

This job aid only applies to Drop Ship Appointments created in FAST.

Creating Drop Ship Appointments Job Aid

Table of Contents

1. Creating Drop Ship One-Time Appointments	2
2. How do I create a Drop Ship One-Time Appointment in FAST?	2
3. Creating Drop Ship Recurring Appointments	4
4. How do I create Recurring Drop Ship Recurring Appointments in FAST?	4

1. Creating Drop Ship One-Time Appointments

The Appointments section in FAST allows the user to create new appointments at any active facility and view and manage only those appointments to which they are associated. Creating a new appointment requires a user to first search for availability for the desired date, volume, capacity, and appointment type at a specified facility.

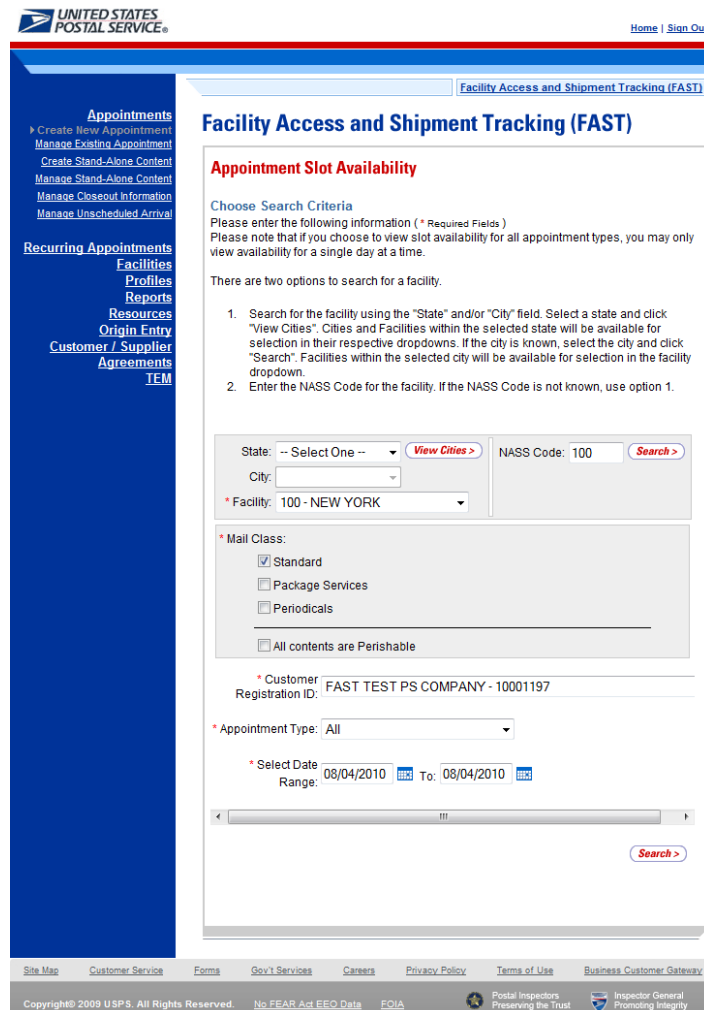
In FAST, an **Appointment = Logistics + Content** therefore, a user must associate at least one set of content information to an appointment for it to be considered valid.

2. How do I create a Drop Ship One-Time Appointment in FAST?

Creating a Drop Ship One-Time Appointment:

A FAST drop ship One-Time appointment can be created via the *Create New Appointment* module. The following steps demonstrate how the user may create a new drop ship One-Time appointment in FAST. Please note that the following steps demonstrate the appointment creation process for an appointment containing standard contents.

An image of the *Appointment Slot Availability* page is displayed below.



The screenshot shows the 'Appointment Slot Availability' page in the FAST system. The page title is 'Facility Access and Shipment Tracking (FAST)'. The main heading is 'Appointment Slot Availability'. Below this, there is a section for 'Choose Search Criteria' with instructions: 'Please enter the following information (* Required Fields) Please note that if you choose to view slot availability for all appointment types, you may only view availability for a single day at a time. There are two options to search for a facility.' Two numbered steps are provided: 1. Search for the facility using the 'State' and/or 'City' field. 2. Enter the NASS Code for the facility. The form includes a 'State' dropdown menu (set to '-- Select One --'), a 'City' dropdown menu, and a 'NASS Code' text input field (set to '100'). A 'Facility' dropdown menu is also present, showing '100 - NEW YORK'. There are checkboxes for 'Mail Class' options: 'Standard' (checked), 'Package Services', 'Periodicals', and 'All contents are Perishable'. A 'Customer Registration ID' field is set to 'FAST TEST PS COMPANY - 10001197'. An 'Appointment Type' dropdown menu is set to 'All'. A 'Select Date Range' field shows '08/04/2010' to '08/04/2010'. A 'Search >' button is located at the bottom right of the form area. The page footer contains various links and copyright information.

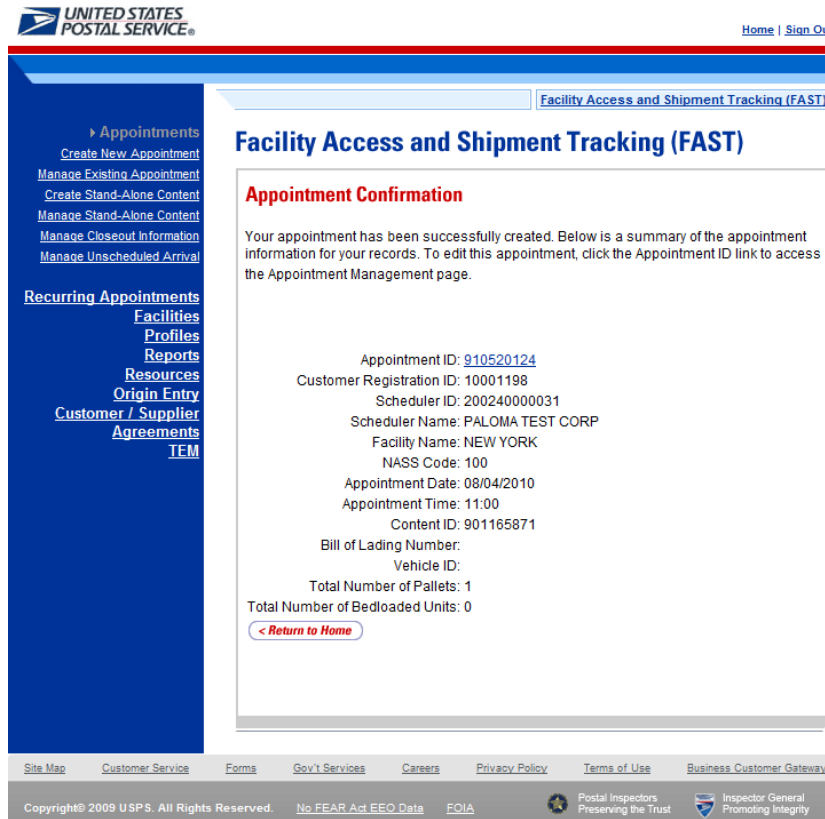
Enter the Logistics Information

1. From the FAST Landing page, select the Appointments **Go** button.
2. From the Appointments Landing page, select the Create New Appointment **Go** button.
3. *Appointment Slot Availability* page is displayed.
4. Enter the Facility NASS Code or search for the Facility by City/State.
5. Select the appropriate Mail Class.
6. Select the Customer Registration ID from the drop-down menu.
7. Select the Appointment Type from the drop-down menu.
8. Select the Date Range.
9. Click the **Search** button.
10. *Appointment Slot Availability* page is displayed (see image above).
11. Click on the desired Appointment slot.
12. *Create New Appointment* page is displayed.
13. Click the **Add Content** button.
14. *Add/Edit Content Information* page is displayed.

Enter Content Level Information

15. Select the number of contents for the desired mail class.
16. Click the **Manage Content** button.
17. Select the **Mail Preparer ID** from the drop-down menu, if applicable.
18. Select the **Mail Owner ID** from the drop-down menu, if applicable.
19. Click the **Add** button
20. Enter the **Content Name**, if applicable.
21. Select the **Mail Shape** of the content.
22. Enter the number of **Pallets containing Sacks**, if applicable.
23. Enter the number of **Pallets containing Trays**, if applicable.
24. Enter the number of **Pallets containing Parcels**, if applicable.
25. Enter the number of **Pallets containing Bundles**, if applicable.
26. Enter the number of **Bedloaded Sacks**, if applicable.
27. Enter the number of **Bedloaded Trays**, if applicable.
28. Enter the number of **Bedloaded Parcels**, if applicable.
29. Enter the number of **Bedloaded Bundles**, if applicable.
30. Check the **Destination Discount** check box (if unchecked the content is considered Origin Entry).
31. Enter the **In Home Start Date**, if applicable.
32. Enter the **In Home End Date**, if applicable.
33. Check **eVS** Content checkbox, if applicable.
34. Enter **eFile** Number, if applicable.
35. Click the **Submit** button to save all contents to the appointment and create the appointment in the system

An image of the *Appointment Confirmation* page is displayed on the following page.



3. Creating Drop Ship Recurring Appointments

The Recurring Appointments section in FAST allows the user to submit recurring appointment requests online. Individual instances of the recurring appointment are generated 15 days after the USPS user approves the recurring appointment request in FAST. If an appointment instance needs to be created within the 15 day window, it must be created as a One-Time appointment in addition to the existing recurring appointment. FAST schedules recurring appointment instances before any other appointment, giving them the highest priority for slot availability.

4. How do I create Recurring Drop Ship Recurring Appointments in FAST?

Creating a Drop Ship Recurring Appointment:

A FAST drop ship recurring appointment can be created via the *Request New Recurring Appointment* module. The following steps demonstrate how the user may create a new drop ship recurring appointment in FAST. Please note that the following steps demonstrate the recurring appointment creation process for an appointment containing standard contents.

An image of the *Request New Recurring Appointment* page is displayed on the following page.


[Home](#) | [Sign Out](#)
[Facility Access and Shipment Tracking \(FAST\)](#)

- [Appointments](#)
- [Recurring Appointments](#)
 - [Request New Recurring Appointment](#)
 - [Manage Recurring Appointment/Request](#)
 - [Manage Publication Exclusions](#)
- [Facilities](#)
- [Profiles](#)
- [Reports](#)
- [Resources](#)
- [Origin Entry](#)
- [Customer / Supplier Agreements](#)
- [TFM](#)

Facility Access and Shipment Tracking (FAST)

Request New Recurring Appointment

Please enter the following information to create a recurring appointment. For frequency, please select the day or days the appointment should occur and the week or weeks the appointment should occur within the selected date range. Please select all week options to indicate the appointment should occur on a weekly basis. Once the information has been entered, select the Add Content button to enter content summary information for each mailing in the recurring appointment. (* Required Fields)

There are two options to search for a facility.

1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.

Sequence Number: [Create Copy >](#) [Create New from Existing >](#)

State: NY [View Cities >](#) NASS Code: [Search >](#)

City: All Cities [Search >](#)

* Facility: 100 - NEW YORK

* Mail Class:

Standard

Package Services

Periodicals

All contents are Perishable

* Customer Registration ID: -- Select One --

* Select Date Range: 08/18/2010 To: 08/18/2999

* Appointment Time: -- Select One --

* Appointment Type: -- Select One --

Number of Pallet Positions:

* Scheduling Frequency

Daily Weekly

Saturday Bi-Weekly

Sunday First Week

Monday Second Week

Tuesday Third Week

Wednesday Fourth Week



Thursday Fifth Week

Friday Sixth Week

Comments:

[Cancel](#) [Add Content](#)

[Site Map](#) [Customer Service](#) [Forms](#) [Gov't Services](#) [Careers](#) [Privacy Policy](#) [Terms of Use](#) [Business Customer Gateway](#)

Copyright© 2009 USPS. All Rights Reserved. [No FEAR Act](#) [EEO Data](#) [FOIA](#)  Postal Inspectors Preserving the Trust  Inspector General Promoting Integrity

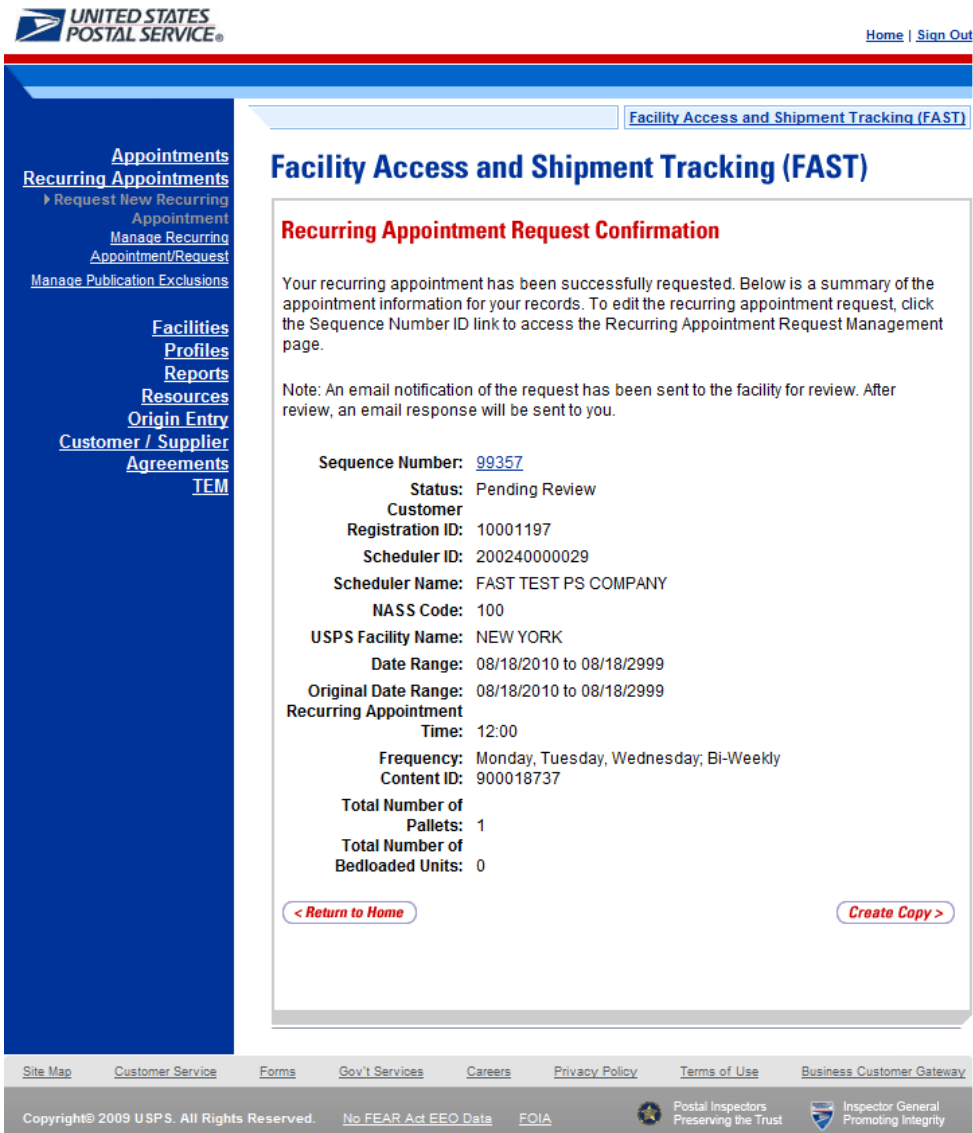
Enter the Logistics Information

1. From the FAST Landing page, select the Recurring Appointments **Go** button.
2. From the Recurring Appointments Landing page, select the Request New Recurring Appointment **Go** button.
3. *Request New Recurring Appointment* page is displayed.
4. Enter the Facility NASS Code or search for the Facility by City/State.
5. Select the appropriate Mail Class.
6. Select the Customer Registration ID from the drop-down menu.
7. Select the Date Range.
8. Select the Appointment Time from the drop-down menu.
9. Select the Appointment Type from the drop-down menu.
10. Enter the Number of Pallet Positions.
11. Select the Scheduling Frequency.
12. Select the **Add Content** button.
13. Confirm Recurring Appointment Information page is displayed.
14. Select the **Yes** button.
15. *Add Recurring Content Information* page is displayed.

Enter Content Level Information

16. Select the number of contents for the desired mail class.
17. Click **Manage Content** button to display the appropriate content grids
18. Select the **Mail Preparer ID** from the drop-down menu, if applicable.
19. Select the **Mail Owner ID** from the drop-down menu, if applicable.
20. Select the **Add** button to add the Mail Owner to the Associated Mail Owners.
21. Select the **Mail Shape** of the content.
22. Enter the **Content Name** of the content, if applicable.
23. Enter the number of **Pallets containing Sacks**, if applicable
24. Enter the number of **Pallets containing Trays**, if applicable
25. Enter the number of **Pallets containing Parcels**, if applicable
26. Enter the number of **Pallets containing Bundles**, if applicable
27. Enter the number of **Bedloaded Sacks**, if applicable
28. Enter the number of **Bedloaded Trays**, if applicable
29. Enter the number of **Bedloaded Parcels**, if applicable
30. Enter the number of **Bedloaded Bundles**, if applicable
31. Check the **Destination Discount** check box (if unchecked the content is considered Origin Entry).
32. Enter the **In Home Start Date**, if applicable.
33. Enter the **In Home End Date**, if applicable.
34. Check **eVS** Content checkbox, if applicable.
35. Enter **eFile** Number, if applicable.
36. Click the **Submit** button to save all contents to the appointment and create the recurring appointment in the system.

An image of the *Recurring Appointment Request Confirmation* page is displayed on the following page.



**UNITED STATES
POSTAL SERVICE®** [Home](#) | [Sign Out](#)

[Facility Access and Shipment Tracking \(FAST\)](#)

Facility Access and Shipment Tracking (FAST)

Recurring Appointment Request Confirmation

Your recurring appointment has been successfully requested. Below is a summary of the appointment information for your records. To edit the recurring appointment request, click the Sequence Number ID link to access the Recurring Appointment Request Management page.



Note: An email notification of the request has been sent to the facility for review. After review, an email response will be sent to you.

Sequence Number: [99357](#)
Status: Pending Review
Customer Registration ID: 10001197
Scheduler ID: 200240000029
Scheduler Name: FAST TEST PS COMPANY
NASS Code: 100
USPS Facility Name: NEW YORK
Date Range: 08/18/2010 to 08/18/2999
Original Date Range: 08/18/2010 to 08/18/2999
Recurring Appointment Time: 12:00
Frequency: Monday, Tuesday, Wednesday, Bi-Weekly
Content ID: 900018737

Total Number of Pallets: 1
Total Number of Bedloaded Units: 0

[< Return to Home](#) [Create Copy >](#)

[Site Map](#) [Customer Service](#) [Forms](#) [Gov't Services](#) [Careers](#) [Privacy Policy](#) [Terms of Use](#) [Business Customer Gateway](#)

Copyright© 2009 USPS. All Rights Reserved. [No FEAR Act](#) [EEO Data](#) [FOIA](#)  Postal Inspectors Preserving the Trust  Inspector General Promoting Integrity