

# **A Guide to Customer / Supplier Agreements**

**June 26, 2011  
Version 4.13**

## Document Change History

These are the changes from version 4.12 of the CSA Guide to version 4.13.

### Attention Users:

Effective November 2011, CSAs will only contain the information necessary for First-Class separations. CSAs will therefore only be associated to First-Class mail and there will no longer be four transportation template types (*Verified – Mailer Transported, DMU Verified – USPS Transported, BMEU Verified – Entry After CAT, and Unscheduled*).

Please note that there will be no changes to existing FAST online application, web services (Mail.XML) and file formats (.csv) between June and November 2011. Users are encouraged to use certain fields and defaults when creating new CSAs during this timeframe which will assist with the transition to the simplified CSAs. For additional clarification please reference section 1.1.12 of this guide.

Section	Title	Description
1.1.1-1.1.3	Purpose, Scope, Process	Updated to reflect the updated definition and purpose of a CSA.
1.1.4	Definitions	The CSA definitions section was updated to indicate which fields will not be maintained for existing CSAs and which fields will be modified or removed in November 2011.
1.1.6.1	Container Label Information for Customized First-Class Mail Separations	Updated the <b>Processing Code Label</b> definition to include the usage of the Unscanned Mixed Air (MXDA) separation.
1.1.7	CSA Use for Origin-Entered Mail From Plant Verified Drop-Ship (PVDS) Facilities	Updated the USPS transported section.
1.1.8	Using the PostalOne! Transportation Management System	Updated #2 to include the following note:  Trays for destinations that are routed via air transportation 100% of the time will be containerized to a Mixed Air (MXDA) Separation. Trays for destinations that may be routed via Air or Surface depending on the time of the scan assignment will be containerized to Surface or Mixed Surface (MXDS) separations.
1.1.10	Accessing CSA Information Electronically	Mail.XML 10.0 was added to the Mail.XML section.
1.1.11	How “Start-the-Clock Day Zero” Will Be Established	Updated this section to include the new Start-the-Clock rules for all entry types.
1.1.12	CSA Recommendations from June to November 2011	Added the <b>CSA Recommendations from June to November 2011</b> section.
N/A	Receiving Mailer Transported Mail at Non-Postal Facilities	Removed the <b>Receiving Mailer Transported Mail at Non-Postal Facilities</b> section.  The facility search tag for DMU Verified – Mailer and USPS Transported, and Unscheduled CSAs will allow

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Section	Title	Description
		users to create, manage and view CSAs at Surface Transfer Center (STC) and Terminal Handling Service (THS) facilities.
N/A	CSA Use for Origin-Entered Mail From Plant Verified Drop-Ship (PVDS) Facilities	Removed the <b>CSA Use for Origin-Entered Mail From Plant Verified Drop-Ship (PVDS)</b> Facilities section.

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## 1.1 Customer/Supplier Agreements (CSA)

This document provides guidance on how to create a Customer/Supplier Agreement (CSA). A CSA is a written notice that confirms, for a commercial mailer, the Origin-Entry preparation requirements.

A CSA does not create a Postal Service™ guarantee, promise, or commitment to process and/or deliver within the applicable service standard, or within any in-home target date or window.

### 1.1.1 Purpose

CSAs:

- Describe First-Class separation, containerization, and labeling standards requested of the mailer

CSAs will be established for mailers:

- Who prepare First-Class separations not covered in the DMM, is verified at a DMU or BMEU, and transported on mailer or USPS transportation.

### 1.1.2 Scope

This document provides readers with an understanding of CSA procedures and process. CSAs are only applicable for First-Class mail and do not replace Plant-Load Agreements or Special Postage Payment System (SPPS) Agreements.

### 1.1.3 Process

Mailers meet with a variety of postal personnel, including (but not limited to), the Manager, Business Mail Entry, District Manager, Plant Manager and Postmaster, to discuss the mailer's operational capabilities, and volumes, as well as mail preparation, verification, and processing requirements. A CSA is then negotiated, and signed by both the Postal Service and the mailer.

Where applicable, CSAs are entered into Facility Access and Shipment Tracking System (FAST). Currently, FAST supports CSAs written for customers preparing mailings for First-Class mail.

Mailers needing to make First-Class separations in addition to the required preparation separations identified in the DMM may download their CSA information from the FAST system for use with their software to determine which separations to make and what information to include in the container label applied to that separation. For more information, please see section 1.1.9, "Accessing CSA Information Electronically."

Customers will need to add the 'Customer/Supplier Agreements (CSA)' service to their profile to access their CSA(s) in FAST. The Business Customer Gateway is a new unified landing page that provides customers unified access to all services under the Full Service umbrella. For instructions on how to add the 'Customer/Supplier Agreements (CSA)' service to their profile, please see Appendix E.

### 1.1.4 Definitions

The following definitions are applicable:

1. **Arrival Time\***: The time the mailer's truck is scheduled to arrive at the USPS facility. This field is required when mail verified at the mailer's facility is transported to the processing plant by the mailer or when mail is brought into the Business Mail Entry Unit by the mailer.

\* The **Arrival Time** field will not be maintained for existing CSAs. This field will be removed with the CSA simplification effort in November 2011.

2. **CAT (Critical Acceptance Time)\*:** This is the latest time mail can be presented to have that day as Day-0.

For DMU-Verified, Postal Transported mail, CAT (*Critical Acceptance Time*) represents the latest time a container can be dispatched from the mailer facility in order to receive that day as the Day-0 date.

For BMEU-Verified mail, CAT (*Critical Acceptance Time*) represents the latest time by which mail must be presented to business mail acceptance personnel for verification in order to receive that day as the Day-0 date.

For DMU-Verified, Customer-Transported mail, CAT (*Customer Arrival Time*) is the time by which the mailer's vehicles must arrive at the USPS entry facility in order to receive that day as the Day-0 date.

There may only be one CAT per Facility and Mail Class combination for Trip Attributes created without an associated Container Label.

\* The **CAT** field will be ignored for existing CSAs and the nationally standardized CATs will be used. This field will be removed with the CSA simplification effort in November 2011.

3. **CET (Critical Entry Time)\*:** The Critical Entry Time (CET) is the latest time that a reasonable amount of a class of mail can be received at the platform at designated induction points in the postal network for it to be processed and dispatched in time to meet service standards.

\* The **CET** field will be ignored for existing CSAs and the nationally standardized CETs will be used. This field will be removed with the CSA simplification effort in November 2011.

4. **Container Destination ZIP® Code:** The range of destination ZIP Codes (or single 3-Digit or 5-Digit ZIP Code) associated with containers in a separation. This can include 3-digit ZIP Code ranges (000-999) or 5-digit ZIP Code ranges (00000-99999). A 5-digit ZIP Code range designates that the containers on that pallet must all be 5-digit destinations. All ZIP Codes (by the first three digits) must be represented at least once in this column for a CSA to be valid. The **All Other ZIP Codes** checkbox will be selected for Trip Attributes created without an associated Container Label.

5. **Container Ready Time\*:** The time that a container must be ready to load onto a truck to provide adequate time for the USPS clerk to validate the pallets. This will only be applicable for mail that is verified at a DMU on USPS transportation and will be established locally.

\* The **Container Ready Time** field will not be maintained for existing CSAs. This field will be removed with the CSA simplification effort in November 2011.

6. **Day of Week\*:** The day or days to which the separation applies. If the separations do not vary and dispatches are made every day, the field should be populated with "ALL". Separations that are applicable to all week days should contain "MF". Separations that are applicable Monday through Saturday should contain "MS". Separations that are specific to certain days may contain the first three letters of the day (MON, TUE, WED, THU, FRI, SAT, SUN). If normal transportation operates on a holiday, already defined dispatch schedules will be utilized and the holiday does not have to be identified on the dispatch schedule. If a modified transportation schedule is in place on a holiday, those dispatches will be identified as unscheduled trips (see Exhibit 4).

\* The **Day of Week** field will be removed with the CSA simplification effort in November 2011.

7. **Dispatch Time\*:** This field will only be populated for DMU mailers with USPS transportation, and represents the time the postal truck is scheduled to depart the mailer's facility. It is established by local postal transportation managers to ensure that the dispatch will arrive at the facility to meet the

processing facility operating time. Transportation time from the DMU to the postal facility must be factored into determining the dispatch time.

\* The **Dispatch Time** field will not be maintained for existing CSAs. This field will be removed with the CSA simplification effort in November 2011.

8. **Facility Locale Key:** Standardized facility code that is populated by the system based on the facility selected in the Facility Name block. This field does not need to be filled in when completing a hard copy CSA.
9. **Facility Name:** The USPS facility to which the mail is dispatched. When completed electronically, the standardized name is selected from a dropdown list. Surface Transfer Center (STC) and Terminal Handling Service (THS) facilities are available in the facility dropdown list for DMU Verified – Mailer and USPS Transported, and Unscheduled CSAs.
10. **Mail Class:** The class of mail to which the line item separation applies.  
  
\* The **Mail Class** field will only be maintained for CSAs containing First-Class mail. This field will be modified with the CSA simplification effort in November 2011 to only support First-Class mail.
11. **Processing Category:** This field will be used to distinguish the processing category of the First-Class mail in a container. The Processing Category will be defaulted to “All” for Trip Attributes created without an associated Container Label.
12. **Processing Code:** A general description of the contents of the containers on a trailer. When completed electronically, values will be available from a dropdown list. The applicable values are identified as:

- **S** (Surface) – Separation for a single surface route dispatched from the Origin USPS facility. Typically this is a 5D, 3D, ADC, AADC or Surface Transfer container separation.
- **MXDS** (Mixed Surface) – Containers with handling units (trays, sacks, tubs) for multiple surface routes. Will be defaulted for the Standard, Periodicals, Bound Printed Matter (BPM), and First-Class mail classes without an associated Container Label.
- **L** (Local) – Mail worked for delivery at the Origin USPS facility.
- **WKG** (Working Mail) – Mixed ADC or Mixed AADC mail.
- **A** (Air) – Separations directed to an air carrier. Will also include the 2-digit airline code (See section 1.1.6.1, for Customized First-Class Mail Separations).
- **MXDA** (Mixed Air) – Containers with trays for multiple air carriers.
- **SP** (Single-piece) – Pieces paid at single-piece prices.

The Processing Code will be defaulted to “Mixed Surface” for Trip Attributes created without an associated Container Label.

13. **Recurring Appointment Sequence ID:** For Origin-Entered, DMU-verified, mailer-transported mail, this field will be populated when a FAST appointment number is present (see Exhibit 2). This is a 6-character alphanumeric value. The first 5 characters are a numeric value followed by an ‘R’. For example, 12345R.

Note: The Recurring Appointment Day of Week must match the Transportation Day of Week. If your transportation happens after midnight and the next day falls outside of your recurring appointment days, your recurring appointment should be modified to reflect that day of week. (i.e. – A

drop at 00:30 Saturday morning will need to map to a Saturday recurring appointment).

\* The **Recurring Appointment Sequence ID** field will not be maintained for existing CSAs. This field will be removed with the CSA simplification effort in November 2011.

14. **Trip Number\***: For Origin-Entered, DMU-verified, USPS-transported mail, each scheduled USPS trailer will have an associated trip number defined in the CSA. Trip Numbers would also be present for unscheduled trips. This number can be between one and five digits and will be determined locally with whatever numbering convention the office decides to use.

\* The **Trip Number** field will not be maintained for existing CSAs. This field will be removed with the CSA simplification effort in November 2011.

15. **Trip Volume (Percent)\***: Trip volume percentage has been disabled.

\* The **Trip Volume (Percent)** field will not be maintained for existing CSAs. This field will be removed with the CSA simplification effort in November 2011.

16. **CSA Status**: In FAST, the "CSA Status" field represents a list of enumerated values describing the status that a CSA may be in. Customers should only use a CSA in Active (currently effective) or Pending (effective in the future – used for advanced planning) The applicable values are identified as:

- **Active** – A CSA that has been approved and that is currently effective as determined by the effective date.
- **Pending** – A CSA that has been approved and that is effective in the future as determined by the effective date.
- **Inactive** – A CSA that has been deleted or overwritten by another CSA.
- **Incomplete** – A CSA that is saved, but not completed. A customer will not have access to view a CSA in this status.
- **Pre-Approval** – A CSA that is saved and complete, but not approved. A customer will not have access to view a CSA in this status.

### 1.1.5 First-Class Mail Separations

Separation sortation to containers is based on ZIP Codes. First-Class Mail separations will be determined on the basis of local USPS processing requirements, average historical daily volume at the mailer facility, and available mailer space to create separations. Mail preparation requirements including containerization and labeling for all other mail classes are defined in the Domestic Mail Manual (DMM).

For all mail classes other than First-Class Mail, if there is not enough volume to containerize to at least the NDC level, a Mixed NDC container, or other container as specified by the Origin Post Office, must be created.

A defined separation should always be made if the volume exists to support that separation. The minimum load for containers is measured in linear feet and is defined by the local Post Office. If there is not enough volume to make a container for a separation, that volume will default to a less granular separation. The hierarchy for separations from most granular to least is

1. Separations to a single 5-digit
2. Separations to multiple 5-digits



3. Separations to a single 3-digit
4. Separations to multiple 3-digits
5. Local separations

For example, if a 3-digit separation exists for ZIP Codes 201-250 but there is not enough volume to make that container, those handling units would be placed on a less granular separation such as a mixed container. All CSAs should include a Mixed Surface mail separation (see Exhibit 6).

Each separation will be listed by a “separation number” (see Exhibit 6). The separation number is not used to represent the hierarchy in containerization, but is used only as a means to identify each separation in the documentation of the CSA.

A “Local” separation is made for mailpieces that enter the postal network at the same processing facility that services the area to which the mailpieces are addressed. “Local” mail can also be defined by the local office. There are no minimums for containerization of local mail, allowing for agreements to separate the handling units of local mail into a container destined to that local processing facility with any quantity of mail. The local office may allow mailers to deposit local letter and flat mail in trays without sleeves, tops, and straps, if it is mutually beneficial.

Mailers that have a *PostalOne!*® Transportation Management System (TMS) have the capability to dynamically assign handling units (i.e. trays) to transportation routes. The CSA for those mailers will accommodate those dynamic route assignments and identify the appropriate dispatch to which those assignments will be associated. Each separation in Exhibit 6 (Container Label Information) represents a container to be prepared. The mailer can then use the information to produce container placards.

### 1.1.6 Labeling Instructions

First-Class Mail label instructions can be found in the DMM. Customers also have the option of creating First-Class Mail separations not contained in the DMM through the CSA by creating customized container labels.

Pallets will be prepared and labeled according to either:

1. As required by the Domestic Mail Manual section 705.8 and the required Labeling Lists for the class of mail, processing category and destination ZIP Code separations. Mailings with required separation (palletized) rules must follow the DMM. There can be exceptions granted for small volumes of mail destined for a local processing plant servicing the DMU.

or

2. Directions provided in the CSA for First-Class Mail as described in Section 1.1.6.1.

#### 1.1.6.1. Container Label Information for Customized First-Class Mail Separations

For customers who elect to customize their First-Class Mail separations through their CSA, Exhibits 6 and 7 illustrate the information required on the container label. The following definitions apply:

1. **Separation #:** Sequential number for each separation created. For example, the first separation made would be assigned “Separation #1”, the second separation made would be assigned “Separation #2” and so on. For CSAs created electronically, the FAST system will assign a sequential number for that separation.
2. **Container Destination ZIP Codes:** The list of destination ZIP Codes for the mail that is to be sorted to a container. A 5-digit separation will always take precedence over a 3-digit separation.

3. **Label To:** The facility to which the mail is going. This will appear on the top line of the Container Label.
4. **Label ZIP Code:** The ZIP Code of the Label To Facility. The combination of Label ZIP Code and Processing Code will be unique for each Separation Number.
5. **Mail Class:** This will always be First-Class (FCM). This will be left justified on Line 2 of the Container Label.
6. **Processing Category:** This field will be used to distinguish the processing category of the First-Class mail in a container.
7. **Processing Code:** A general description of the contents of the container. The applicable values are identified as:
  - **S** (Surface) – Separation for a single surface route dispatched from the origin USPS facility. Typically this is a 5D, 3D, ADC, AADC, or Surface Transfer container separation.
  - **MXDS** (Mixed Surface) – Containers with handling units (trays, sacks, tubs) for multiple surface routes.
  - **L** (Local) – Mail worked for delivery at the origin USPS facility.
  - **WKG** (Working Mail) – Mixed ADC or Mixed AADC mail.
  - **A** (Air) – Separations directed to an air carrier.
  - **MXDA** (Mixed Air) – Separations for multiple air carriers.
  - **SP** (Single-piece) – Pieces paid at single-piece prices.
8. **Processing Code Label:** Additional processing code information to include in the container label. For example, an air separation can be made to a particular carrier and would be labeled as such. This field would contain the value to include on the container label. Exhibit 5 illustrates air separations.

A combination of the Processing Code and Processing Code Label define whether the TMS mailer will sort air trays to containers based on the TMS assignment or by the Container Destination ZIP Codes. The table below identifies the different conditions and how trays should be sorted as well as a Processing Priority column, which should be used to determine how Unscanned Mixed Air (MXDA) trays will be assigned to a separation.

The Unscanned Mixed Air (MXDA) separations will not receive trays assigned by the TMS if any of the following conditions are met:

- TMS is down and unable to make an assignment.
- TMS is up but did not make an assignment.
- The Mailer does not have a TMS unit. In this case, Processing Code A will never be used in the CSA.

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Process Priority	Processing Code	Processing Code Label	TMS Assignment	Tray Sort to Containers	Container Destination Zip Code Notes
1	A	Airline Code	Yes	Trays are assigned by TMS to air containers where the ZIP Code is defined in the Container Destination Zip Code field and the Airline Code is in the Processing Code Label.	Could be 001-999 if unsure which zip codes will be assigned by TMS, or could be a range of zip codes. A single airline could have multiple separations, distinguished by zip code range.
2	A	Blank	Yes	Trays are assigned by TMS to air containers where the ZIP Code is defined in the Container Destination Zip Code field. This type will be used for all airline assignments that do not have a unique separation. This type could also be used by a center that containerizes air trays by ZIP Code only.	Could be 001-999 if unsure which zip codes will be assigned by TMS, or could be a range of zip codes. A range of zip codes would be used by a mailer that sorts TMS assigned air trays to containers based on zip codes rather than airline assignment.
3	MXDA	Blank	No	Air trays have not been assigned to a flight by TMS and the ZIP Code is defined in the Container Destination Zip Code field.	Must have specific ZIP Codes assigned.

The airline codes are:

- **AA** – American Airlines
- **UA** – United Airlines
- **B6** – Jet Blue

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- **CO** – Continental Airlines
  - **SY** – Sun Country
  - **US** – US Airways
  - **5X** – UPS
  - **FX** – FedEx
  - **DL** – Delta Airlines
9. **Minimum load for Containers:** The minimum load is measured in linear feet and is defined by the local Post Office.

### 1.1.7 Using the *PostalOne!* Transportation Management System

Mailers with a *PostalOne!* Transportation Management System (TMS) have the capability to dynamically assign handling units (i.e., trays) to transportation routes. Examples of dynamic assignment are: a tray for ZIP Code 600 is run through the TMS at 9 am and receives an airline assignment, another tray for ZIP Code 600 is run through the TMS at 11 am and receives a surface assignment; or a tray for ZIP Code 945 is run through the TMS at 3 pm and receives an airline assignment of American Airlines, a tray for ZIP Code 945 is run through the TMS at 6 pm and receives an airline assignment of Continental Airlines. The CSA for mailers using a TMS will identify the appropriate dispatch to which those assignments will be associated.

The contingency plan for sites with TMS are:

1. If there is no connection to S-AMS, mailers who have sufficient processing capacity and time to scan mail prior to their committed dispatch time, will rerun all unassigned trays prepared during the disconnect time through the TMS to receive the proper assignment. If the mailer has insufficient capacity or time prior to his committed dispatch, the mailer will not be required to run trays prepared during the disconnect time through TMS for assignment.
2. In case of disconnect, the mailer will continue to make the required container separations for all trays that are routed via surface transportation 100% of the time. Trays for destinations that are routed via air transportation 100% of the time will be containerized to a Mixed Air (MXDA) Separation. Trays for destinations that may be routed via Air or Surface depending on the time of the scan assignment will be containerized to Surface or Mixed Surface (MXDS) separations. Trays which have not been scanned and require an assignment will be containerized and dispatched to the parent contingency plant identified in the CSA for scanning and assignment through the plant's S-AMS equipment. All unscanned trays must be properly sleeved, strapped, labeled, and placed in approved USPS containers. The mailer will notify the local contingency plant anytime they have a disconnect situation, and provide estimated volume of unscanned trays and plant arrival times.

The mailer is still responsible for providing Intelligent Mail Tray barcodes in the electronic documentation regardless of an available connection to S-AMS. The CSA air container separations will show the same Container Destination Zip Codes in that column in Exhibit 6.

The CSA for mailers with a TMS will contain surface separations along with a default air separation. That default air separation will likely be broken into multiple lines in the CSA downloadable file so that the various labeling options may be accurately reflected. The TMS can also be used to make surface separations with those separations entered into the TMS by loading the CSA file or through a manual data entry process. The CSA will contain labeling instructions for the surface separations as well.

TMS may on occasion assign an air tray to a surface container. If this situation is possible, the CSA may include the same Container Destination Zip Code in both an Air and Surface Processing Code separation. In this case, the TMS assignment will be used to route the tray to the correct container.

For more information about TMS, please see the *Guide to Intelligent Mail for Letters and Flats*.

### 1.1.8 Associating Containers to Trips

Physical or logical containers are associated to trips by including the trip number in the Truck or Dispatch Number field of the .CSM file in Mail.dat or the ContainerData message in Mail.XML and completing the Dispatch Date/Time fields. Often, because of the volume produced at the facility, the Postal Service will provide multiple trailers to a single entry point. For example, if the mailer's facility produces enough volume that will be transported on air transportation to fill three trailers, the Postal Service would provide three separate trips (i.e., trailers). These trips would each have a different trip number and might leave at different times throughout the day. The association of all of the trips going to a single entry point is called a logical dispatch.

When mailers can identify the specific trip on which a container (logical or physical) will be transported, that trip number should be used to associate containers to the trip in their electronic documentation. When mailers do not know on which specific trip a container will be transported, then they would associate those containers to the logical dispatch. This is accomplished by associating the containers to the trip number of the last physical dispatch of the logical dispatch in the electronic documentation. If any information is logical, then the whole dispatch will be a logical dispatch.

For mail that is DMU-verified and transported by the Postal Service, when the physical dispatches in the CSA will not accommodate the mail volume for that day, mailers can request additional USPS transportation according to their plant load agreement.

Between June and November 2011, the Trip and Dispatch Time fields will not be maintained for existing CSAs. These fields will be removed with the CSA Simplification effort in November 2011.

### 1.1.9 Accessing CSA Information Electronically

CSAs for First-Class Mail, Standard Mail, Periodicals, and/or Bound Printed Matter can be entered into FAST. A CSA will not be accessible in FAST until the CSAs are approved by BMEU personnel and entered into FAST.

Mailer will need to implement the CSA business rules into their software to determine which separations to make and what information to include in the container label applied to that separation. Mailers will need to use the Business Customer Gateway to add the 'Customer/Supplier Agreement' service to their profile in-order to retrieve an electronic version of their CSA(s) from FAST. Refer to "Appendix E – Business Customer Registration Steps To Add CSA Service To User Profile" for high-level steps to add the CSA service to a user profile. Mailers will be able to retrieve an electronic version of their CSA from FAST using any of these two data exchange methods:

1. **Download a CSA file from FAST online website:** Customers will access the FAST online website, search for their CSA, view their CSA on FAST web pages, then download their CSA file in CSV (comma separated value) format. The FAST CSA file format is defined in Appendix B. For additional information, please go to [fast.usps.com](http://fast.usps.com) click on "Resources" then "Reference Documents" in the left navigation menu. Scroll down to the "Customer Job Aids" section and find the "Customer / Supplier Agreements (PDF)".
2. **Mail.XML 6.0D, Mail.XML 8.0B and Mail.XML 10.0:** Customers have the option of accessing their CSA information by implementing the IDEALLIANCE Mail.XML 6.0D, Mail.XML 8.0B/Mail.XML 10.0 Customer Supplier Agreement Query Request/Response message. The IDEALLIANCE Mail.XML 6.0D/Mail.XML 8.0B/Mail.XML 10.0 specification can be downloaded from [www.mailxml.org](http://www.mailxml.org). The business rules for implementing this message are in the Postal Service Technical Specification for Appointment Scheduling (FAST) at the following URL: [http://ribbs.usps.gov/intelligentmail\\_guides/documents/tech\\_guides/xmlspec/SpecDocs/MailXMLTechnicalSpecFAST.pdf](http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/xmlspec/SpecDocs/MailXMLTechnicalSpecFAST.pdf) on RIBBS.

Please note that Mail.XML 6.0D will be discontinued on October 28, 2011. Customers implementing IDEALLIANCE Mail.XML 8.0B or Mail.XML 10.0 must go through the FAST Web Services testing process. For more information on the FAST Web Services testing process, please contact [Fast\\_WebService@usps.gov](mailto:Fast_WebService@usps.gov).

Anytime a CSA is updated and approved by the Postal Service, the FAST system will automatically send customers an email containing an electronic CSA file attachment (CSV format) provided the customer has designated an email address to receive CSA updates. The CSA file attached to the email is in the same format as the CSA file download from FAST. Refer to Appendix B for the CSA file format.

If the CSA file is downloaded or sent by email the file name will be in the following format where the timestamp is when the CSA was generated.

"CSA\_<CSA ID>\_YYMMDDHHMM.csv".

When changes are made to a customer's CSA and those changes are entered into FAST, the next time the customer downloads the CSA file from FAST, the effective date and status will have changed to reflect when the CSA was updated but the CSA\_ID will not change.

### **1.1.10 How "Start-the-Clock Day Zero" Will Be Established**

NOTE: All drops with a CAT and drop after midnight, regardless of the CAT and drop time should append a "P". If a "P" is not used, the Start-the-Clock for the CSA will be the ship date (not the mailing date) if the trip time/appointment time is before CAT. If the trip time/appointment time is after CAT, the Start-the-Clock will be the Ship Date plus 1 day.

#### **1.1.10.1 For Origin-Entered, DMU-Verified Mail Transported by the Postal Service**

For Origin-Entered, DMU-verified mail that is transported on USPS transportation, Start-the-Clock Day-0 will be calculated by comparing the Surface Visibility (SV) unload container scans and the nationally standardized CAT.

- 1) If a container of mail receives a SV unload container scan that occurs before the nationally standardized CAT, that container of mail will receive a Day-0 date of that day.
- 2) If a container of mail receives a SV unload container scan after the nationally standardized CAT, that container of mail will receive a Day-0 date of the next day.
- 3) If a container of mail does not receive a SV unload container scan, the scheduled ship date and time are compared to the nationally standardized CAT.

For mailers who prepare logical trays and containers (where the mailer does not know exactly which mailpieces are in which trays, which trays are on which containers, or which containers are on which trucks, such as MLOCR mailers), all trays and containers will be associated with the last transportation trip for a destination. The Day-0 date will be determined by the last physical/tray unload container scan for an entire logical container.

#### **1.1.10.2 Start-the-Clock for Origin-Entered, DMU-Verified Mail Transported by Mailer**

For Origin-entered, DMU-verified mail with a CSA that is transported by the mailer to the USPS Origin facility, Start-the-Clock Day 0 is calculated by comparing the time from the FAST appointment or container unload scan to the nationally standardized CAT. There is no STC if an unload scan is not associated to an appointment in FAST or the unload scan is not received.

#### **1.1.10.3 Start-the-Clock for BMEU Mail**

For BMEU verified mail, the date and time of arrival in *PostalOne!* are compared against the nationally standardized CAT to calculate Start-the-Clock Day 0.

### **1.1.11 Appeals**

In the event that a disagreement exists between the mailer and USPS plant manager regarding a CSA, the appeals process illustrated in Appendix D will be followed.

### **1.1.12 CSA Recommendations from June to November 2011**

Effective June 2011 USPS will begin using the nationally standardized CAT/CETs for all induction methods and mail classes in CSAs.

### 1.1.12.1 New CSAs

Between June and November 2011, USPS is encouraged to use the following CSA template and associated values when creating new CSAs in FAST.

Current Field	Defaulted Value
CSA Template Type	Unscheduled Template – DMU Verified – USPS Transportation
CSA Trip ID	Any 5 digit numeric value
CAT	Nationally Standardized CAT/CETs
CAT Day-0	Same Day

### 1.1.12.2 Recommendations for Existing CSAs

Between June and November 2011, the following fields will be ignored from existing CSAs (when applicable).

Please note that USPS will not be maintaining the fields listed in the table below. Mailers are encouraged to not plan their operations around these fields since updates may not be accurately reflected in their CSAs.

Field	Template Type
Recurring Appointment ID	DMU Verified – Mailer Transported
Arrival Time	DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
Dispatch Time	DMU Verified – USPS Transported
CSA Trip ID	DMU Verified – USPS Transported
CAT	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
CAT Day-0	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
Container Ready Time	DMU Verified – USPS Transported
Trip Volume %	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT



### 1.1.12.3 CSA Validation Modifications

- The *PostalOne!* system will no longer require the CSA ID to be provided in the Mail.dat or Mail.XML files for DMU Verified, USPS Transported containers.
  - The CSA ID must still be provided when the containers have been prepared under a CSA.
- The *PostalOne!* system will no longer require the CSA Trip ID to be provided in the Mail.dat or Mail.XML files for DMU Verified, USPS Transported containers.

## CSA Exhibits

USPS creates CSAs for mailers to confirm the origin-entry preparation requirements and the acceptance window times necessary for mail to be considered entered into the postal network on “Start-the-clock Day Zero” (Day-0). A CSA may also include a schedule of transportation times, mail containerization specifications, designated postal mail facility entry locations, and time-sensitive mail entry instructions. The CSA Exhibits provide examples of the different business scenarios USPS creates CSAs for customers.

### Exhibit 1: Example of a CSA for Origin-Entered, DMU-verified Mail Transported by the Postal Service

Exhibit 1 provides an example of a mailer facility where DMU verifies the mail and Postal Service vehicles transport the mail for Origin Entry. Exhibit 1 represents a continuous or MLOCR mailer that produces large volumes of mail to schedule multiple dispatches every day of the week Monday – Friday (MF). Exhibit 1 shows a CSA with these types of dispatches:

- Mailer has multiple dispatches through the day where mail is presented before the Customer Acceptance Time (CAT), containers are ready before dispatch time, then mail is loaded on USPS transportation vehicles and dispatch to USPS Origin Facility.

For example, STD mail -> trip number 11111 is presented to DMU clerk at 1300 (before CAT 1600) -> containers are ready by 1245 -> containers are loaded onto USPS vehicles and dispatch to Origin Facility at 13:00. Therefore S-T-C is Day-0 for this mailing.

- P – If a “P” is displayed next to the CAT, this indicates that the Day-0 will be the previous day -- i.e. CAT is 0050P on June 14, but the Day-0 would be June 13 if the CAT is met, (see Trip Number 44444).

DISPATCH TIME	CONTAINER READY TIME	CAT	DAY OF WEEK	TRIP NUMBER	TRIP VOLUME (percentage)	CONTAINER DESTINATION ZIP CODES	FACILITY NAME	FACILITY LOCALE KEY	MAIL CLASS	PROCESSING CATEGORY	PROCESSING CODE
1300	1245	2100	MF	11111	0	515-516, 680-681	Omaha P&DC	W1A092	FCM	LTRS	L
1300	1245	1900	MF	11111	0	683-685	Omaha P&DC	W1A092	FCM	LTS	S
1300	1245	1815	MF	11111	0	498-514, 517-679, 682-693	Omaha P&DC	W1A092	FCM	LTRS	MXDS
1300	1245	1815	MF	11111	0	001-999	Omaha P&DC	W1A092	FCM	LTRS	WKG
1400	1345	1900	MF	22222	0	351-497, 694-799	Omaha MCC	009051	FCM	LTRS	MXDS
1400	1345	0050	MF	22222	0	600-611, 613-619	Omaha MCC	009051	FCM	LTRS	S
2000	1945	2100	MF	33333	0	515-516, 680-681	Omaha P&DC	W1A092	FCM	LTRS	L

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2000	1945	1900	MF	33333	0	683-685	Omaha P&DC	W1A092	FCM	LTRS	S
2000	1945	1815	MF	33333	0	498-514, 517-679, 682-693	Omaha P&DC	W1A092	FCM	LTRS	MXDS
2000	1945	1815	MF	33333	0	001-999	Omaha P&DC	W1A092	FCM	LTRS	WKG
0000	2345	1900	MF	44444	0	351-497, 694-799	Omaha MCC	009051	FCM	LTRS	MXDS
0000	2345	0050P	MF	44444	0	600-611, 613-619	Omaha MCC	009051	FCM	LTRS	S

**Exhibit 2: Example of a CSA for Origin-entered, DMU-verified Mail Transported by the Mailer**

Exhibit 2 provides an example of DMU verified mail and the mailer transports the mail for Origin Entry. In this scenario - each trailer will also have a corresponding recurring FAST appointment.

Note: The Recurring Appointment Day of Week must match the Transportation Day of Week. If your transportation happens after midnight and the next day falls outside of your recurring appointment days, your recurring appointment should be modified to reflect that day of week. (i.e. – A drop at 00:30 Saturday morning will need to map to a Saturday recurring appointment).

ARRIVAL TIME	CAT	DAY OF WEEK	RECURRING APPOINTMENT SEQUENCE ID	TRIP VOLUME (percentage)	CONTAINER DESTINATION ZIP CODES	FACILITY NAME	FACILITY LOCALE KEY	MAIL CLASS	PROCESSING CATEGORY	PROCESSING CODE
1055	1815	MF	12345R	0	498-514, 517-679, 682-693	Omaha P&DC	W1A092	FCM	LTRS	MXDS
1810	1815	MF	12356R	0	498-514, 517-679, 682-693	Omaha P&DC	W1A092	FCM	LTRS	MXDS
2115	1815	MF	12367R	0	498-514, 517-679, 682-693	Omaha P&DC	W1A092	FCM	LTRS	MXDS
1400	0050	MF	35768R	0	600-611, 613-619	Omaha MCC	009051	FCM	LTRS	S
1400	1900	MF	35768R	0	351-497, 694-799	Omaha MCC	009051	FCM	LTRS	MXDS
1700	0050P	MF	34210R	0	600-611, 613-619	Omaha MCC	009051	FCM	LTRS	S
1700	1900	MF	34210R	0	351-497, 694-799	Omaha MCC	009051	FCM	LTRS	MXDS

**Exhibit 3: Example of a CSA for BMEU-Verified Mail**

Exhibit 3 provides an example where the mailer brings mail to BMEU for verification and acceptance after the Critical Acceptance Time (CAT). After acceptance, BMEU releases the mail into operations. USPS will create CSAs for mailers who have this scenario where it is mutually beneficial to the mailer and USPS to allow the mailer to present mail past the BMEU's CAT.

ARRIVAL TIME	CAT	DAY OF WEEK	TRIP VOLUME (percentage)	CONTAINER DESTINATION ZIP CODES	FACILITY NAME	FACILITY LOCALE KEY	MAIL CLASS	PROCESSING CATEGORY	PROCESSING CODE
1900	2100	MF	0	515-516, 680-681	Omaha P&DC	W1A092	FCM	LTRS	L
1900	1900	MF	0	683-685	Omaha P&DC	W1A092	FCM	LTRS	S
1900	1815	MF	0	498-514, 517-679, 682-693	Omaha P&DC	W1A092	FCM	LTRS	MXDS
1900	1815	MF	0	001-999	Omaha P&DC	W1A092	FCM	LTRS	WKG
1900	0050	MF	0	600-611, 613-619	Omaha P&DC	W1A092	FCM	LTRS	S
1900	1900	MF	0	001-497, 694-999	Omaha P&DC	W1A092	FCM	LTRS	MXDS
2100	2100	MF	0	515-516, 680-681	Omaha P&DC	W1A092	FCM	LTRS	L
2100	1900	MF	0	683-685	Omaha P&DC	W1A092	FCM	LTRS	S
2100	1815	MF	0	498-514, 517-679, 682-693	Omaha P&DC	W1A092	FCM	LTRS	MXDS
2100	1815	MF	0	001-999	Omaha P&DC	W1A092	FCM	LTRS	WKG
2100	0050P	MF	0	600-611, 613-619	Omaha P&DC	W1A092	FCM	LTRS	S
2100	1900	MF	0	001-497, 694-999	Omaha P&DC	W1A092	FCM	LTRS	MXDS

## Exhibit 4: Unscheduled Trips

A CSA for mailers with only unscheduled trips will have two trips shown in the CSA. One trip will be for local mail going to the local facility. The other trip will be to the local facility for all other mail regardless of where the mail is going. It is possible to have multiple mail classes, processing categories, or processing codes for each trip.

- A CSA would be created with a single unscheduled Trip Number to the origin facility.
- The mailer includes that trip in the electronic documentation for all origin entered mail that is sent to the origin facility and indicates the date of the shipment as the date the truck is expected to depart.

For mail that is associated to an unscheduled trip, the Start-the-clock for that mail will be calculated by comparing the scans of the containers to the CAT as identified in the CSA. If the scans occurred prior to the CAT, Day-0 will be the date of mailing. If the scans occurred after the CAT, Day-0 will be the subsequent mailing date. If no container scans exist, the Start-the-Clock will be the date of mailing. For mailers with regularly scheduled trips who have additional volume present, the additional volume is an add-on to the last trip for that class of mail and processing category and will not require a modification to the CSA.

**Attention Users:** In support of the CSA simplification effort for November 2011, users are encouraged to use the Unscheduled *DMU Verified – USPS Transported* template for CSAs created between June 2011 and October 2011.

Please reference section 1.1.12.1 for additional clarification on which fields and values to enter for the Unscheduled *DMU Verified – USPS Transported* template.

DISPATCH / ARRIVAL TIME	CAT	DAY OF WEEK	TRIP NUMBER	TRIP VOLUME (percentage)	CONTAINER DESTINATION ZIP CODES	FACILITY NAME	FACILITY LOCALE KEY	MAIL CLASS	PROCESSING CATEGORY	PROCESSING CODE
	1800		12345		001-999	Omaha P&DC	W1A092	FCM	LTRS	WKG
	1800		12345		515-516, 680-681	Omaha P&DC	W1A092	FCM	LTRS	L
	1800		12345		683-685	Omaha P&DC	W1A092	FCM	LTRS	S
	1800		12345		001-514, 517-679,682-999	Omaha P&DC	W1A092	FCM	LTRS	MXDS
	1800		23456		001-999	Omaha P&DC	W1A092	FCM	LTRS	WKG
	1800		23456		515-516, 680-681	Omaha P&DC	W1A092	FCM	LTRS	L
	1800		23456		683-685	Omaha P&DC	W1A092	FCM	LTRS	S
	1800		23456		001-514, 517-679,682-999	Omaha P&DC	W1A092	FCM	LTRS	MXDS

Shaded areas not applicable

### Exhibit 5: Air Separations

If an air separation can be made for a specific airline, "A" should be displayed in the processing code field and the label (Exhibit 6) may include the airline code for that separation

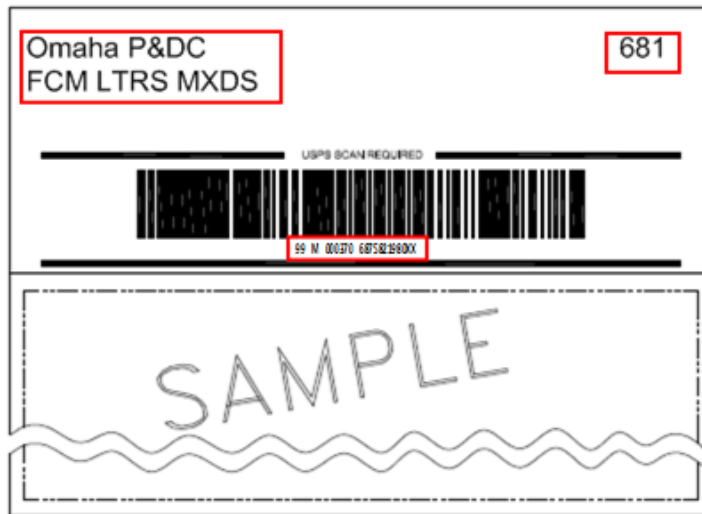
DISPATCH / ARRIVAL TIME	CAT	DAY OF WEEK	TRIP NUMBER	TRIP VOLUME (percentage)	CONTAINER DESTINATION ZIP CODES	FACILITY NAME	FACILITY LOCALE KEY	MAIL CLASS	PROCESSING CATEGORY	PROCESSING CODE	PROCESSING CODE LABEL
1600	2300	MF	23891	0	001-350, 800-999	Omaha MCC	009051	FCM	LTRS	MXDA	
1800	2300	MF	24891	0	001-497, 694-999	Omaha MCC	009051	FCM	LTRS	A	UA

**Exhibit 6: Sample Container Label Information (applies to First-Class Mail only)**

Separation #	Container Destination ZIP Codes	Label To Line 1	Label ZIP Code Line 1	Mail Class Line 2	Processing Category Line 2	Processing Code Line 2	Processing Code Label Line 2	Minimum Load for Containers (linear feet)
1	515-516, 680-681	SCF Omaha NE	680	FCM	LTRS	L		1
2	683-685	SCF Lincoln NE	683	FCM	LTRS	S		36
3	600-611, 613-619	MXD Chicago IL	600	FCM	LTRS	S		36
4	498-514,517-679,682-693	MXD Omaha NE	680	FCM	LTRS	MXDS		1
5	351-497, 694-799	MXD Omaha MCC	681	FCM	LTRS	MXDS		1
6	001-497, 694-999	Omaha MCC	680	FCM	LTRS	A	UA	1
7	001-350, 800-999	MXDA Omaha MCC	680	FCM	LTRS	MXDA		1
8	001-999	WKG Omaha NE	680	FCM	LTRS	WKG		1



**Exhibit 7: Sample Container Label (an Illustration of Separation 2 in Exhibit 6)**

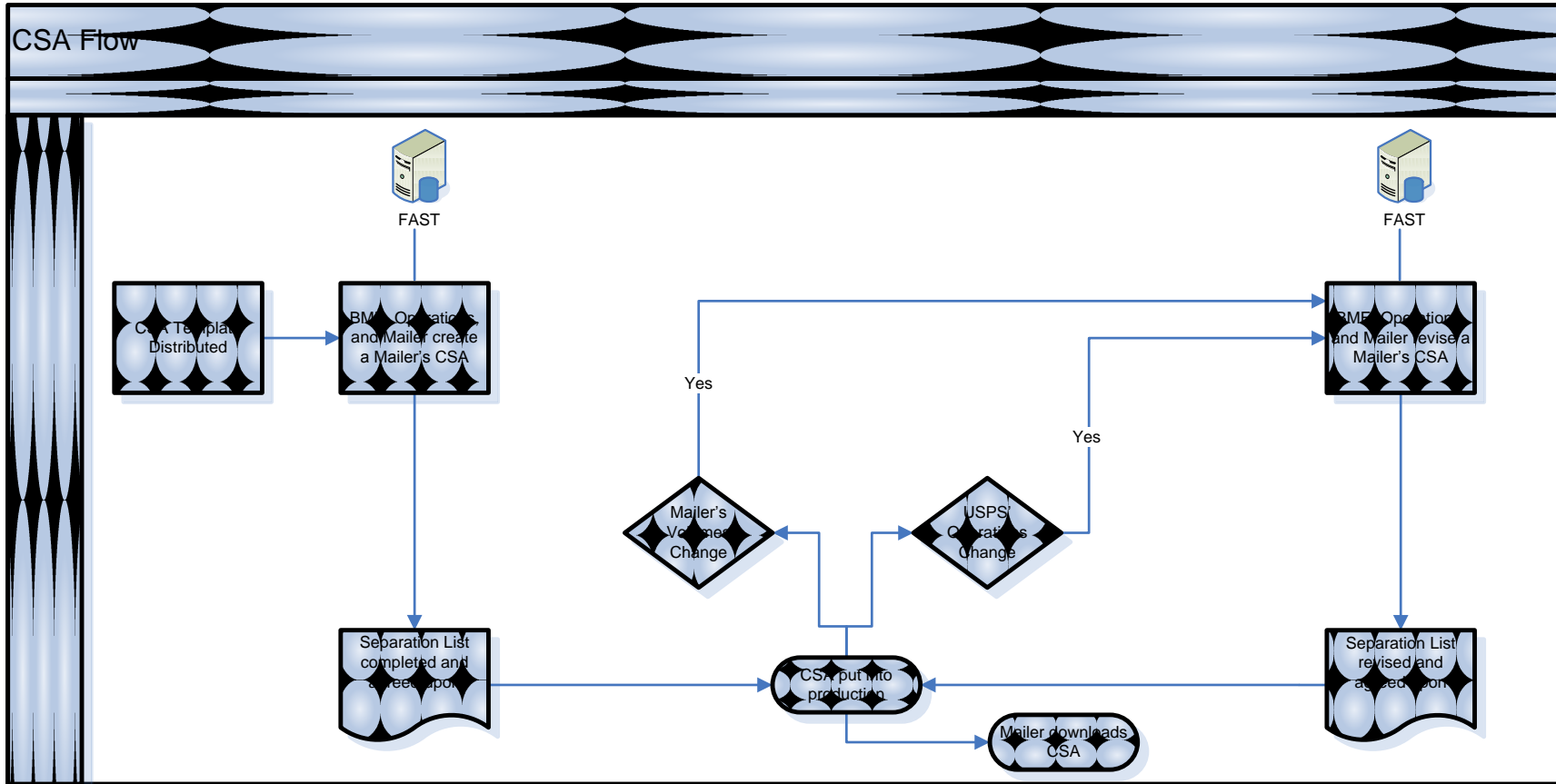


Sample Placard	CSA Field
99 M 000370 6875821980XX	(IMcb not in CSA)
FCM	Mail Class
LTRS	Processing Category
MXDS	Processing Code
(not shown)	Processing Code Label
Omaha P&DC	Label to (Facility)
681	Label to (Facility) ZIP (must fit within the range of the Label ZIP Code in the CSA)

Using the approved CSA for the facility, the mailer will identify the correct information to apply to Lines 1 and 2 of the Intelligent Mail container label. Please reference the Intelligent Mail container label specifications posted at: <http://ribbs.usps.gov/>. Follow DMM requirements for placement of pallet labels.

## Appendix A: CSA Flow

The CSA Flow shows the USPS CSA process flow to create CSA(s) for customers.



## Appendix B: FAST CSA File Layout

This table describes the FAST CSA file's data field names, data field lengths, data types, and definitions.

The fields that will be removed with the CSA simplification effort in November 2011 have been highlighted in **blue** and the items that will be updated in November have been highlighted in **yellow**.

Field Name	Length	Data Type	Description
CSA ID	10	Numeric	The number assigned to the CSA by the FAST system. The CSA ID will be repeated for each row output in the file.
CRID	10	Numeric	The Customer Registration ID number that is assigned. The CRID will be repeated for each row output in the file.
CSA Effective Date	8	Numeric	The date a CSA becomes effective. Format will be MMDDYYYY (08072008)
CSA Status	12	Text	<p>A list of enumerated values describing the status that a CSA may be in. Customers should only use a CSA in Active (currently effective) or Pending (effective in the future – used for advanced planning) The applicable values are identified as:</p> <p><b>Active</b> – A CSA that has been approved and that is currently effective as determined by the effective date.</p> <p><b>Pending</b> – A CSA that has been approved and that is effective in the future as determined by the effective date.</p> <p><b>Inactive</b> – A CSA that has been deleted or overwritten by another CSA.</p> <p><b>Incomplete</b> – A CSA that is saved, but not completed. A customer will not have access to view a CSA in this status.</p> <p><b>Pre-Approval</b> – A CSA that is saved and complete, but not approved. A customer will not have access to view a CSA in this status.</p>
Dispatch Time	4	Time	The time the truck (postal transportation) is scheduled to depart the mailer's facility. This field will only be populated for DMU mailers with USPS transportation. It is established by local postal transportation managers to ensure that the dispatch will arrive at the facility to meet the processing facility operating time.
Arrival Time	5	Time	For mail verified at the mailer's facility and transported to the processing plant on the mailer's transportation, mail scheduled to be brought into the BMEU by the mailer after the CAT, or larger mailers scheduled to bring mail into the BMEU before the CAT, this field indicates the time the mailer's truck is scheduled to arrive at the USPS facility. The time will be established by local postal transportation managers and business mail entry managers to ensure that the truck will arrive at the facility to meet the Critical Entry Times.

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Field Name	Length	Data Type	Description
Day of Week	3	Text	The day or days to which the separation applies. This field may be blank for the Unscheduled scenario.  <b>ALL</b> – Daily <b>MS</b> – Monday through Saturday <b>MF</b> – Monday through Friday <b>MON</b> – Monday <b>TUE</b> – Tuesday <b>WED</b> – Wednesday <b>THU</b> – Thursday <b>FRI</b> – Friday <b>SAT</b> –Saturday <b>SUN</b> – Sunday
Trip Number	5	Numeric	A trip number is for a USPS supplied trailer. This is used for Origin Entered, USPS transported mail. Each scheduled trailer will have an associated trip number defined in the CSA, and this number is five digits and will be determined locally. When included in the electronic documentation, only the CSA Trip ID number from the CSA will be included. Additional information such as date should not be included.
Recurring Appointment Sequence ID	6	Alphanumeric	This will be populated when a FAST Recurring Appointment Sequence ID is present. This is used for Origin Entered, DMU verified, mailer transported mail and is output as a 5-digit numerical value with an “R” appended to it. For example, 12345R.
Publication Number	9	Numeric	This is the publication number associated to a Periodicals mailing. This field will only apply to the Periodicals scenario.
Trip Volume	3	Numeric	A number will be entered indicating the percentage of the total mail volume by Mail Class, Processing Category and Processing code for the day. This field should be populated for both mailer and USPS transported mail and is to be used as a guideline. This field is to be used as a guideline. For example, 40% First-Class Mail LTRS S (Surface) on Dispatch 1, 30% First-Class Mail LTRS S on Dispatch 2, and 30% First-Class Mail LTRS S on Dispatch 3. If there is only one dispatch, the percentage entered would be 100% for each Mail Class, Processing Category, Processing Code, Entry Facility, and Template Type (please refer to Exhibits).
Container Destination ZIP Code	11	Text	The range of destination ZIP Codes associated with the containers in the separation. This can include 3-digit ZIP Code ranges or 5-digit ZIP Code ranges. This will also be used for the Container Label. All ZIP Codes must be represented in this field for a CSA to be valid.
Facility Locale Key	9	Text	Standardized facility code which is populated by the system based on the facility selected in the Facility Name block.

Field Name	Length	Data Type	Description
Mail Class	3	Text	<p>The class of mail to which the line item separation applies. This will also be used for the Container Label.</p> <p><b>This field must be included in the container placard</b></p> <p><b>FCM</b> (First-Class Mail) – will be the only Mail Class option in November 2011</p> <p><b>BPM</b> (Bound Printed Matter)</p> <p><b>STD</b> (Standard Mail)</p> <p><b>PER</b> (Periodicals Mail)</p>
Processing Category	4	Text	<p>This field will be used to distinguish the shape of the mail in a container. This will also be used for the Container Label.</p> <p><b>This field must be included in the container placard</b></p> <p><b>LTRS</b> (Letters)</p> <p><b>FLTS</b> (Flats)</p> <p><b>PARC</b> (Parcels)</p>
Processing Code	4	Text	<p>A general description of the contents of the containers on a trailer. It is possible to use all or only some of the values. Values will be available from a dropdown list. This will also be used for the Container Label. <b>This field must be included in the container placard.</b></p> <p>The applicable values are identified as:</p> <p><b>S</b> (Surface) – Separation for a single surface route dispatched from the Origin USPS facility. Typically this is a 5D, 3D, ADC, AADC or Surface Transfer container separation.</p> <p><b>MXDS</b> (Mixed Surface) – Containers with handling units (trays, sacks, tubs) for multiple surface routes. Will be defaulted for the Standard, Periodicals, Bound Printed Matter (BPM), and First-Class mail classes without an associated Container Label.</p> <p><b>L</b> (Local) – Mail worked for delivery at the Origin USPS facility.</p> <p><b>WKG</b> (Working Mail) – Mixed ADC or Mixed AADC mail.</p> <p><b>A</b> (Air) – Separations directed to an air carrier. Will also include the 2-digit airline code (See section 1.1.6.1, for Customized First-Class Mail Separations).</p> <p><b>MXDA</b> (Mixed Air) – Containers with trays for multiple air carriers.</p> <p><b>SP</b> (Single-piece) – Pieces paid at single-piece prices.</p>

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Field Name	Length	Data Type	Description
Processing Code Label	20	Text	<p>Additional processing code information to include in the container label. For example, an air separation can be made to a particular carrier (e.g. FedEx) and would be labeled as such. This field would contain the value to include on the container label and are based off TMS Airline Codes.</p> <p><b>This field must be included in the container placard.</b></p> <p><b>UA</b> – United Airlines  <b>B6</b> – Jet Blue  <b>CO</b> – Continental Airlines  <b>SY</b> – Sun Country  <b>US</b> – US Airways  <b>5X</b> – UPS  <b>FX</b> – FedEx  <b>AA</b> – American Airlines  <b>DL</b> – Delta Airlines</p>
Minimum load for containers	2	Numeric	This is the minimum load allowed for a container. This is measured in linear feet. Use the lesser of this value or ½ the maximum for the container used. This value will be 1-99.
Container Ready Time	4	Time	This is the time that a container must be ready to load onto a truck to provide adequate time for the USPS clerk to validate the pallets. This will only be applicable for mail that is verified at a DMU on USPS transportation and will be established locally.
Separation Number	3	Numeric	For each new separation created, the FAST system will assign a sequential number for that separation. For example, the first separation made would be assigned "Separation #1", the second separation made would be assigned "Separation #2" and so on. This value will be 1-999.
Label To	25	Text	<p>The facility to which the mail is going. This will appear on the top line of the Container Label.</p> <p><b>This field must go on the container placard.</b></p>
Label ZIP Code	5	Numeric	<p>The ZIP Code of the Label To Facility. This can be either a ZIP-3 or a ZIP-5. The combination of Label ZIP Code and Processing Code will be unique for each Separation Number.</p> <p><b>This field must go on the container placard.</b></p>

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Field Name	Length	Data Type	Description
CAT	5	Time	The CAT is the latest time mail can be presented for verification before being sent to designated induction points in the postal network for processing and dispatch. If a "P" is displayed next to the CAT, this indicates that the Day-0 will be the previous day (i.e. CAT is 0050P on June 14, but the Day-0 would be June 13 if the CAT time is met.
CSA Trip Template	8	Text	The type of CSA template used to create the CSA.  <b>DMU-P</b> – DMU Verified – USPS Transportation <b>DMU-C</b> – DMU Verified – Mailer Transportation <b>BMEU</b> – BMEU Verified – Entry After CAT <b>UDMU-P</b> – Unscheduled DMU Verified – USPS Transportation

### Appendix C: Sample Of A FAST CSA File

This FAST CSA sample file corresponds to Exhibit 1.

CSA ID	CRID	CSA Effective Date	CSA Status	Dispatch Time	Arrival Time	Day of Week	Trip Number	Recurring Appointment Sequence ID	Publication Number	Trip Volume	Container Destination ZIP Code	Facility Locale Key	Mail Class	Processing Category	Processing Code	Processing Code Label	Minimum load for containers	Container Ready Time	Separation Number	Label To	Label ZIP Code	CAT	CSA Type
1111111111	2222222222	08152008	Active	1055		MF	12345			40	498-599	W1A092	FCM	LTRS	MXDS		1	1025	2	Omaha P&DC	681	1815	DMU-P
1111111111	2222222222	08152008	Active	1055		MF	12345			40	612	W1A092	FCM	LTRS	MXDS		1	1025	2	Omaha P&DC	681	1815	DMU-P
1111111111	2222222222	08152008	Active	1055		MF	12345			40	620-693	W1A092	FCM	LTRS	MXDS		1	1025	2	Omaha P&DC	681	1815	DMU-P
1111111111	2222222222	08152008	Active	1810		MF	12356			30	498-499	W1A092	FCM	LTRS	MXDS		1	1740	2	Omaha P&DC	681	1815	DMU-P
1111111111	2222222222	08152008	Active	1810		MF	12356			30	612	W1A092	FCM	LTRS	MXDS		1	1740	2	Omaha P&DC	681	1815	DMU-P
1111111111	2222222222	08152008	Active	1810		MF	12356			30	620-693	W1A092	FCM	LTRS	MXDS		1	1740	2	Omaha P&DC	681	1815	DMU-P
1111111111	2222222222	08152008	Active	2115		MF	12367			30	498-599	W1A092	FCM	LTRS	MXDS		1	2045	2	Omaha P&DC	681	1815	DMU-P
1111111111	2222222222	08152008	Active	2115		MF	12367			30	612	W1A092	FCM	LTRS	MXDS		1	2045	2	Omaha P&DC	681	1815	DMU-P
1111111111	2222222222	08152008	Active	2115		MF	12367			30	620-693	W1A092	FCM	LTRS	MXDS		1	2045	2	Omaha P&DC	681	1815	DMU-P
1111111111	2222222222	08152008	Active	1400		MF	35767			50	600-611	009051	FCM	LTRS	S		36	1330	6	Chicago SCF	606	0050P	DMU-P
1111111111	2222222222	08152008	Active	1400		MF	35767			50	613-619	009051	FCM	LTRS	S		36	1330	6	Chicago SCF	606	0050P	DMU-P
1111111111	2222222222	08152008	Active	1400		MF	35767			50	001-497	009051	FCM	LTRS	MXDS		1	1330	3	Omaha MCC	680	1645	DMU-P
1111111111	2222222222	08152008	Active	1400		MF	35767			50	694-999	009051	FCM	LTRS	MXDS		1	1330	3	Omaha MCC	680	1645	DMU-P
1111111111	2222222222	08152008	Active	1800		MF	34210			50	600-611	009051	FCM	LTRS	S		36	1730	6	Chicago SCF	606	0050P	DMU-P
1111111111	2222222222	08152008	Active	1800		MF	34210			50	613-619	009051	FCM	LTRS	S		36	1730	6	Chicago SCF	606	0050P	DMU-P
1111111111	2222222222	08152008	Active	1800		MF	34210			50	001-497	009051	FCM	LTRS	MXDS		1	1730	3	Omaha MCC	680	1645	DMU-P
1111111111	2222222222	08152008	Active	1800		MF	34210			50	694-999	009051	FCM	LTRS	MXDS		1	1730	3	Omaha MCC	680	1645	DMU-P
1111111111	2222222222	08152008	Active	1800		MF	34210			50	001-350	009051	FCM	LTRS	MXDA		1	1730	4	Omaha MCC	680	1645	DMU-P
1111111111	2222222222	08152008	Active	1800		MF	34210			50	800-999	009051	FCM	LTRS	MXDA		1	1730	4	Omaha MCC	680	1645	DMU-P



## Appendix D: CSA Approvals

The following process will be used to approve a Customer/Supplier Agreement as well as appeal those agreements when established.

Mailer Type	C/SA Approver	Appeal Approver
Transportation originates and destines within a single District	District Manager (DM) and Area Manager, Distribution Network Operations (DNO)	Area Manager, Operations Support (MOS)
Transportation crosses District boundaries within a single area	DM and DNO	Area MOS
Transportation crosses Area boundaries	DM and DNO	Area MOS
Transportation originates and/or destines in multiple areas	DM, DNO and Area MOS	HQ Manager, Logistics

## Appendix E – Business Customer Registration Steps To Add CSA Service To User Profile

The Business Customer Gateway provides access to services supported by multiple USPS systems. Customers select New Users to create an account for any service offered through the Gateway. In the May 2009 release, the Gateway will support:

- All *PostalOne!* Services
- All FAST (Facility Access and Shipment Tracking System) services
- CLDS (Customer Label Distribution System)
- Mailer Id (MID)

Below are the high-level steps users will need to follow to add the Customer/Supplier Agreements service to a user profile.

- Step 1. Users will need to access the 'Business Customer Gateway.'
- Step 2. Users will select New Users to create an account for any service offered through the Gateway.
- Step 3. Users will create their profile (username/password).
- Step 4. Then users will provide business/personal information and confirm their information.

*NOTE: It is extremely important for users wishing to affiliate to the same company to enter their company name and address information consistently. The company name and address will be the same as the permit/company information for which the Customer / Supplier Agreement was created under by the Business Mail Entry Unit. A Customer Registration ID (CRID) is assigned to a business name at an address.*

- Step 5. Users must accept the legal agreements.
- Step 6. On the 'Select a Business Service' web page, users will select 'Customer/Supplier Agreements (CSA)' service.
- Step 7. Once a service is selected, a user selects the business locations they want for this service.
- Step 8. On the 'Add a Service' web page user will press 'Confirm' button to add service to user.

Note: For more detailed steps, please refer to the 'Customer Sign-In, Sign-Up Process on the Business Customer Gateway.'

## Appendix F – FAST CSA and eDoc Completion Matching Logic

For Full-Service Compliance, mailers must provide matching criteria within their electronic documentation (eDoc) when choosing to use a FAST CSA. The following induction methods support FAST CSAs:

- DMU verified Mailer transported with a FAST Appointment
- BMEU Mailer transported without a FAST Appointment
- DMU verified USPS transported

The following fields are used to match a FAST CSA to the eDoc provided by the mailer for the **DMU verified Mailer transported**:

Mail.dat Field	Mail.XML Field	CSA
CSA ID in .seg	CSA ID in ContainerInfoData	CSA ID
		CSA Status
Scheduled Induction Date from .csm	Scheduled Induction Date from ContainerInfoData	CSA Effective Date
Class Defining Preparation from .seg	FormType from ContainerInfoData	Mail Class
Principal Processing Category from .seg	Processing Category from ContainerInfoData	Processing Category
Container Level from .csm	SortationLevel from ContainerInfoData	Processing Code
Container Destination ZIP from .csm	DestinationZIP from ContainerInfoData	CSA Destination ZIP
Scheduled Induction Date from .csm	Scheduled Induction Date from ContainerInfoData	Day of Week
Entry Point – Actual/Delivery – Locale Key or Entry Point – Actual/Delivery – Postal Code from .csm	EntryLocalKey or PhysicalPostalCodeEntryPoint from ContainerInfoData	Facility Locale Key

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The following fields are used to match a FAST CSA to the eDoc provided by the mailer for the **BMEU Entry**:

<b>Mail.dat Field</b>	<b>Mail.XML Field</b>	<b>CSA</b>
CSA ID in .seg	CSA ID in ContainerInfoData	CSA ID
		CSA Status
Scheduled Induction Date from .csm	Scheduled Induction Date from ContainerInfoData	CSA Effective Date
Class Defining Preparation from .seg	FormType from ContainerInfoData	Mail Class
Principal Processing Category from .seg	Processing Category from ContainerInfoData	Processing Category
Entry Point – Actual/Delivery – Locale Key or Entry Point – Actual/Delivery – Postal Code from .csm	EntryLocalKey or PhysicalPostalCodeEntryPoint from ContainerInfoData	Facility Locale Key
Container Level from .csm	SortationLevel from ContainerInfoData	Processing Code
Container Destination ZIP from .csm	DestinationZIP from ContainerInfoData	CSA Destination ZIP
Scheduled Induction Date from .csm	Scheduled Induction Date from ContainerInfoData	Day of Week

\*CSAs are not required for Full-Service BMEU scenarios

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The following fields are used to match a FAST CSA to the eDoc provided by the mailer for the **DMU verified USPS transported**:

<b>Mail.dat Field</b>	<b>Mail.XML Field</b>	<b>CSA</b>
CSA ID in .seg	CSA ID in ContainerInfoData	CSA ID
		CSA Status
Scheduled Ship Date from .csm	Scheduled Ship Date from ContainerInfoData	CSA Effective Date
Class Defining Preparation from .seg	FormType from ContainerInfoData	Mail Class
Principal Processing Category from .seg	Processing Category from ContainerInfoData	Processing Category
Container Level from .csm	SortationLevel from ContainerInfoData	Processing Code
Container Destination ZIP from .csm	DestinationZIP from ContainerInfoData	CSA Destination ZIP
Scheduled Induction Date from .csm	Scheduled Induction Date from ContainerInfoData	Day of Week

\*CSAs are required for Full-Service DMU verified USPS transported scenarios