Software Vendor Authorization for Electronic Documentation (eDoc) and Full Service

Mail.XML Guide

Version 1.2

Mail Entry & Payment Technology

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1. Introduction and Overview

The USPS requires that mailers new to electronic documentation (eDoc) complete a validation process in a test environment prior to sending electronic files to the USPS production environment. Electronic documentation generates postage statements and supporting documentation that are critical to mailing with the U.S. Postal Service system. The Test Environment for Mailers (TEM) is designed to allow practice and testing for the ability to send electronic documentation to the USPS. The TEM process eliminates common production issues and provides confidence about software readiness. After passing testing in TEM, mailers can submit eDoc for production mailings.

Software vendor/developers have the opportunity to have their product(s) authorized in the Test Environment for Mailers (TEM) before mailers attempt to use their products. Software vendor/developers should consider this option if their product is designed for mailers attempting to produce electronic documentation (eDoc) or Full Service mailings.

If mailers intend to use full-service, they should submit a full-service test mailing in TEM. Following TEM testing, a mailer will submit a physical mailing and corresponding full-service compliant electronic documentation. Both items are reviewed to ensure that all full-service criteria have been followed.

Mailers (and vendors/developers who are testing for full-service certification) should gain access to the Business Customer Gateway (BCG) in order to apply for TEM testing and to interact with the USPS Help Desk. Details are provided in Section 2, below.

Additionally, it is important to review the reference materials (below) and the "Detailed Information" section of the TEM Enrollment Tool.

DISCLAIMER

Authorizations of the software product (including version number, Mail.XML version number, etc.) only relates to the specific capabilities concerning such software product. The authorization is intended to demonstrate the ability of a software product to support specific mailing capabilities (e.g., population of the required fields in the electronic documentation (eDoc) for each mailing capability). The USPS cannot guarantee that mailers using authorized software will fulfill all USPS data accuracy requirements, since the authorized software is contingent on mailer-provided data input, over which the USPS has no control.

1.1. Materials to Reference before Beginning TEM (Mail.XML)

NOTE: Prior to testing in TEM, vendor/developers are required to develop their software according to the following documentation:
1. The Guide to Intelligent Mail for Letters and Flats
   a. Link:https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/GuidetoIntelligentMailLettersandFlats.pdf

2. The IDEAlliance Mail.XML Technical Specification
   a. Link: http://www.idealliance.org/specifications/mailxml/specifications
3. The USPS Mail.XML Technical Specification
   a. Link:https://ribbs.usps.gov/intelligentmail_schedule/documents/tech_guides/june2012/techspecs.htm
4. The User Access to Electronic Mailing Information & Reports Guide Volumes I and II
   a. Link:https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/user_access/user_access.htm

1.2. TEM Enrollment and Testing Process for Software Vendor/Developers

In TEM, vendor/developers will be able to send and receive Mail.XML messages that will use the same field validations and business rules for mail acceptance as with the production environment. Prior to postage statement finalization, TEM will capture, log, and display error information in the same manner as in the production environment. Vendor/developers can make adjustments or modifications to their software code and Mail.XML message, as needed, based on the test results.

There are six steps for identifying and testing vendor/developer software capabilities for electronic documentation capabilities. Once all steps have been completed successfully, the vendor/developer software will be authorized for the tested capabilities. Available capabilities range from simple mailings to Full Service copalletization.

The six steps for software vendor/developer testing in TEM are listed below with additional details included in the next section of this document.

1. Gain Access to TEM
2. Fill Out Enrollment Tool to Determine Relevant Test Scenarios
3. Generate, Submit and Review Test Files
4. Submit Completed TEM Enrollment Tool with Test File Job Identification Numbers
5. Review Finalize Postage Statements and Review Outputs of Test Scenarios
6. Record Capabilities and Issue Authorization

2. Basic eDoc and Full Service Authorization Based on Capabilities Supported

The steps below give an overview of the TEM process for Mail.XML electronic documentation authorization. The TEM process will test to confirm that a vendor/developer's software is set up and configured properly to generate Mail.XML messages that meet required criteria for class and capability.

2.1 Gain Access to TEM

Vendors/developers must register for a business account through the Business Customer Gateway (BCG). During this registration, the system will automatically assign a Customer

Registration ID (CRID). The CRID obtained during the BCG registration is used to uniquely identify the vendor/developer in the *PostalOne!* system.

The next step is for the vendor/developer to request access to the TEM portal, also called the Manage Mailing Activity (MMA) service. This is completed by accessing their BCG profile, selecting the MMA service within the "Request Access" tab and under the "Track & Report" header. Once submitted, the vendor/developer waits for e-mail confirmation of access.

If the vendor/developer does not already have access to this environment they should follow the instructions in the *User Access to Electronic Mailing Information and Reports Guide* located on Rapid Information Bulletin Board System (RIBBS).

Once the vendor/developer has confirmed access to the MMA service, they should perform the following steps:
1. Log on to BCG
2. Click the "Electronic Data Exchange" (EDE) link from the Gateway homepage.
3. Configure Mail.XML software to submit and validate *PostalOne!* ready Mail.XML files in the TEM environment only.
    a. Download and setup the TEM-specific Web Services Description Language (WSDL) in the vendor's web services software.
    b. The vendor/developer will also need a USPS provided authentication XML Schema Definition (XSD) in their web services software and check that they have the correct IDEAlliance Mail.XML XSD in their web services software from RIBBS

Vendors/developers should navigate through TEM and become familiar with the available tools such as the Dashboard (from the MMA menu), Mailing Reports Data Quality Reports (from the Mailing Reports link), and *PostalOne!* reports (from the Dashboard).

For more information on accessing TEM and *PostalOne!* Reports, refer to the *User Access to Electronic Mailing Information and Reports Guide* on RIBBS.

Vendors will also need to be issued a Mailer ID (MID). The most common way to obtain a MID is through BCG. Vendors can obtain a MID online by accessing the Mailer ID system. Refer to the *User Access to Electronic Mailing Information and Reports Guide* on RIBBS for a step-by-step approach to requesting access to the Mailer ID system through the gateway.

2.2 Fill Out Enrollment Tool to Determine Relevant Test Scenarios.

Software vendors/developers will locate the TEM Enrollment Tool on RIBBS and the BCG (https://www.uspspostalone.com/postal1/view.cfm).

1. First, complete Step 1 within the Enrollment Tool and save the file:

2. Log on to BCG
3. Click the "Electronic Data Exchange" link from the Gateway homepage
4. Once inside the "Electronic Data Exchange" click the "TEM Testing for Full Service eDocs" as shown below:

5. On the next screen, choose a CRID from the drop down and then select Mail.XML Vendor. Click Continue.

6. Complete the web form, upload the saved TEM Enrollment Tool from Step 1, and submit:

7. While the Help Desk reviews the initial application, the vendor/developer can complete the remainder of the Enrollment Tool through Step 7. The application status (which can be checked as described in the next section) will be set to "New". The vendor/developer will receive an email once the Help Desk completes their initial review.

Before beginning the testing process, the vendor/developer will use this tool to identify the specific capabilities they wish to test by answering a series of yes/no questions. These questions will identify the eDoc submission method, company name, software name, and the specific software product/version to test. Through this tool, the vendor/developer will then identify the specific capabilities the software will support across Mail Classes in the production *PostalOne!* environment. The selected capabilities will be recorded for Vendor/Developer TEM

Authorization and referenced when mailers complete their TEM authorization process using authorized software.

Upon identifying the capabilities for testing, the TEM Enrollment Tool will generate a list of test scenarios across mail classes that the vendor/developer must complete in order to be authorized for their selected capabilities. The vendor/developer may select the "Click here to see additional information about capabilities" link within the TEM Enrollment Tool to access additional directions on the inputs and outputs of each required test scenario.

2.3 Generate, Submit, and Review Test Files

The vendor/developer can check the application status at any time by returning to the Electronic Data Exchange page within BCG and clicking "Check Application Status" as shown:
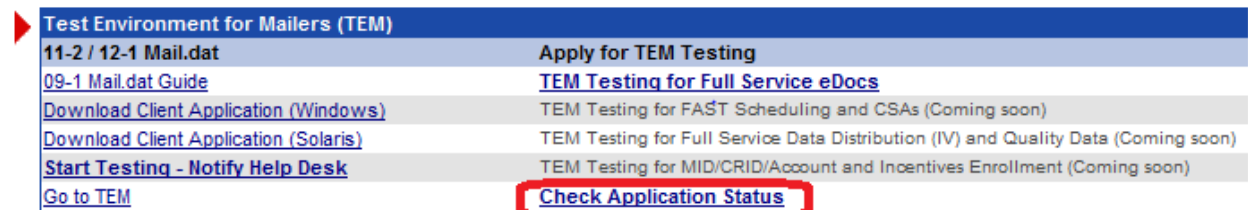
After initial submission of the application the status will be shown as "New". Once the Help Desk has reviewed this submission and determined that the vendor/developer is able to begin testing, the status will be "Incomplete" and the vendor/developer can click "View/Complete" in order to upload the completed Enrollment Tool.
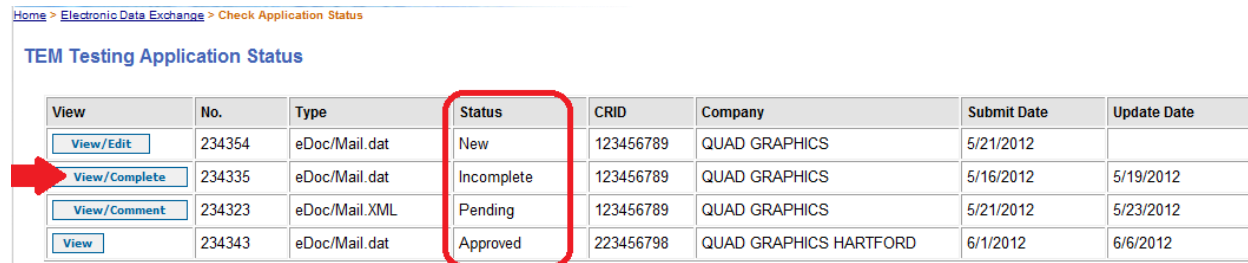
Note: Whenever the status changes to Incomplete (from New or Pending) the vendor/developer receives an email from USPS instructing the vendor/developer to begin testing or retest certain capabilities.

Before clicking "View/Complete" the vendor/developer should:

1. Submit test mailing jobs meeting the test scenarios identified in the Vendor TEM Enrollment Tool
   a. Note: A vendor/developer may submit as many practice files as needed.
2. Check XML messages for errors on files submitted.
   a. Confirm that no error messages were received
3. Navigate to the BCG Tools & Wizard section (or EDE) to access *PostalOne!* Dashboard for certain test outputs such as the Postage Statement and Qualification Report
   a. Confirm that *PostalOne!* dashboard outputs were accurately generated

4. If any submitted job was for Full Service, navigate to the same BCG Tools & Wizard section (or EDE) to access Mailing Reports (PostalOne!) and then the "Full Service Seamless Acceptance Failure Jobs".

a. Confirm that none of the test jobs appear on the report.

NOTE: Additional information about submitting and validating test files can be found on the Enrollment Tool tab entitled "Scenarios (Mail.XML)".

5. Complete the remainder of the Enrollment Tool through Step 7 noting the job ID number(s) and save the file.

2.4 Submit Completed TEM Enrollment Tool with Test File Job Identification Numbers

Once the vendor/developer has submitted and reviewed their test files, they will upload the completed TEM Enrollment Tool in the Electronic Data Exchange.. The completed TEM Enrollment Tool must include the appropriate Job Identification Numbers for each test scenario in Section 7. These Job Identification Numbers must match the Job IDs in the submitted test files.

2.5 Finalize Postage Statements and Review Outputs of Test Scenarios

Once the vendor/developer has performed all validations possible within TEM for the capabilities which they plan to support, the USPS Help Desk will be notified to view the pending application and retrieve the Enrollment Tool identifying the submitted job numbers and indicating that they are ready for postage statement finalization and USPS Customer Acceptance Testing (CAT) review.

The USPS CAT will finalize the postage statements for any job that is ready for internal review. The USPS CAT will then confirm that the expected outputs are in place and the files were prepared and submitted according the Mail.XML technical specifications and the Guide to Intelligent Mail for Letters and Flats.

If the submissions pass USPS CAT review, the vendor/developer will be notified of those capabilities that were approved. However, if any do not pass, the Help Desk will send comments to the vendor/developer via the application status view page and the application will remain in "Pending" status. The vendor/developer should continue testing certain scenarios until they have passed all requested capabilities. A vendor/developer will be authorized for the capabilities which have passed TEM even though the vendor/developer may continue to test additional capabilities.

2.6 Record Capabilities and Issue Authorization

The Help Desk will record the vendor name, software name, software version number, and approved capabilities in the Software Vendor Capability Matrix posted on RIBBS in the next weekly posting. If a vendor/developer does not wish to be included in the Capability Tracking Matrix posted on RIBBS, they may opt out by indicating this preference in the Section 1 of the TEM Enrollment Tool.

Once all submissions pass USPS CAT review, the vendor/developer will be notified via e-mail that the application is in Approved status. The vendor/developer should check the application status to read any comments from USPS.

NOTE: If mailers choose to proceed with the Full Service option, then they will be required to complete additional Full Service Authorization of physical mailings.

Software Vendor Capability Matrix Example:

Capability Matrix Last Updated On: 6/6/12

	Demographic & Technical Information							Mail Preparation Capabilities ('x' denotes capability has been certified. Detailed definitions available on Definitions tab)										
	Vendor Information							General Capabilities								Capabilities by Mail Class		
Unique Identifier	Vendor Name	Software Name	Software Version #	Vendor POC (email and phone)	Mail.dat -or- Mail.XML	Mail Dat/Mail.XML Version #	Capabilities	Submit eDoc	Barcode Uniqueness: Containers	Barcode Uniqueness: Handling Units	Barcode Uniqueness:	Nesting: Pieces into Trays	Nesting: Trays into Containers	Mail Class	Generate eDoc	Modify eDoc	Simple Mailing
Example	Vendor ABC	XYZ Software	1.3.2.5	johnsmith@abc.com (123) 456-7890	Mail.dat	12-1	eDoc							FCM			
														STD			
														BPM			
														PER			
							FS	x	x	x	x	x		FCM	x	x	x
														STD	x	x	x
														BPM	x	x	x
														PER	x	x	x

2.7 Re-authorization process

To maintain or update TEM authorization, the vendor/developer may be required to re-test specific capabilities due to the following:

- The vendor/developer releases a new version of their software with substantive changes to the code base generating electronic documentation
- The vendor/developer wishes to add a new capability to their profile
  - If this is the case, then the vendor/developer only needs to test for that capability in their re-testing
- A new major release of Mail.XML is published and implemented in *PostalOne!*

For each major new *PostalOne!* release, the following re-authorization process will be followed:

- The USPS will identify the mailing capabilities impacted for each new version of the Mail.XML specification is released or major release in *PostalOne!* and post this information at the time the Post-Design Release Notes are posted. In addition, the USPS will identify at that time any new mailing capabilities that will be added to the list of available capabilities to test in TEM.
- The USPS will contact all vendors with authorized software products to provide notification with the impacted or new mailing capabilities.
- Vendors will need to retest only the impacted capabilities in order to remain current in their authorization.
- For all other capabilities, the USPS will "roll forward" the software product's authorization to the new Mail.XML specification once the vendor notifies the USPS that their software product has been updated to support the new Mail.XML specification.
- Vendors will only be authorized for new mailing capabilities by successfully completing the associated test scenario(s) for those capabilities for all appropriate Mail.XML versions.
- When vendors make large code changes to their software, they are asked to self-report this to USPS and undergo authorization testing again for their full set of mailing capabilities
  - Vendors will not be asked to re-test for minor software updates. The capability matrix will reflect that the software version listed is the first version authorized by the USPS and that later versions are assumed by USPS to also be compliant with the same mailing capabilities.

3. Glossary

BCG	Business Customer Gateway
CRID	Customer Registration ID
EDE	Electronic Data Exchange
MID	Mailer ID
MMA	Manage Mailing Activity
RIBBS	Rapid Information Bulletin Board System
TEM	Test Environment for Mailers
XML	Extensible Markup Language
XSD	XML Schema Definition

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