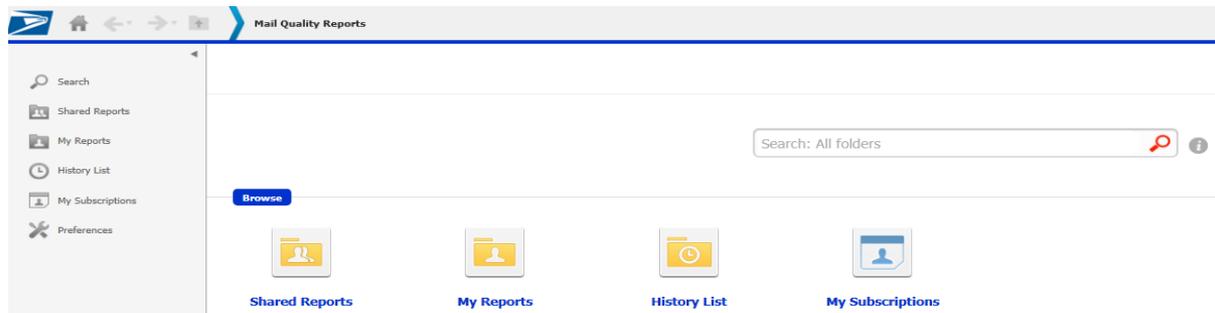
Another way to view error details – and perhaps an easier way to export these to reports – is through Mail Quality Reporting:

Mailing Reports

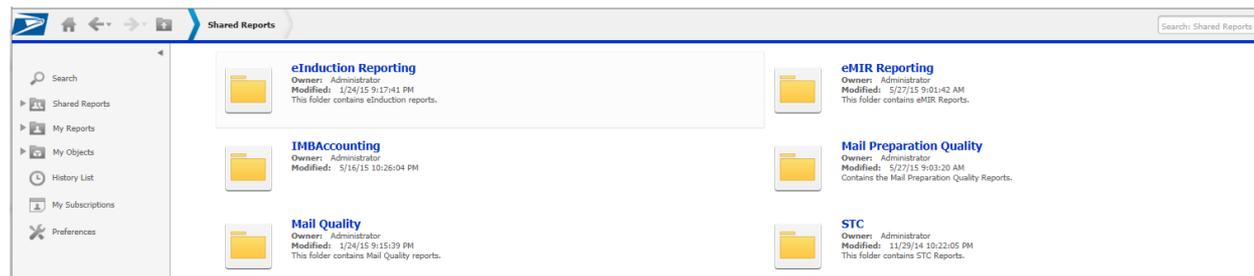
- [View Transactions](#)
- [Pending Postage Statements](#)
- [Induction Activity Report \(eInduction\)](#)
- [BRM Invoice Detail Report](#)
- [Customer MRS Detail Report](#)
- [Customer MRS Summary Report](#)
- [eInduction Quick Status Report](#)
- [Mailing Summary Report](#)
- [Mail Quality Reports](#)
- [Mailer Scorecard](#)
- [View Historical Permit Transactions](#)
- [Carbon Accounting Statement](#)
- [Tech Credit Report](#)
- [QBRM Verification Assessment Report](#)

Mail Quality Reports

Choose Shared Reports:

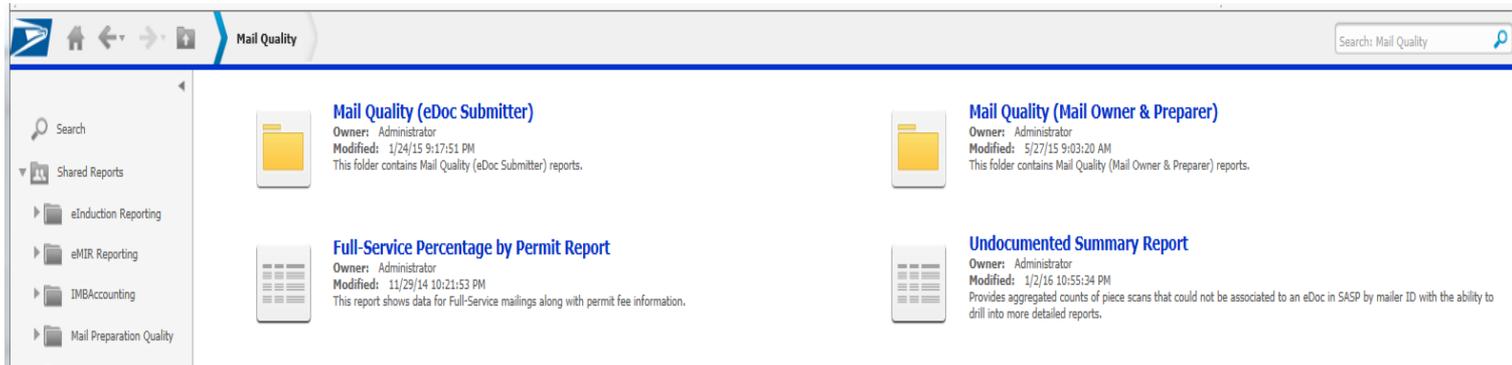


... Then Choose Mail Quality:

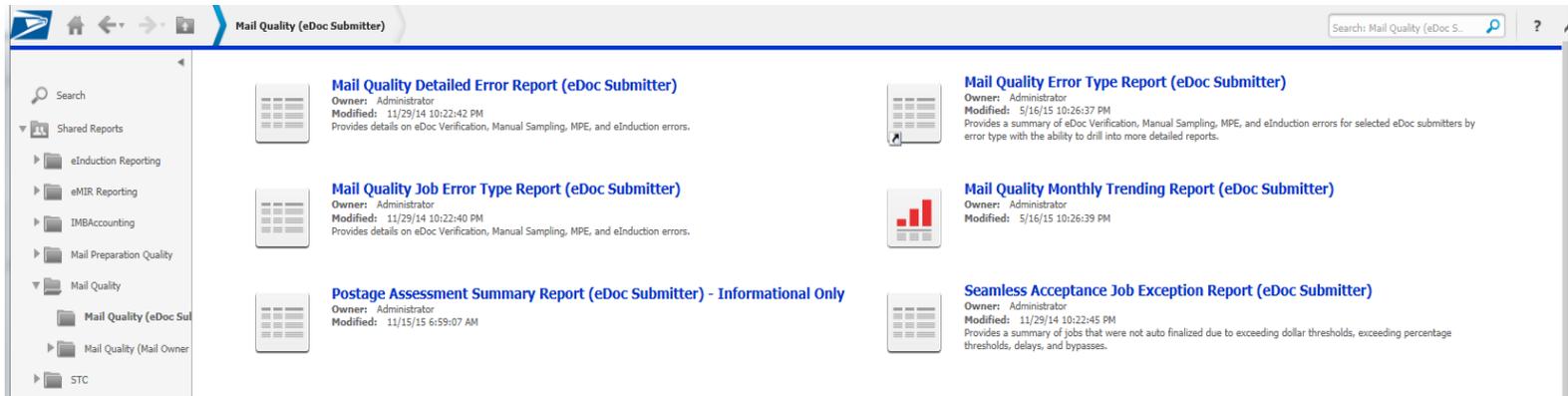


Mail Quality Reports

Choose the Mail Quality Report that applies to you:



... Choose the report you want to see:



Mail Quality Reports

Choose the Mail Quality Report that applies to you:

Level	Error Type	Error Code	# Errors
Container	Barcode Uniqueness	7504	4
Handling Unit	Barcode Uniqueness	7604	1
	Nesting/Sortation	7848	1
Piece	Barcode Uniqueness	7705	8,948
	By/For	7140	5,974
	Delivery Point	7901	66
	Move/Update	8000	6,326
		8009	2
	Nesting/Sortation	8010	90
		8011	2,135
	8012	5,013	

Undocumented Pieces

Choose the *Undocumented Summary Report* to drill down and see undocumented pieces by job or by facility:

Scan Facility		# Undocumented Pieces
SPRINGFIELD LDC	CONSOLIDATED SOLUTIONS, INC	31
BISMARCK	CONSOLIDATED SOLUTIONS, INC	31
GAINESVILLE	CONSOLIDATED SOLUTIONS, INC	31
NORTHWEST ROCHESTER	CONSOLIDATED SOLUTIONS, INC	28
LANSING	CONSOLIDATED SOLUTIONS, INC	25
PENNWOOD PLACE	CONSOLIDATED SOLUTIONS, INC	24
DALLAS	CONSOLIDATED SOLUTIONS, INC	24
CHARLESTON	CONSOLIDATED SOLUTIONS, INC	24

You may prefer to simply export an Excel file of all undocumented pieces. To this by choosing “Export” from here:



Undocumented Summary Report

Owner: Administrator

Modified: 1/2/16 10:55:34 PM

Provides aggregated counts of piece scans that could not be associated to an eDoc in SASP by mailer ID with the ability to drill into more detailed reports.

[Subscriptions](#) [Export](#) [PDF](#)

A Few Things to Check

- * Copies of pallet placards
- * Use of MSP CRID to identify Mail Owner
- * Full-Service barcode with no eDoc
- * Full-Service mail that is metered
- * Full-Service mail with Postal Wizard

Statement Sequence No.:

Federal Agency Cost Code:

Customer Reference ID:

* Mailer ID:

Mailing ID:

Lowest Piece ID:

Highest Piece ID:



When Should You Check the Mailer Scorecard?

It's up to you.

Assessments are finalized on the 10th of the month. Depending on your situation you may wish to check this monthly, weekly or even daily.

Who Checks the Mailer Scorecards?

- * **Mail Owners**
- * **Mail Service Providers**

Questions?

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