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# **Electronic Documentation and Intelligent Mail®**

## **Ready, Set, Go!**



**April 17, 2009**

**Version 1.8**

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# 1 Introduction

## 1.1 Overview

Today, the *PostalOne!*® system provides Mailers with a service option to electronically submit postage statements and supporting documentation to the USPS® Business Mail Entry Unit. Using the *PostalOne!* system over the Internet eliminates the Mailers need to print and provide a hard copy (paper) postage statement with their mailing. There are many advantages to electronic submission of mailing information such as, streamlining the mailing process, improving accuracy of information, eliminating hard copy documentation, and enhancing the Mailers service.

On May 18, 2009, in addition to the electronic documentation (eDoc) option, the *PostalOne!* system will offer two options for using the Intelligent Mail® barcode – the basic option and full-service option. The Basic Intelligent Mail barcode will contain routing information for the delivery address but does not need to uniquely identify the mailpiece. Under the Full-Service program, Mailers must use unique Intelligent Mail barcodes on mailpieces, trays and containers, and electronically submit postage statements and mailing documentation through the *PostalOne!* system. Full-service Mailers will have three options to submit electronic mailings: Postal Wizard, Mail.dat®, and Mail.XML™. Postal Wizard submissions and Mail.dat files will be accepted in May 2009, and Mail.XML will be accepted beginning in November 2009. Mailers who qualify for the full-service option can receive certain benefits, including Start-the-Clock information and Address-Correction information for qualified letters and flats that are endorsed as specified for OneCode ACS®. In addition to these benefits, beginning in November 2009, the Postal Service® will provide lower rates to Mailers that implement the full-service option.

A Mailer can participate in eDoc with or without Intelligent Mail service. Use of eDoc is optional for basic mail; eDoc is required for full-service mail. The level of detail required for basic and full-service is more in depth than the eDoc currently supported in the *PostalOne!* system. Today, eDoc, using the Mail.dat 08-1 or 08-2, is aggregated at the package level for the generation of the Qualification Report and Postage Statement. As part of the Basic and full-service, Mailers are required to provide information for every mailpiece in their mailing except for mailings that do not require documentation to support presort. In this case, mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct rate or with all identical weight pieces, the pieces are separated by rate.

On May 18, 2009, the Postal Service will make available a Test Environment for Mailers (TEM) to allow Mailers to test their ability to send eDoc information. The TEM is designed to allow Mailers to upload files to a “production-like” environment of the *PostalOne!* system. This will provide Mailers a way to test their file layouts and corresponding file submission/creation software for creating electronic submission of documentation prior to participating in the production application. The TEM environment will process the submitted files for the same validations that will be found in the production environment. It will also capture, log, and display the error information in the same manner as the production environment for the Mailers use in updating file layout and software processing.

On May 18, 2009, a new release of the Business Customer Gateway will be available on [USPS.com](http://USPS.com). The new Business Customer Gateway will create a single, unified landing point for customers to access all of the Postal Service’s online business offerings. The Business Customer Gateway will:

- Consolidate Postal Service online offerings
- Provide jumping-off point for access to all Business Services

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- Provide business customers an integrated look at their USPS services
- Drive all customer Self-Service focus drives all process decisions
- Provide Self-Service Capability for Administrators to Manage their own Users
- Provides Integrated Business Profile

### 1.2 Scope

The purpose of this document is to provide the steps needed to participate in electronic documentation and/or to migrate to Intelligent Mail service. This Business Customer Gateway and the TEM are components in participating in eDoc and Intelligent Mail.

This document will cover the above-mentioned features and the steps for participation:

- Basic Service
- eDoc
- Full-Service

**Table 1-1. Electronic Documentation and Intelligent Mail**

Section	Participation Status	Current Service	Future Service(s)	Submission Method	
2.1	Existing <i>PostalOne!</i> Mailer	eDoc	eDoc and Basic	Postal Wizard	Mail.dat
	New <i>PostalOne!</i> Mailer	None	eDoc and Basic	Postal Wizard	Mail.dat
2.2	Existing <i>PostalOne!</i> Mailer	eDoc	eDoc		
	New Mailer	None	eDoc	Postal Wizard	Mail.dat
2.3.	Existing <i>PostalOne!</i> Mailer	eDoc	eDoc and full-service	Postal Wizard	Mail.dat
	New <i>PostalOne!</i> Mailer	None	eDoc and full-service	Postal Wizard	Mail.dat

## 2 Electronic Documentation and Intelligent Mail

### 2.1 Basic Participation Steps

Under the Basic option Mailers are not required to uniquely number the mailpieces – Mailers may choose to populate the Serial Number field of the Intelligent Mail barcode with zeroes. Two options exist today for submitting electronic mailing information: the Postage Wizard and Mail.dat. These options will remain after May 18, 2009. The Postal Service will offer a third option, Mail.XML, which will be available in the November 2009. Although Mailers are not currently required to submit their mailing documentation such as postage statements and qualification reports electronically, they may choose to under the Basic option.

### 2.1.1 Basic Preparation Steps

1. Review the guides *A Beginner's Overview to Intelligent Mail Services* and *User Access to Electronic Mailing Information and Reports* available on the [ribbs.usps.gov](http://ribbs.usps.gov) website. Both guides provide guidelines, suggestions and a comprehensive list of resources for implementing the Intelligent Mail barcode.

2. Acquire a Mailer ID.

The Mailer ID is a field within the Intelligent Mail barcodes that is used to identify Mail Owners and/or Mailing Agents. The MID is assigned by the USPS to each Mail Owner and/or Mailing Agent or other service providers.

Mailer IDs can be a nine-digit numeric or a six-digit numeric ID and are assigned based upon annual mail volume for the prior year (i.e. Jan 1-2008 - Dec 31- 2008). There is no volume requirement for a Mailer to obtain the first nine-digit MID; each subsequent MID requires a volume of one million pieces. The volume requirement to obtain six-digit MID is ten million pieces. A Mailer can obtain up to five six-digit MIDs. All requests for more than five six-digit MIDs must be submitted in writing to the Manager, Business Mail Acceptance at USPS Headquarters. All requests must contain justification for the additional MIDs and an explanation on how the MIDs will be used.

For Mailers, with no volume or the USPS is unable to validate volumes through internal systems, the USPS will provided one nine-digit MID. If the Mailer would like any additional MIDs, they will have to provide volume for at least one million pieces from the past year which can be validated by a USPS representative.

For Full-service, Mailer ID and serial number must stay unique for 45 days before it can be reused.

Prior to May 10, 2009, a Mailer can attain a Mailer ID as follows:

- a. A Mailer will contact their local BMEU or Mailpiece Design Analyst (MDA), which can be located by accessing:
  - Mailpiece Design Analyst Locator at: [http://pe.usps.gov/mpdesign/mpdfr\\_mda\\_lookup.asp](http://pe.usps.gov/mpdesign/mpdfr_mda_lookup.asp).
  - District Business Mail Entry Locator at: <http://www.usps.com/ncsc/locators/find-bme.html>.
- b. The BMEU representative or MDA will determine if the Mailer wishes to participate in Traditional ACS, OneCode® ACS or OneCode Confirm®. If a Mailer wishes to participate in one of the above mentioned programs, the local BMEU or MDA will refer the customer to the following numbers:
  - OneCode ACS: (877) 640- 0724 (select option 1)
  - OneCode Confirm: (800) 238- 3150

*Note: Traditional ACS mailers will be provided a participants code that will be used on the mailpiece to identify this service.*

- c. A Mailer ID will be provided in the OneCode Confirm and OneCode ACS process. Customers wishing to obtain a MID, the BMEU representative or MDA will provide the MID application to the Mailer and assist them in completing the application. If a mailing agent is acting on behalf of a mail owner, the mail owner and mailing agent must read, complete, and sign section 3b of the MID application.
  - The MID Application will be forwarded to the *PostalOne!* Help Desk for processing

- The *PostalOne!* Help Desk will notify the customer of their MID.

After May 10, 2009, Mailers can obtain their Mailer ID online by accessing the Business Customer Gateway at [www.usps.com](http://www.usps.com).

3. Design IM barcode(s) for mailpieces, trays and / or containers. Although, tray and containers barcodes are optional for the Basic option, mailers may still apply tray and container barcodes.
4. Contact the local Mailpiece Design Analyst (MDA) and work with the MDA to test and verify the accuracy and readability of the barcode(s). The MDA is equipped with tools to assist Mailers to validate and test their barcodes.

**NOTE:** If a Mailer chooses to participate in submission of electronic documentation, the Mailer should precede to the step 5. If not, the Mailer has completed the necessary steps and is ready to participate in the Basic option. Also, if a Mailer is currently participating in eDoc, they have completed the necessary steps and are ready to participate in the Basic option.

5. For eDoc Participation:

Mailers who wish to submit their mailing documentation electronically must apply for access through the Business Customer Gateway.

After May 18, 2009, Mailers who elect to use the Postal Wizard or Mail.dat should apply for access through the Business Customer Gateway. Applying for and obtaining access is quick and easy. The application process is available online through the Business Customer Gateway at <http://www.usps.com>.

- a. Follow the instructions for New Customers. (Reference – User Access to Electronic Mailing Information and Reports Guide)
  - b. Complete the online process and the Mailer will be able to access TEM environment from the Business Customer Gateway landing page and obtain additional test criteria information.
6. For Mailers using the Basic option with Postal Wizard go to section 2.1.1.1 of this document. For Mailers using the Basic option with Mail.dat go to section 2.1.1.2 of this document.

**NOTE:** All companies participating in electronic data exchange are required to accept the Terms & Conditions agreement, which details a participant's rights and responsibilities in this electronic arena.

Please reference the guide -*User Access to Electronic Mailing Information and Reports* available at [www.ribbs.usps.gov](http://www.ribbs.usps.gov) website for more information.

#### **2.1.1.1 New Basic Option Mailers Wanting to Use eDoc with Postal Wizard**

Mailers who elect to use Postal Wizard to submit their postage statement information must conform to the following conditions:

- Each mailing also must be accompanied by presort and price documentation produced by PAVE-certified or MAC-certified software or by standardized documentation. The exception is for mailings of fewer than 10,000 pieces, where presort and price documentation is not required, if postage at the correct price is affixed to each piece or if each piece is of identical weight, and the pieces are separated by price when presented for acceptance.
- Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing.
- Standard Mail mailings prepared under the Value Added Refund procedures or as combined mailings must meet additional standardized documentation requirements under DMM

[604.9.0, Refunds and Exchanges](#), and [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).

### **2.1.1.2 New Basic Option Mailers Wanting to Use eDoc with Mail.dat**

Mailers who elect to use Mail.dat, after May 18, 2009, must use Mail.dat version 08-2, or 09-1 to submit their electronic documentation.

Both options require the Mailer to validate and pass the file format test criteria prior to moving to the production system. It is the responsibility of the Business Mail Entry Unit (BMEU) or Business Mailer Support (BMS) to ensure the Mailer is properly prepared to move into the production system.

#### **Mail.dat Testing and Authorization Steps**

1. Once the Mailer has gained access to the Business Customer Gateway, obtained a Mailer ID and downloaded the appropriate software, the mailer will send the Help Desk an email notifying them they are ready to begin testing. Mailers will begin transmitting Mail.dat files into the Test Environment for Mailers (TEM) environment.
2. The Help Desk will assist Mailers with the testing process, monitor that the test criteria are being completed, and provide technical assistance.
3. Once the Mailer has successfully completed their Mail.dat file testing in the TEM environment, the Help Desk will notify the BMEU or BMS the Mailer has completed the file testing and ready to move to the production system.
4. For Mailers with an alternate mailing agreement, there will be a parallel test process. In the parallel test, the Mailer must send to the production system all Mail.dat files and postage statement updates for five consecutive business days, and during that time the Mailer must continue to provide hardcopy postage statements and hardcopy documentation (or other previously approved electronic documentation). The acceptance employee must compare the hardcopy document to the electronic documentation to ensure the values are matching.

For Mailers that have their mail weight verified at the BMEU, no parallel test will be required.

5. In the parallel test process, the acceptance clerk must keep a copy of the hardcopy postage statements or have the original postage statements available for review at end of parallel run and the original hard copy documentation available at the DMU or BMEU for the authorization review.
6. In the parallel test process, BMS will perform the on-site review immediately following the five-day period.
7. BMEU or BMS execute final approval process to move the Mailer to the production system.

**NOTE:** *Testing Criteria is located in Section 4 of this document.*

## **2.2 Electronic Documentation Participation Steps**

### **2.2.1 Existing *PostaOne!* Mailers Using eDoc**

As part of *PostaOne!* Release 20.0.0, a new user sign-on and authentication system is being deployed. For most users, their existing *PostaOne!* username and password will continue to

work in the new system. The majority of Mailers will have their account credentials migrated into the new sign-in process. Exceptions will be handled in advance. The Help Desk will contact each of these exception users prior to launch to ensure that access to the system is uninterrupted.

Mailers using the current production *PostalOne!* system and needing to get started using Release 20.0 should:

1. Go to the Business Customer Gateway through [usps.com](http://usps.com).
2. Log on with your existing *PostalOne!* system username and password.
3. Update your *PostalOne!* user account.

## 2.2.2 New Mailers Wanting to Use eDoc

New Mailers who wish to submit their electronic documentation must apply for access to the system through the Business Customer Gateway.

After May 18, 2009, Mailers who elect to use the Postage Wizard or Mail.dat should apply for access to the Postal system. Applying for and obtaining access to the *PostalOne!* system is quick and easy. The application process is available online through the Business Customer Gateway at <http://www.usps.com>.

1. Follow the instructions for New Customers. (Reference – User Access to Electronic Mailing Information and Reports Guide)
2. Complete the online process and the Mailer will be able to access Test Environment for Mailers environment from the Business Customer Gateway landing page.

**NOTE:** All companies participating in electronic data exchange are required to accept the Terms & Conditions agreement, which details a participant's rights and responsibilities in this electronic arena.

Please reference the guide -*User Access to Electronic Mailing Information and Reports* available at [www.ribbs.usps.gov](http://www.ribbs.usps.gov) website for more information.

3. For New Mailers using the Postal Wizard go to section 2.2.2.1 of this document. For New Mailers using eDoc with Mail.dat go to section 2.2.2.2 of this document.

### 2.2.2.1 New Mailers Using eDoc With the Postal Wizard

Mailers who elect to use the Postal Wizard to submit their postage statement must conform to the following conditions:

- Contact their local BMEU.

For mailings of fewer than 10,000 pieces, and postage is affixed to each piece at the correct price or each piece is of identical weight and the mailpieces are separated by price, the serial number field of each Intelligent Mail barcode can be populated with a mailing serial number that is unique to the mailing but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. These mailings are not required to submit electronic documentation for full-service, only an electronic postage statement. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field or in the Mail.XML messages. Mailers must populate the serial number field of all Intelligent Mail tray or sack labels, and Intelligent Mail container barcodes (when mailings are containerized) with the unique mailing serial number..

- Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing.



- Standard Mail mailings prepared under the value-added refund procedures or as combined mailings must meet additional standardized documentation requirements per the Domestic Mail Manual (DMM) [604.9.0, Refunds and Exchanges](#), and [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).

### **2.2.2.2 New Mailers Wanting to Use eDoc with Mail.dat**

Mailers who elect to use Mail.dat must use Mail.dat version 08-2 or 09-1 to submit their electronic documentation.

Both options require the Mailer to validate their file format and pass test criteria prior to moving to the Postal production environment. It is the responsibility of the Business Mail Entry Unit (BMEU) or Business Mailer Support (BMS) to ensure the Mailer is properly prepared to move into the production system.

#### **Mail.dat Testing and Authorization Steps**

1. Mailers will begin transmitting Mail.dat files into the Test Environment for Mailers (TEM) environment.
2. The Help Desk will assist Mailers with the testing process, monitor that the test criteria are being completed, and provide technical assistance.
3. Once the Mailer has successfully completed their Mail.dat file testing in the TEM environment, the Help Desk will notify the BMEU or BMS that the Mailer has completed testing and is ready to move to production.
4. For Mailers with an alternate mailing agreement, there will be a parallel test process. In the parallel test, the Mailer must send to the Postal system all Mail.dat files and postage statement updates for five consecutive business days, and during that time the Mailer must continue to provide hardcopy postage statements and hardcopy documentation (or other previously approved electronic documentation). The acceptance employee must compare the hardcopy document to the electronic documentation to ensure the values are matching.

For Mailers that have their mail weight verified at the BMEU, no parallel test will be required.

5. In the parallel test process, the acceptance clerk must keep a copy of the hard copy postage statements, or have the original postage statements available for review at the end of the parallel run and the original hard copy documentation available at the DMU or BMEU for the authorization review.
6. In the parallel test process, BMS will perform the on-site review immediately following the five-day period.
7. BMEU or BMS execute final approval process to move the Mailer to the Postal production system.

**NOTE:** *Testing Criteria is located in Section 4 of this document.*

Please reference the guide *-User Access to Electronic Mailing Information and Reports* available at [www.ribbs.usps.gov](http://www.ribbs.usps.gov) website for more information.

## 2.3 Full-Service Participation Steps

Under the full-service option, electronic documentation must be used to transmit data files for generating postage statements and mailing documentation to the Postal Service's *PostalOne!* system. These files describe how mailpieces are linked to trays or sacks, and to containers (if applicable), and are required to match the preparation of the mail to qualify for the full-service option.

### 2.3.1 Preparation Steps

1. Review the guide, *A Beginner's Overview to Intelligent Mail Services*, available on the [ribbs.usps.gov website](http://ribbs.usps.gov). It provides guidelines, suggestions and a comprehensive list of resources for implementing the Intelligent Mail barcode.

2. Acquire a Mailer ID

The Mailer ID is a field within the Intelligent Mail barcodes that is used to identify Mail Owners and/or Mailing Agents. The MID is assigned by the USPS to each Mail Owner and/or Mailing Agent or other service providers.

Mailer IDs can be a nine-digit numeric or a six-digit numeric ID and are assigned based upon annual mail volume for the prior year (i.e. Jan 1-2008 - Dec 31- 2008). There is no volume requirement for a Mailer to obtain the first nine-digit MID; each subsequent MID requires a volume of one million pieces. The volume requirement to obtain six-digit MID is ten million pieces. A Mailer can obtain up to five six-digit MIDs. All requests for more than five six-digit MIDs must be submitted in writing to the Manager, Business Mail Acceptance at USPS Headquarters. All requests must contain justification for the additional MIDs and an explanation on how the MIDs will be used.

For Mailers, with no volume or the USPS is unable to validate volumes through internal systems, the USPS will provide one 9-digit MID. If the Mailer would like any additional MIDs, they will have to provide volume for at least one (1) million pieces from the past year, which can be validated by a USPS representative.

For full-service, the Mailer ID and serial number must stay unique for 45 days before it can be re-used.

Prior to May 10, 2009 a Mailer can attain a Mailer ID as follows:

- a. A Mailer will contact their local BMEU or Mailpiece Design Analyst (MDA), which can be located by accessing:
    - Mailpiece Design Analyst Locator at: [http://pe.usps.gov/mpdesign/mpdf/mda\\_lookup.asp](http://pe.usps.gov/mpdesign/mpdf/mda_lookup.asp).
    - District Business Mail Entry Locator at: <http://www.usps.com/ncsc/locators/find-bme.html>.
3. The BMEU representative or MDA will determine if the Mailer wishes to participate in OneCode ACS or OneCode Confirm. If a Mailer wishes to participate in OneCode ACS or OneCode Confirm, the local BMEU or MDA will refer the customer to the following numbers:
    - OneCode ACS: (877) 640- 0724 (select option 1)
    - OneCode Confirm: (800) 238- 3150
  4. A Mailer ID will be provided in the OneCode Confirm and OneCode ACS process. Customers wishing to obtain a MID, the BMEU representative or MDA will provide the MID application to

the Mailer and assist them in completing the application. If a mailing agent is acting on behalf of a mail owner, the mail owner and mailing agent must read, complete, and sign section 3b of the MID application.

- The MID Application will be forwarded to the *PostalOne!* Help Desk for processing.
- The *PostalOne!* Help Desk will notify the customer of their MID.

After May 10, 2009, Mailers can obtain their Mailer ID online by accessing the Business Customer Gateway at <http://www.usps.com>.

5. Contact the local Mailpiece Design Analyst (MDA) and work with the MDA to verify the accuracy and readability of the barcode(s). The barcodes include the mailpiece barcodes, tray barcodes and/or the container barcodes. The MDA is equipped with tools to assist Mailers to validate and test their barcodes.

**NOTE:** If a Mailer chooses to participate in the submission of electronic documentation, the Mailer should precede to the step 5. If not, the Mailer has completed the necessary steps and is ready to participate in the Basic option. Also, if a Mailer is currently participating in eDoc, they have completed the necessary steps and are ready to participate in the Basic option.

6. For eDoc Participation:

Mailers who wish to submit their mailing documentation electronically must apply for access to through the Business Customer Gateway..

After May 18, 2009, Mailers who elect to use the Postage Wizard or Mail.dat should apply for access to the Postal system. Applying for and obtaining access to the *PostalOne!* system is quick and easy. The application process is available online through the Business Customer Gateway at <http://www.usps.com>.

- a. Follow the instructions for New Customers. (Reference – User Access to Electronic Mailing Information and Reports Guide)

7. Complete the online process and the Mailer will be able to access Test Environment for Mailers (TEM) environment from the Business Customer Gateway landing page and obtain additional test criteria information.

**NOTE:** All companies participating in electronic data exchange are required to accept a Terms & Conditions agreement, which details a participant's rights and responsibilities in this electronic arena.

Please reference the guide -*User Access to Electronic Mailing Information and Reports* available at [www.ribbs.usps.gov](http://www.ribbs.usps.gov) website for more information.

### **2.3.1.1 Full-Service Mailers Wanting to Use eDoc with Postal Wizard**

Mailers who elect to use Postal Wizard to submit their postage statement information must conform to conditions specified in the Postal Wizard eDoc in section 2.3.1 Full Service Participation Steps of this document.

Mailers that use Postal Wizard will not be required to send their postage statements to the Test Environment for Mailers, however Postal Wizard mailers must conform to the following conditions:

- Contact their local BMEU and receive authorization before submitting the Postal Wizard postage statements. The BMEU will validate with the mailer the following:
  - Obtain Mailer ID
  - Printed, tested and validated the Intelligent Mail Barcodes

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- Mailpiece
- Tray barcodes
- Container barcodes (where containerization is required)
- Discussed Full Service ACS- understand the following
  - Options for obtaining the Full Service ACS information to include COA (Change of Address) and NIXIE.

For mailings of fewer than 10,000 pieces, and postage is affixed to each piece at the correct price or each piece is of identical weight and the mailpieces are separated by price, the serial number field of each Intelligent Mail barcode can be populated with a mailing serial number that is unique to the mailing but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. These mailings are not required to submit electronic documentation for full-service, only an electronic postage statement. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field or in the Mail.XML messages. Mailers must populate the serial number field of all Intelligent Mail tray or sack labels, and Intelligent Mail container barcodes (when mailings are containerized) with the unique mailing serial number.

### 2.3.1.2 Full-Service Mailers Wanting to Use eDoc with Mail.dat

Mailers who elect to use Mail.dat must use Mail.dat version 09-1 to submit their electronic documentation. Additionally, Mailers must conform to conditions specified in section 2.3.1 Full Service Participation Steps of this document

#### Mail.dat Testing and Authorization Steps

1. Mailers will begin transmitting Mail.dat files into the TEM environment.
2. The Help Desk will assist Mailers with the testing process, monitor that the test criteria is being completed, and provide technical assistance.
3. Once the Mailer has successfully completed their Mail.dat file testing in the Test Environment for Mailers (TEM) environment, the Help Desk will notify the BMEU or BMS the Mailer has completed testing and ready to move to production.
4. For Mailers with an alternate mailing agreement, there will be a parallel test process. In the parallel test, the Mailer must send to the Postal system all Mail.dat files and postage statement updates for five consecutive business days, and during that time the Mailer must continue to provide hardcopy postage statements and hardcopy documentation (or other previously approved electronic documentation). The acceptance employee must compare the hardcopy document to the electronic documentation to ensure the values are matching.

For Mailers that have their mail weigh verified at the BMEU, no parallel test will be required.

5. In the parallel test process, the acceptance clerk must keep a copy of the hardcopy postage statements or have the original postage statements available for review at end of parallel run and the original hard copy documentation available at the DMU or BMEU for the authorization review.
6. In the parallel test process, BMS will perform the on-site review immediately following the five-day period.
7. BMEU or BMS execute final approval process to move the Mailer to the Postal production system.
8. **NOTE:** *Testing Criteria is located in Section 4 of this document.*

All Mailers will be using the Test Environment for Mailers (TEM) to test their Intelligent Mail files for full-service. Specifics for testing the TEM environment are described in the Section 3, Mail.dat Transition Strategy.

Please reference the guide -*User Access to Electronic Mailing Information and Reports* available at [www.ribbs.usps.gov](http://www.ribbs.usps.gov) website for more information.

## 3 Mail.dat Transition Strategy

### 3.1 Mail.dat Overview

On May 18, 2009, the *PostalOne!* 20.0 Release will support Mail.dat version 09-1. The Postal production system will continue to support Mail.dat versions 08-1 and 08-2. The *PostalOne!* 20.0 Release includes a new file upload process designed to improve the capacity and reliability of the file upload process. The new upload process will support Mail.dat 09-1 only. The *PostalOne!* system will not support new mailers using Mail.dat 08-1, however the *PostalOne!* system will continue to support Mail.dat 08-2, through the existing Transfer Applet or Batch Processor.

The new Postal system file upload process is accessed by downloading a single application that can be run from a Mailer's workstation or server. This application replaces both the existing Mail.dat Transfer Applet and Batch Processor software used for Mail.dat 08-1 and 08-2. Mailers using Mail.dat 08-2 and 09-1 have the option to use both file upload processes. The new file upload process represents a reengineering of the way that files are validated and then transmitted to the *PostalOne!* system. Rather than being an update to the existing *PostalOne!* file upload process, the new file upload application represents an entirely new process for transferring data.

**NOTE:** Please refer to *PostalOne! Mail.dat Technical Guide Version 20.0* for technical specifications.

Regardless of transmitting jobs through the existing Mail.dat 08-1 or 08-2 application or the new Mail.dat 09-1 application, all jobs will be available for review on the existing the Postal system dashboard. The new Postal system file upload process for the Mail.dat 09-1 exists in parallel with the existing process for Mail.dat 08-1 and 08-2. The new process consists of a single, downloadable application that handles both manual and automated file transfers. The file upload process for Mail.dat 09-1 also represents a reengineered upload server designed to increase upload capacity and improve reliability.

Current Postal Wizard customers will not be allowed to participate in the Full Service option until after May 18, 2009.

### 3.2 Testing Environment for Mailers (TEM)

On May 18, 2009 after the launch of *PostalOne!* Release 20.0, the Postal Service will make available a Mailer Test Environment (TEM). The TEM is designed to allow Mailers to upload files to a "production like" environment of the *PostalOne!* system. This environment will support Mail.dat Versions 08-2, and 09-1. Mail.dat version 08-1 will no longer be supported for testing. This environment will be integrated with the login procedures for *PostalOne!*, allowing Mailers to use the same username and password for the TEM and the *PostalOne!* system. The TEM

environment will support both the existing Mail.dat Transfer Applet or Batch Processor, and the new file upload infrastructure.

The TEM environment will process the submitted files for the same validations that will be found in the production environment. It will also capture, log and display the error information in the same manner as the production environment for the Mailers use in updating file layout and software processing. As a Mail.dat job is submitted to the TEM environment, the files will be processed in the same manner as in the production environment. The system will process each submitted file and loop through all applicable validations, while capturing errors for failed validations, until all validations within all files have been processed.

The system will then store the error information for the job and log any application error information to a given log file for use by the Mailers. The system will determine if the job should be failed or processed as successful based on the severity of the captured errors. Mailers will have up to 30 days to view the validation history results within the certification environment (for testing and software configuration purposes).

Once the mailer passes the required testing criteria, the Help Desk will notify the Business Mail Entry Unit or the Business Mailer Support group of the mailer's file test completion. The Business Mail Entry Unit or the Business Mailer Support group will work with the mailer to move their mail.dat files into the production system.

### 3.3 Getting Access to the Test Environment for Mailers (TEM)

Mailers who need to get started with TEM must follow the instructions below:

- Navigate to the Business Customer Gateway through [usps.com](https://usps.com). (see EXHIBIT 1)
- Existing *PostalOne!* users should sign-in with your existing *PostalOne!* username and password.
- New Postal users should complete the registration process and apply for access:
- Request access to the 08-2 existing Mail.dat Transfer Applet and Batch Processor software. (See EXHIBIT 2)
- Send Help Desk an email to request access to TEM
- Request access to the Mail.dat 09-1 file upload process if Mailers will be submitting Mail.dat 09-1 files.
- Begin transmitting files according to the scenarios as defined in the Mail.dat Testing Criteria section of this document.

Please reference the guide *-User Access to Electronic Mailing Information and Reports* available at [www.ribbs.usps.gov](http://www.ribbs.usps.gov) website for more information.



EXHIBIT 1 – Access to the Business Customer Gateway

The screenshot shows the USPS Business Customer Gateway website. At the top, the USPS logo is on the left, and "CUSTOMER SERVICE | SIGN IN" is on the right. A navigation bar contains links: FIND A ZIP CODE, CALCULATE POSTAGE, PRINT A SHIPPING LABEL, SCHEDULE A PICKUP, LOCATE A POST OFFICE, and TRACK & CONFIRM. Below this are category links: Business, Household, Buy Stamps & Shop, All Products & Services, and About USPS & News.

The main content area features a "Heading out?" banner with a passport in a bag and the text "Don't forget to hold the mail. Do it online >". To the right is a search bar and a "Track & Confirm" section with a "go" button. Below these are dropdown menus for "Products & Services" with options: Mailing & Shipping, Postage & Options, Receiving Mail, and Mail Service Updates.

A "Ship Online from Start to Finish" section contains four numbered steps: 1. Plan a Shipment (with sub-links: Look up ZIP Codes, Compare services, Calculate costs), 2. Order Supplies (with sub-links: Order eco-friendly boxes, Stock up on supplies), 3. Print Postage (with sub-links: Click-N-Ship lets you: pay for and print postage, add extra services; Print your postage), and 4. Request a Pickup (with sub-link: Request FREE pickup). A "WELCOME" mat is shown under step 4.

Below this is a "The Simpsons" stamp promotion. It says "They are finally here." and shows a "1 - Booklet of 20 - \$8.80" with a "Buy Now" button. To the right is a "Learn more about the new Simpsons Stamps >" link.

The bottom section is titled "Would you like to...?" and lists several services: See Postal Pricing, Put your mail on hold, Change your address, Manage your PO Box Online, Create your own cards, Create customized postage, and Apply for a passport. It also includes "News & Announcements" and "Business Resources" sections.

At the bottom, there are four promotional tiles: "New Mailing Services Prices May 11, 2009. Learn More >", "Switching from another shipper? Get help here >", "Go Green, Save Green with The Postal Service >", and "Mail Service Updates see service changes across the country >". The "Mail Service Updates" tile is circled in red.

The footer contains: Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, Business Customer Gateway, Copyright © 2009 USPS. All Rights Reserved, No FEAR Act EEO Data, FOIA, Postal Inspectors Preserving the Trust, and Inspector General Promoting Integrity.

**EXHIBIT 2 Access to the Test Environment for Mailers**

The screenshot displays the United States Postal Service website's Electronic Data Exchange (EDX) interface. At the top left is the USPS logo, and at the top right are links for HOME, HELP, CUSTOMER CARE, and SIGN OUT. A red horizontal bar is positioned below the header. On the left side, there is a vertical navigation menu under the heading "Manage Mailing Activity", with options: Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, and Manage Permits. The main content area is titled "Electronic Data Exchange" and includes a breadcrumb trail: Home > Electronic Data Exchange. Below the title, a sub-header reads "Allows you to transfer files electronically (more information coming soon)." The content is organized into three main sections:

- Mail.dat Mailer Test Environment**: This section is divided into two columns:
  - 09-1 Mail.dat Mailer Test Environment**: Includes links for "09-1 Mail.dat Guide", "Download Client Application (Windows)", "Download Client Application (Solaris)", and "Start Testing - Notify Help Desk".
  - 08-2 Mail.dat Mailer Test Environment**: Includes links for "08-2 Mail.dat Guide", "Download Batch Processor", "File Validator", "Start Testing - Notify Help Desk", "File Transfer", and "Metrics Search".
- Mail.dat Production**: This section is also divided into two columns:
  - 09-1 Mail.dat Production**: Includes links for "Download Client Application (Windows)" and "Download Client Application (Solaris)".
  - 08-1 / 08-2 Mail.dat Production**: Includes links for "Download Batch Processor", "File Validator", "File Transfer", "Metrics Search", and "Metrics - File Transfer".
- Other Electronic Data Exchange**: Includes links for "Postal Wizard", "Mail.xml", "Electronic Verification System (EVS)", and "Parcel Return Service (PRS)".

At the bottom of the page, there is a footer with navigation links: Home | Site Map | Help | Customer Care | Feedback | Sign Out, and a copyright notice: Copyright © 1999-2009 United States Postal Service.



### 3.4 Mail.dat Scenarios for *PostalOne!* Release 20.0

The mail.dat scenarios for *PostalOne!* release 20.0 are identified below. These scenarios are separated by “existing” mailers and “new” mailers. Existing mailers are identified as those mailers that were currently submitting mail.dat files into the Customer Acceptance Test (CAT) environment and or those mailers that are sending mail.dat files into the *PostalOne!* production system. New mailers are those mailers that desire to begin sending mail.dat files to the *PostalOne!*.

**Table 3-1. Mail.dat Scenarios for *PostalOne!* 20.0.0 Release**

**Existing Mailers**

Mail.dat Scenarios	Mailer Action Required
Mailers using Mail.dat 08-1 and 08-2 file formats, not Mail.dat 09-1 until later a date	<ul style="list-style-type: none"> <li>• No change is required. Mailers can continue to use the existing Mail.dat Transfer Applet and Batch Processor software used for Mail.dat 08-1 and 08-2.</li> <li>• Mailers who wish to continue to use Mail.dat 08-1 and 08-2 in production <i>PostalOne!</i> do not need to make any changes to the way they upload files.</li> </ul>
Mailers who will continue using Mail.dat 08-1 and 08-2, and will begin sending 09-1 for production jobs	<ul style="list-style-type: none"> <li>• No change is required for Mail.dat 08-1 or 08-2 jobs.</li> <li>• For the new upload application for Mail.dat 09-1, the Mailers must download and install the client application for the new Mail.dat file upload process. The application will be available via http download from the Business Customer Gateway.</li> <li>• Mailers may only use the new application for Mail.dat 09-1 files. The new application will reject any attempt to upload Mail.dat 08-1 or 08-2 files.</li> <li>• Mailers must get access to the Test Environment for Mailers (TEM). Access to the TEM environment will be granted through the Business Customer Gateway. Mailers can gain access to both the existing Mail.dat Transfer Applet and Batch Processor, and the new file upload process through the Business Customer Gateway.</li> </ul>
Mailers Sending Both 08-1, 08-2 and 09-1 Files with Batch Processor	<ul style="list-style-type: none"> <li>• It is possible to configure the 08-1/08-2 batch processor software and the 09-1 batch processor software to operate on the same workstation. A diagram depicting this configuration is presented below in figure 1. Mailers should ensure that the following directory locations are properly set for both</li> </ul>

Mail.dat Scenarios	Mailer Action Required
	<p>versions of the software:</p> <ul style="list-style-type: none"> <li>• Repository Location - Location of Mail.dat files waiting to be processed</li> <li>• Successful Repository Location - Location where the Mail.dat files are moved after they are successfully processed.</li> <li>• Unsuccessful Repository Location - Location where the Mail.dat files are moved if the processing fails.</li> <li>• Receipt File Repository Location - Location where the receipt files are written by the application.</li> </ul>

**New Mailers**

<p>New <i>PostalOne!</i> Mailer sending Mail.dat 08-2 and/or 09-1. Mail.dat 08-1 will not be supported</p>	<ul style="list-style-type: none"> <li>• New <i>PostalOne!</i> Mailers starting with Mail.dat and 08-2 should download and configure the existing Mail.dat Transfer Applet and Batch Processor software from the Mail.dat 08-2 section of the TEM website. This application will only upload Mail.dat 08-2 files. Any Mail.dat 09-1 files fed into the legacy upload application will be rejected.. This application will not upload Mail.dat 09-1 files.</li> <li>• These Mailers may forego the install if they wish to only to use the interactive application.</li> <li>• Begin transmitting files according to the scenarios as defined in Mail.dat Testing Criteria section of this document.</li> </ul>
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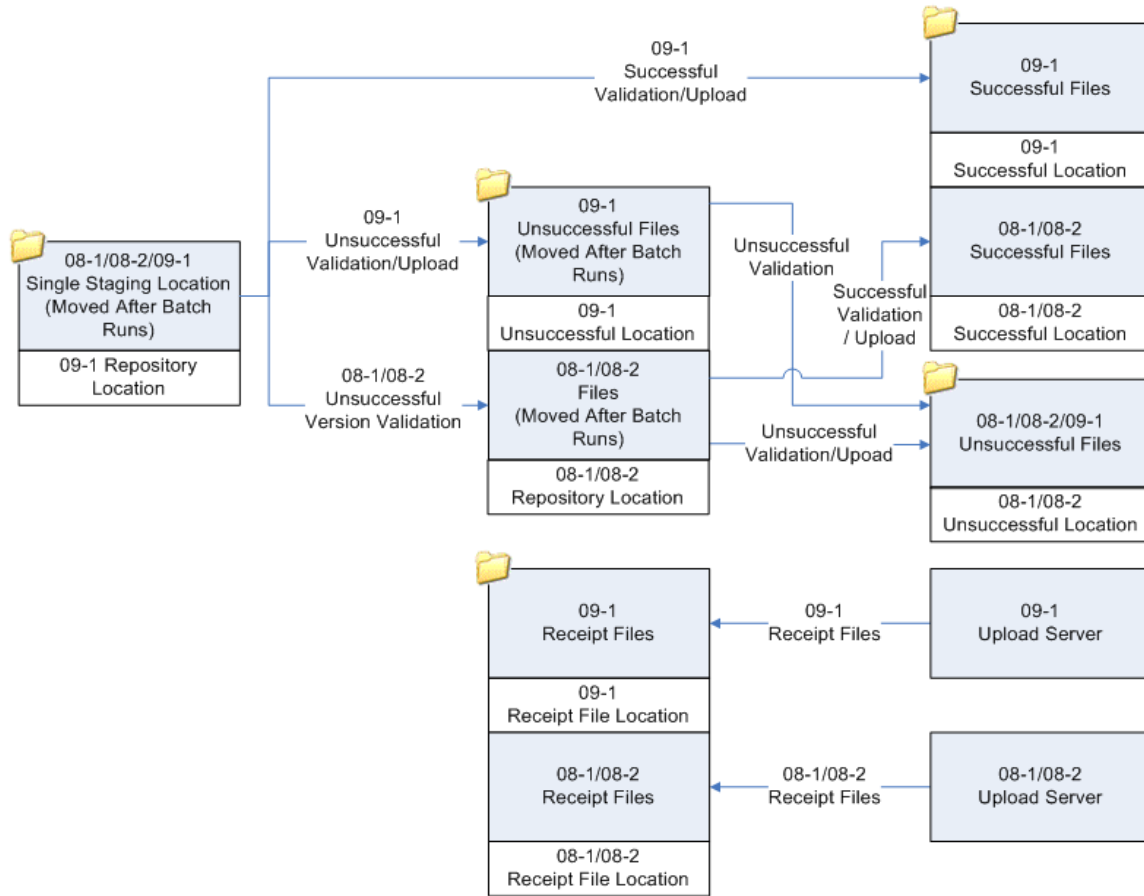


Figure 3-1. Sample Batch Processor Configuration for All File Versions

## 4 Mail.dat Testing Criteria

### 4.1 Testing Criteria for Presort

#### First Class & Standard

Scenario P1: The Mailer must be able to submit a Mail.dat file that contains the necessary information to create a Qualification Report and Postage Statement. The following reports must be successfully generated to support the Postage Statement:

- Version summary report
- Reconciliation Report
- Container and Bundle Report

Scenario P2: The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Multiple (at least 2) Postage Statements, and reports specified in Scenario P1. The Mailer must be able to submit a Mail.dat that Cancels a Postage Statement.

Scenario P3: The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Postage Statement and reports specified in Scenario P1. The Mailer must be able to submit a Mail.dat that Cancels a Postage Statement. Next, the Mailer must be able to submit Mail.dat that changes the piece weight and creates a Postage Statement with the new piece weight.

### Periodicals

Scenario S1: The Mailer must be able to submit a Mail.dat file that contains the necessary information to create a Qualification Report and Postage Statement. The following additional reports must be successfully generated to support the Postage Statement:

- Ad Percent and Edition Weight Worksheet
- Outside County Report
  - Container and Bundle Report

Scenario S2: **CPP Mailers:** The Mailer must be able to submit a Mail.dat file that contains the necessary information to create a Qualification Report and Postage Statement. The following additional reports must be successfully generated to support the Postage Statement:

- Ad Percent and Edition Weight Worksheet
- Outside County Report
  - Container and Bundle Report
- Optional Payment Request

## 4.2 Testing Criteria for MLOCR (First Class & Standard)

Scenario M1: For Multi-Line Optical Character Reader (MLOCR) mailings, the Mailer must be able to submit a Mail.dat file that contains the necessary information to create a Qualification Report and Master Postage Statement. The following reports must be successfully generated to support the Postage Statement:

- Customer Mail Report
- Summary Zip Destination Report
- Reconciliation Report
- Postage Statement Summary Report

Scenario M2: The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Master Postage Statement, and reports specified in Scenario M1. The Mailer must be able to submit a Mail.dat that Cancels a Postage Statement.

## 4.3 Testing Criteria for Manifests (First Class & Standard)

Scenario MF1: The Mailer must be able to submit a Mail.dat file that contains the necessary information to create a Qualification Report and Postage Statement. The following reports must be successfully generated to support the Postage Statement:

- Version Summary Report
- Reconciliation Report

## 4.4 Testing Criteria for OnePass (First Class & Standard)

Scenario O1: The Mailer must be able to submit a Mail.dat file that contains the necessary information to create a Qualification Report and Master Postage Statement. The following additional reports must be successfully generated to support the Postage Statement:

- Summary ZIP Destination Report
- Postage Statement Summary Report
- Tray Difference Report
- Customer Mail Report
- Reconciliation Report