Document Change History

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3	Appointment Container Association	Removed the text stating that the container to appointment linkage was required for Full Service Discounts
5	Determine Your Business Process and Communication Approach	Removed the text stating that the container to appointment linkage was required for Full Service Discounts
8	Important Points to Remember	Removed the text stating that the container to appointment linkage was required for Full Service Discounts

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1. Appointment Container Association

For Full-Service Compliance, the USPS strongly encourages a valid FAST appointment associated to container (ex. pallets) or loose sacks/trays details for all drop ship mailings and DMU verified Mailer Transported mailings that are inducted into Network Distribution Centers, Sectional Center Facilities, and Area Distribution Centers (for Periodicals only). Container information must include the Intelligent Mail Container Barcode (IMcb) and sack/trays must include the Intelligent Mail Tray Barcode (IMtb).

In order to monitor your compliance with appointment container associations, you can view the Full Service Mail Quality Reports for your mailings. Access to Full Service Mail Quality Reports is available via the Business Customer Gateway.

Key considerations for FAST Appointment Scheduling include:
- Determine Business/Supply Chain Operations
- Understand Full-Service Appointment Scheduling Options
- Determine Business Process and Communication Approach.

a. Determine Business/Supply Chain Operations

Prior to scheduling appointments in FAST, here are some key considerations to work out across your mail supply chain. Some key questions should be answered before moving into the actual scheduling process:
- Which stakeholders across the supply chain will be involved in the appointment and content management process for a single appointment?
  - Who will manage the logistics/create the appointment?
  - Who will manage the contents (IMcbs and IMtbs) of the appointment?
- How will appointment and/or content information be communicated within your supply chain? (i.e. Mail.dat, Mail.XML)
- Do your supply chain partners have the capability to electronically submit container information via Mail.XML or Mail.dat?
- What entity will be submitting the final eDoc to the USPS?

b. Understand Full-Service Appointment Scheduling Options

There are various options for one-time containerized, recurring containerized, and loose trays and sacks appointment scheduling.

One-Time Appointments:

Appointment Function	Online	FAST Mail.XML Only	FAST Mail.XML with Mail.dat	Container Updates via Mail.dat*	Container Updates via Mail.XML*
Logistics Create	✓	✓	✓		
Logistics Update	✓	✓	✓		

Content Create		✓	✓		
Content Update		✓	✓		

Recurring Appointment Instances:

Appointment Function	Online	FAST Mail.XML Only	FAST Mail.XML with Mail.dat	Container Updates via Mail.dat*	Container Updates via Mail.XML*
Logistics Create	✓	✓	✓		
Logistics Update	✓	✓	✓		
Content Create		✓	✓		
Content Update		✓	✓	✓	✓

Loose Tray/Sack Appointments:

Appointment Function	Online	FAST Mail.XML Only	FAST Mail.XML with Mail.dat	Container Updates via Mail.dat*	Container Updates via Mail.XML*
Logistics Create	✓		✓		
Logistics Update	✓		✓		
Content Create				✓**	✓**
Content Update				✓**	✓**

*Method is specific to electronic documentation submitted in *PostalOne!*

**For Full Service compliance, the FAST Appointment ID must be populated in the ReservationNumber field of the eDoc.

c. Determine Your Business Process and Communication Approach

Once you identify the types of appointments that you typically schedule and the availability of content information, you can determine which FAST appointment management option, i.e., FAST online, Mail.XML, or Mail.dat transportation updates (only for recurring appointments) works for you. You may use one or all FAST appointment management options at different times for different types of appointments. You may elect to use only one appointment management option for simplicity, as long as it fulfills the full-service requirements. Regardless of options, in order to minimize impacts to resource managements and sending electronic 8125 data to multiple facilities, it is highly recommended that you link your IMcbs and content details with your appointments electronically.

i. **Mail.XML with Mail.dat (one-time and recurring appointments)**

- The container information included in Mail.dat must be first submitted to *PostalOne!*

- You can then use Mail.XML messages to provide logistics information and reference Mail.dat containers for appointment content information

  In this case *PostalOne!* will combine the Mail.dat container information and Mail.XML logistics information to send the appointment information to FAST.

The FAST Mail.XML message must reference the following Mail.dat fields in order to correctly link the Mail.dat container information to the appointment:

- UserLicenseCode (User License Code in Mail.dat .hdr file)
- MailDatJobID (Job ID in Mail.dat .csm or .hdr file)
- ContainerID (Container ID in Mail.dat .csm file)
- VerificationZip4 (Verification Facility Zip+4 in Mail.dat .seg file)**
- UniqueContainerBarcode (Label: IM™ Container Or IM™ Tray Barcode field in .csm file)**

Note: ** Fields are optional

ii. **Mail.XML without Mail.dat (one-time and recurring appointments)**

- You can leverage pure Mail.XML Web Services messaging for appointment logistics and content information.

  When using only Mail.XML, all required Mail.XML fields plus the IMcb information should be included in the Mail.XML message.
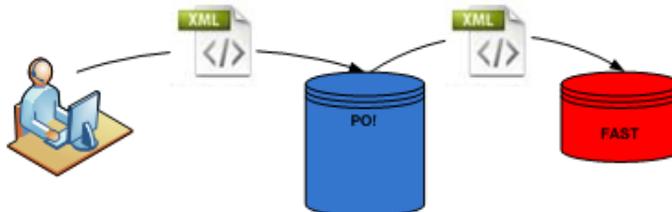
iii. Mail.dat Only (loose sacks/trays and recurring appointments only)

- **Recurring Appointments**
  - Initial creation of FAST recurring appointment online or via Mail.XML messaging.
 - Content updates to individual recurring appointment instances by referencing key FAST appointment data in the Mail.dat file and providing Mail.dat transportation update.

When leveraging the Mail.dat only option, a recurring appointment must first be created in FAST either online or via Mail.XML.
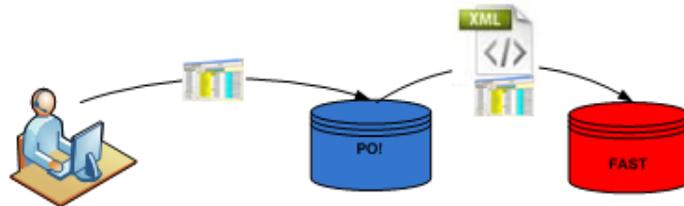
Key FAST data is needed in order for recurring appointment Mail.dat eDoc updates to be sent to the FAST system and fulfill full-service requirements. This key data must be populated in the <u>physical</u> container .csm records for conventional mailings in order to correctly link to the appointment. For Continuous logical mailings, the logical container data will be used for presort and piece count validation while the physical containers must have IMcb data. The Key data and corresponding fields and file are displayed below:

Data	Field (File)
Recurring Sequence ID* (i.e. 12345R)	Reservation Number field in Mail.dat .csm file
Scheduled Appointment Date	Scheduled Induction Date field in Mail.dat .csm file
FAST Content ID* (i.e. 100000001)	FAST Content ID field in Mail.dat .csm file)

*Note: FAST Recurring Sequence ID and FAST Content ID will remain static.

iv. Loose Sack/Tray Appointments

- Initial creation of FAST recurring or one-time appointment online or via Mail.XML messaging.
- Content updates to appointments by including key FAST appointment data in the Mail.dat.

It is important to remember that FAST appointments are still required for loose sacks/trays if they are drop shipped or DMU verified customer transported. Loose sacks/trays contain a 24-digit Intelligent Mail Tray Barcode (IMtb). FAST only supports the 21-digit IMcbs (99M), thus tray barcode information for loose sacks/trays should be provided via a Mail.dat transportation ('T') update. Tray

barcode information will be communicated directly to SASP for Full Service compliance verification.
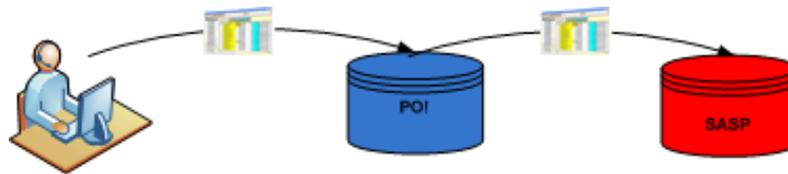
Key data includes:

Data	Field (File)
FAST Appointment ID (i.e. 123456789)	Reservation Number field in Mail.dat .csm file
Scheduled Appointment Date	Scheduled Induction Date field in Mail.dat .csm file
FAST Content ID* (i.e. 100000001)	FAST Content ID field in Mail.dat .csm file
Entry Point Locale Key	Locale Key in Mail.dat .csm file
Zip +4 of Entry Facility	Verification Facility Zip+4 field in Mail.dat .csm file

Depending on your supply chain, different Mail.XML messages can be used based on the submitters' role in the appointment scheduling process.

	Mail.XML Message	Description
Single Entity Scheduling	DeliveryApptCreate	Creates appointment logistics & content
	DeliveryApptUpdate	Updates appointment logistics & content
Joint Entity Scheduling	DeliveryApptShellCreate	Creates appointment logistics only
	DeliveryApptShellUpdate	Updates appointment logistics only
	DeliveryContentCreate	Create appointment content only
	DeliveryContentUpdate	Update appointment content only

Important Points to Remember

➢ Physical containers (not logical) should be associated to the FAST appointments and all required FAST information must be in the physical container eDoc, unless the mailing is a continuous mailing with logical containers and the IMcb is provided at the sibling container level.
➢ Sibling containers need to be linked to the parent physical containers for conventional mailings, especially if eInduction process is desired.
➢ Sibling containers need to be linked to the parent logical containers for continuous logical mailings For Full Service.
➢ Locale key in the eDoc must match the locale key of the FAST appointment or the FAST locale key shall be supported by the MDF file for the CIN and zip Code.
➢ FAST leverages pallet (not handling unit) information.
➢ The IMcb is 21 Characters and begins with "99M".
➢ For drop ship appointments, it is recommended that the IMcb be associated to the appointment at least 1 hour before the scheduled appointment date/time. Mail.dat updates should be submitted and processed at least 2 hours before appointment date/time to allow data processing time for this information to reach the FAST system.
➢ For Origin Entry continuous/logical mailing appointments, the IMcb can be associated to the appointment up to 5 days past the scheduled appointment date/time in order to accommodate continuous/MLOCR mailers. Only the IMcb can be updated.

2. Additional Resources

Available on the FAST Resources Website

User Guides
• FAST Drop Shipment Customer User Guide (PDF)
• FAST Origin Entry Customer User Guide (PDF)

Web Based Training
• Customer Drop Shipment Web Based Training Course (ZIP)
• Customer Origin Entry Web Based Training Course (ZIP)

Available on the RIBBS Website

A Guide to Intelligent Mail for Letters and Flats
http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/GuidetoIntelligentMailLettersandFlats.pdf

Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST)

http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/xmlspec/SpecDocs/MailXMLTechnicalSpecFAST.pdf

Postal Service Mail.dat Technical Specification
http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/datspec/PostaloneMaildatTechSpec.pdf

FAST Overview Presentation

Questions?

For questions regarding FAST Mail.XML Web Services Appointment scheduling or Container Barcode association to FAST appointments, please contact the FAST Help Desk at FAST@usps.gov.