Test Environment for Mailers (TEM):

Checklist and Troubleshooting

Version 2.0

June 2010

Revision History

Date	Reason For Changes	Version

10/22/09	Initial Draft comprises a merging of standalone documents:
	   ○ 2009 10 14 Mailer Quick Reference v5
	   ○ Desk Full-Service and Electronic Documentation Checklist External v10.1
	   ○ MailXML_Checklist_v2.0
		0.1

10/28/09	Step 8: Clarified that Postal Wizard cannot be used with Full-Service Periodicals and BPM mailings.	0.2
10/30/09	Corrected typos and grammar based on proofing by IT	0.3
11/02/09	Added minor revision to Step 3, bullet regarding step to register existing Mailer IDs with ACS Department and FAST test criteria section based on inputs from IT.	0.4
11/02/09	Update 7.0B to 7.0C	0.5
11/09/09	Revised Appendix D: remove TEM support for Mail.XML 4.0 (FAST)	0.6
11/17/09	Clarified Step 6: Establishing Data Distribution Controls (is a required for Full-Service option)	0.6
11/17/09	Updated Figure 1. Go to TEM link for Mail.XML will be enabled in Jan 2010.	0.6
11/17/09	Initial RIBBS posting	1.1
11/23/09	Added: Scenario S6: Mixed Mailings. This was inadvertently removed Updated Table 1	1.2
12/29/09	Made minor revision steps 3, 4, 5, 6 and 7. Minor edits to text that make references to dates.	1.3
1/06/10	Rename *Appendix B* from *Network Connectivity Form for Mail.XML* to *TEM Full Service Data Feedback using Push Messages – Customer Identification Form*	1.4
1/06/10	Revise *Appendix D: TEM Worksheet – Customer Identification for MailXML*. Form must be emailed as an attachment to the *PostalOne!* IT Data Distribution Team and the *PostalOne!* Help Desk	1.4
1/06/10	Update Figure 1 to demonstrate new links under the Mail.XML TEM access: 'Go to TEM' and 'Verify Web Service in TEM' link (page 11).	1.4
1/07/10	Update Mail.XML pre-steps to include FAST testing for validating scheduling and appointments requiring submitting a FAST testing survey, Appendix E (page 11).	1.4
1/08/10	Combined *Appendix B & D: TEM Worksheet – Customer Identification for MailXML*. Appendix D is now *TEM FAST Web Service Survey*	1.5
1/08/10	Add Appendix E: WSDL Revision History	1.5
1/08/10	Clarified communication of authorization to proceed to Production environment (page 14). Clarified parallel testing requirements (page 16)	1.5

Date	Reason For Changes	Version
1/11/10	Updated Table 6 Batch Client vs. GUI Client Use Recommendations (page 63) Updated Table 7 Heap Configuration and RAM Recommendations (page 65)	1.6
1/12/10	Updated section 5.2 to clarify scenario prerequisites.	1.6
1/13/10	Added clarification that access to Push Data Subscription is predicated on the customer completing the TEM process (page 19)	1.6
1/13/10	Add new reference document to Appendix A: USPS IMb Getting Started Guide	1.6
2/12/10	Added list of Tables and Figures	1.6
2/12/10	Updated section 2.2 regarding information on the Mail.dat legacy client for version 08-2 not supported after March 14, 2010.	1.6
2/18/10	Added text to reference new appendix F, section 3. Added Appendix F appendix to assist the *PostalOne!* Help Desk with troubleshooting for Full-Service ACS failures	1.6
2/22/10	Revised text section 3 and appendix F.	1.7
2/22/10	Updated checklist, step 2 to clarify IMb requirements. Revised steps to be standard sections.	1.7
2/22/10	Added Table 1-1 to summarize Intelligent Mail checklist steps	1.7
2/22/10	Updated references when citing particular sections in Mail.XML volumes	1.7
2/26/10	Updated Table of contents, Tables and Index	1.7
2/26/10	Revised 2.3 paragraph to match Mail.XML version support for March 2010.	1.7
2/26/10	Revised Appendix D FAST Web Service Survey to add primary, secondary CRIDs and question regarding receipt of CRID, based on FAST Web Services Team	1.7
2/26/10	Updated WSDL History, Appendix E to reflect changes to Message-Type WSDLs for Mail.XML 7.0C with New End-Point URL for the TEM Production Environments were updated	1.7
2/26/10	Updated Troubleshooting references	1.8
3/16/10	Updated FAST Web Services Survey, Appendix D	1.9
6/01/10	Updated Table 2 Mail.XML USPS Support Roadmap Update Figure 3-1. Added New WSDLs to Revision History Log, Appendix E	2.0.1
6/01/10	Revised Section 4.9 Required test scenarios for Manifests – First-Class Mail	2.0.2

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1   Introduction

This document will help prepare customers to use electronic documentation to submit qualification reports and postage statements (commonly called eDoc) and for customers who are required to test in the Test Environment for Mailers (TEM). Mailers have three options to electronically submit mailings to the Postal Service®: Postal Wizard, Mail.dat®, and Mail.XML™.

Though prepared primarily for customers who wish to participate in the Intelligent Mail Full-Service option, this document covers the preparatory steps for all eDoc options.

The steps provided below apply to Mail.dat 09-1, Mail.XML and Postal Wizard. There are some steps that apply to a particular eDoc option and are noted as such (i.e., Postal Wizard only). A troubleshooting section is provided. It and can be used to troubleshoot problems and errors that may be encountered when testing in TEM and when participating in Full-Service in the Production environment.

For comprehensive information on Intelligent Mail Services electronic mailing documentation, refer to *A Guide to Intelligent Mail for Letters and Flats*, section 3 (see Appendix A to download this document from RIBBS).

2   Getting Started

Read the following sections to determine which Checklist Steps to follow. Next, decide which scenarios best describe your mailing strategy to narrow down which electronic mailing options you subsequently should test in TEM.

2.1   Electronic Documentation

All customers interested in testing any of the electronic documentation (eDoc) options in TEM must be registered Business Customer Gateway users, with a business account. For information on the Business Customer Gateway, refer to the *User Access to Electronic Mailing Information and Reports Guide,* volume 1 (see Appendix A to download this document from RIBBS).

Note that participation in eDoc can be with or without Intelligent Mail services. Refer to Table 1-1: Summary of Checklist Steps. Use of eDoc is optional for the Intelligent Mail Basic option; but is required for Intelligent Mail Full-Service. We recognize that some customers may wish to participate in eDoc only. These customers should follow Checklist steps 1, 3, 5 and 7.

2.1.1   Intelligent Mail Basic Service

To participate in just the Basic service and move from use of POSTNET barcodes to Intelligent Mail barcodes on letter and flat mailpieces, no TEM testing is required. Follow Checklist steps 1 and 2. To send mailing information electronically, follow steps 3, 5, and 7, in addition to the steps required for Basic service (1 and 2).

Customers interested in the Intelligent Mail Basic option using eDoc must have a Mailer ID for use in the Intelligent Mail barcode. These customers should follow all Checklist Steps except Step 4 and Step 6. When testing Mail.XML, customer should concentrate on Mail.XML Test Scenarios for eDoc (refer to Chapter 4 for Mail.dat and 5 for Mail.XML for information on test scenarios).

2.1.2   Intelligent Mail Full-Service

Customers interested in testing eDoc for the Intelligent Mail Full-Service option should follow all Checklist

steps, except that step 4 is Mail.XML-only and step 8 is Postal Wizard-only.

For Mail.XML, customers interested in retrieving Full-Service Mail and Data Quality reports using online downloadable reports or through the Pull or Push methods should follow checklist step 4. The Mail.XML Pull and Push methods require software development; customers may test their software in TEM. Mailers, Mail Preparers, and Agents are expected to test all the data distribution methods they plan to use in the Production environment. Software vendors are expected to test the software for all Mail.XML Pull and Push methods they support.

When programming to create Mail.XML software, developers must use USPS-provided Web Services Description Language (WSDL) and XML schema document and templates (XSD). This ensures conformity and standardization of data exchange between the *PostalOne!* system and customers. As Mail.XML technical specification develops WSDLs and XSDs will be revised, replaced or made obsolete. Take care to use the correct WSDLs. Refer to Appendix E for a WSDL revision history.

Intelligent Mail Checklist Steps								
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Postal Wizard								
Basic (IMb only)			**If Purchasing OneCode ACS**					
eDoc (no IMb)								
eDoc Basic								
eDoc Full-Service				**Mail.XML (F-S only)**				

Table 1: Summary of Checklist Steps

2.2 Mail.dat

This document will help prepare customers to use Mail.dat to submit qualification reports and postage statements (commonly called eDoc), to make appointments with the Facility Access and Shipment Tracking (FAST) system, and to request and receive the information available through Intelligent Mail Full-Service. In chapter 4, you will find the Mail.dat test scenarios. The criteria for eDoc/Basic versus Full-Service and the required scenarios are noted. Optional scenarios test more complex mailings.

For mailers testing the Mail.dat specification, a file validator in the TEM is provided to verify files before transferring them to the USPS. This validator tool checks the validity of the data elements in the file you submit and records error messages and warnings. During your sessions in TEM, you view file warnings and fix your errors before you begin the actual test validations with the USPS Help Desk. The TEM will support Mail.dat Versions 08-2 and 09-1.

Mailers who elect to continue to submit Mail.dat 08-2 files will need to submit Mail.dat files via the *PostalOne!* Mail.dat Client, a downloadable application that is available via the Business Customer Gateway>Electronic Data Exchange. Mailers that submit Mail.dat 09-1 files to the Postal Service today do so using the downloadable *PostalOne!* Mail.dat Client. The Mail.dat 08-2 version uses the same upload client as Mail.dat 09-1 described in Chapter 3 of the *Postal Service Mail.dat Technical Specification*.

When using the *PostalOne!* Mail.dat Client, mailers should be logged in to the Business Customer Gateway and must then also click on one of the links that is associated to *PostalOne!* (i.e., Electronic Data Exchange, Mailing Reports, etc.) before logging into the *PostalOne!* Mail.dat Client. This will ensure that linkages to the location CRIDs and permits in *PostalOne!* are accessible to the *PostalOne!* Mail.dat client. The client is downloaded from the Electronic Data Exchange Page.

2.3   Mail.XML

This document will help prepare customers to use Mail.XML to submit qualification reports and postage statements (commonly called eDoc), to make appointments with the Facility Access and Shipment Tracking (FAST) system, and to request and receive the information available through Intelligent Mail. This document describes the initial technical steps required to communicate with the USPS using Mail.XML and the use of the Test Environment for Mailers (TEM) process as preparation for accessing the Postal Service's Production Mail.XML systems. Though prepared primarily for customers who wish to participate in the Full-Service Intelligent Mail option, this document covers the preparatory steps for all Mail.XML uses.

Note: This document is not a beginners' guide. To use this document effectively, readers must be thoroughly familiar with the applicable materials in the *Postal Service Mail.XML Technical Specification*, which consists of three separate documents based on subject matter:

- The *Postal Service Mail.XML Technical Specification for Postage Payment and Reporting (eDoc)*
- The *Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST*
- The *Postal Service Mail.XML Technical Specification for Full-Service Feedback and Profile Management*

Electronic Documentation: communicate qualification reports and final postage statements and meet the electronic documentation requirements for the Full-Service option.

- FAST create and manage appointments in the FAST system
- Customer Identification: obtain customer identification and define relationships between By/For identifiers.
- Data Distribution and Feedback: receive information about their mailings (i.e. Start-the-Clock, Container Scans, ACS (COA and nixie data), Mail Quality Feedback and By/For Conflict).

Table 2 below shows the roadmap of the Mail.XML versions - starting from currently supported versions to versions that will be supported in November 2010. Mail.XML 6.0D and v8.0B functionality is available in the TEM environment today for FAST, data distribution (Pull Method) and eDoc messages. Mail.XML 7.0C and 8.0B support Customer Identification, eDoc messages, and data distribution messages.

Release/Date	FAST	Full-Service Data Feedback	Electronic Documentation (eDOC)
Now	V6.0D and v8.0B	V7.0C and v8.0B	V7.0C and v8.0B
November 2010	V6.0D, 8.0B	V6.0D, 7.0C, 8.0B, and 8.1	V6.0D, V7.0C, 8.0B

Table 2: Mail.XML USPS Support

Differences between 6.0D, 7.0C, 8.0B, 8.1 messages:

- The names of the messages in Mail.XML 6.0D and 7.0C remain same except for 'StartTheClock' messages, which are referred as 'StartTheClock' in Mail.XML 6.0D Version and in Mail.XML 7.0C they are referred as 'FullServiceStartTheClock'.

- Starting from Mail.XML 7.0C version – USPS® will not support any Cast of Characters related messages.

- No new message has been added or deleted in Mail.XML 8.0B version from Mail.XML 7.0C.

- No new messages has been added or deleted in Mail.XML 8.1 version from Mail.XML 8.0B and Mail.XML 7.0C

2.3.1   Test Environment for Mailers (TEM) for Mail.XML

The test environment for mailers (TEM) is designed to simulate the Production environment, allowing customers to exchange Web services requests and responses with the USPS using Mail.XML messaging before entering the Production environment. Mailers, Preparers, and Agents are expected to test messages they will use in the Production environment. Vendors have the opportunity to test the software they support for each message. All validations and business rules in TEM operate in the same manner as in the Production environment.

The test scenarios described in Chapter 5 are presented to establish competency with XML messaging in the functional areas described in section 2.3. The required scenarios are designed to mimic transactions likely to be encountered in Production and provided for planning and executing a test strategy in TEM. Customers and the Postal Service will stand to benefit if the customers test extensively in the TEM before engaging in the Production environment. The USPS encourages performing all scenarios that reflect the customer's business operations.

Mailers who are interested in testing Mail.XML must complete some preparatory work prior to entering TEM, such as developing or purchasing Mail.XML software, acquiring a signed certificate from a Certification Authority (if doing the Push method), obtaining the USPS-provided schemata i.e., Web Services Description Language (WSDL) and XML schema document and templates (XSD) used to ensure conformity and standardization of data exchange between the *PostalOne!* system and customers. These steps are explained below.

3   The Checklist

This checklist is comprehensive and includes all eDoc options. The steps are:

1. Review guides and specifications.
2. Comply with barcode requirements.
3. Gain access to the Business Customer Gateway.
4. Complete the Mail.XML Test Environment for Mailers (TEM) preparation.
5. Enter the Test Environment for Mailers (TEM).
6. Establish Data Distribution Controls (required for Full-Service).
7. Enter the Production environment.
8. Full-Service mailing using the Postal Wizard (no TEM)

When testing the Mail.XML specification, mailers may customize this checklist to meet their business needs. For example, if the mailer is starting with just a program to submit postage payment and supporting documentation via Mail.XML, then step 1 requires a review of the *Postal Service Mail.XML Technical Specification for Postage Payment & Reporting* and the *User Access to Electronic Mailing Information and Reports Guide*; skip step 2; in step 3 skip Mailer ID steps if using the POSTNET; step 4 skip Data Distribution push and pull methods; execute step 5; skip step 6; and finally execute step 7.

In another example, the mailer wants to use Mail.XML messages to set up FAST appointments. For step 1 review the *[Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST)](#)*, the USPS-B-3216 Tray barcode and the USPS-B-3215 Container barcode. Include IMb Tray Label and IMb Container Label in Step 2. If using the POSTNET, skip the Mailer ID (MID) requirements in step 3; skip the data distribution steps in Step 4; execute step 5; skip step 6; and execute step 7.

3.1   Step 1: Review the Guides & Specifications (refer to Appendix)

Implementing the Intelligent Mail barcode is a fairly straightforward process that will provide many benefits. The Postal Service has created a number of tools to make this process as easy as possible and has provided numerous resources to help along the way. Mail Design Analysts (MDA) are trained to give

guidance and direction around the suite of Intelligent Mail barcodes. To find your local MDA, use the lookup tool on Postal Explorer (pe.usps.com).

Your vendors and mail service providers will also likely have resources to help you take advantage of these new barcodes. Commercial suppliers have developed a number of tools that can be used to ensure you are preparing your Intelligent Mail barcodes appropriately. Manual tools can be used to verify the physical characteristics of an Intelligent Mail barcode you have already created. Software tools help you prepare your barcodes in electronic format or provide an electronic verification of the quality of the barcode.
To use the tools USPS has created and to download software and fonts from the RIBBS™ (Rapid Information Bulletin Board) Web site, request a user ID and password from the National Customer Support Center (NCSC) at: (877) 640-0724 or https://ribbs.usps.gov/OneCodeSolution/contact.html.

3.2   Step 2: Comply with Barcodes Requirements (Intelligent Mail Services only)

Complete information on how to populate and create Intelligent Mail barcodes for your mailpieces can be found at https://ribbs.usps.gov/index.cfm?page=intellmailmailpieces.For Intelligent Mail suite of Barcodes, including Intelligent Mail tray barcodes for handling units and Intelligent Mail container barcodes for containers go to https://ribbs.usps.gov/index.cfm?page=intellmailsuite.

► **Validate IMbs and Labels**

To find the nearest Mailpiece Design Analyst (MDA), use the Postal Explorer at http://pe.usps.gov (select Mailpiece Design on left column).

The Intelligent Mail tray barcode (IMtb) is used when mail is prepared using trays or sacks, on each handling-unit label, and a unique Intelligent Mail container barcode (IMcb) on labels must be placed on pallets or other containers when mail is containerized. These barcodes must remain unique for the same 45-day period. Full-Service uniqueness for these labels is based on the entire 24-digit (trays/sacks) or 21-digit (container) barcode.

- o   IMb Mailpiece Barcode
- o   IMtb Tray Label
- o   IMcb Container Label

► **Basic Barcode Requirements**

The Service Type Identifier (STID) is a 3-digit field that indicates the level of participation in various postal services. Each 3-digit value corresponds to a particular class of mail and/or a particular combination of services. It also represents the IMb service option: Basic or Full-Service.

Under the Basic option, a maximum 31-digit IMb comprising the Barcode ID, Service Type Identifier, Mailer ID, Serial Number and Routing Code will be required on all letters and flats. Barcode ID.

The Serial Number is a 6-digit or 9-digit field depending on the length of the Mailer ID. In Basic option mailings, the serial number has no requirement for uniqueness. The **Routing Code** field (Delivery point ZIP Code) contains essentially the same ZIP Code routing information as the POSTNET barcode. Delivery point information is required for automation prices (i.e., Basic and Full-Service).

- o   Service Type Identifier (STID)
- o   MID
- o   Serial Number Field (Mailer's choice for use, see serial number criteria for full-service below)
- o   Delivery point ZIP Code

► **Full-Service Barcode Requirements**

A maximum 31-digit IMb (described in detail above) consists of 65 bars and five fields: Barcode ID, Service Type Identifier, Mailer ID, Serial Number and Routing Code. A Full-Service IMb is required on letters and flats.

The **Serial Number** is a 6-digit or 9-digit field depending on the length of the Mailer ID. In qualified Full-Service mailings, the combination of the Serial Number and MID must be unique within the class of mail defined in the STID and remain so for a period of 45 days from the date the mail is accepted into postal processing. The **Routing Code** field (Delivery point ZIP Code) may contain the 11-digit delivery point barcode data, the 9-digit ZIP+4 code data, the 5-digit ZIP Code data, or no data. It may not be padded with blanks or any other characters. Delivery point information is required Full-Service.

- o   Barcode ID
- o   STID
- o   MID
- o   Serial Number Field
- o   Delivery point ZIP Code
- o   Barcode Uniqueness for 45 days (Mail Class, MID, plus Serial Number Field)

3.3 Step 3: Access USPS Business Customer Gateway (http://gateway.usps.com)

For comprehensive information on how to gain access to the *PostalOne!* system via the Business Customer Gateway, refer to the *User Access to Electronic Mailing Information and Reports Guide*, volume 1 (see Appendix A for a description of this guide and its location on RIBBS).

► **Register online for *a Business* account**
- o   If a company already has access to the *PostalOne!* Test Environment for Mailers and Production environment, this step can be skipped.
- o   Assign the Business Services Administrator (BSA) role. A BSA approves new users, grants access to service(s) to the new user, and verifies its users are linked to correct CRIDs.

► **Request Service(s)**
- o   Manage Mailing Activity (Postal Wizard, Electronic Data Exchange, Mailing Reports*,* Dashboard *(PostalOne!),*and Manage Permits)
- o   Mailer ID
- o   Schedule a Mailing Appointment (FAST) (only if you are making appointments)
- o   Customer/Supplier Agreements (CSAs) (only if you require a CSA)

► **Mailer ID (MID) (if applicable)**

The Mailer Identifier (Mailer ID or MID) field is a 6-digit or 9-digit number assigned by the USPS that identifies a specific agent in the mailing supply chain. Mail owners and mail preparers will be assigned 6-digit or 9-digit Mailer IDs based upon their annual mail volume as verified by the Postal Service.
- o   Access Mailer ID system from the Business Customer Gateway (or request a Mailer ID via Mail.XML)
- o   Select business location (CRID) for MID assignment and Request MID
- o   Download Data Set-up Request Worksheet to make changes; email to the *PostalOne!* Help Desk.

► **Validate Existing Mailer ID (for record keeping):**
- o   Verify MID displays in Profile and is associated to the desired location (CRID).
     (If user MID is not listed for your company location, contact the *PostalOne!* Help Desk).

► **Register Existing Mailer IDs with ACS Department if any of the following applies:**
- o   Publications 8A Address Change Service – Traditional and 8B OneCode ACS Technical Guide explains the address change receipt options. *A Guide to Intelligent Mail for Letters and Flats*

explains how to select the correct Service Type Identifier to embed in the Intelligent Mail barcode for the ACS options.

o If changes need to be made to your Mailer ID default ACS profile (First Class, Address Service Option 2), complete PS Form 3573 Address Change Service Application — OneCodeACS to register changes. This form can be emailed, faxed, or mailed. (Refer to DMM 507.1.5 for full descriptions of ACS service options).

o If you prefer to receive Traditional ACS records only, send this message to the ACS department: "Please disable MID_____ from ACS so that it does not interfere with Traditional ACS."

If you do not wish to receive ACS records at all, provide this message:
"Please disable MID_____ from ACS, I do not expect to use ACS".

These messages can be emailed, faxed, or mailed.

Email: acs@usps.gov
FAX: 901-821-6204
6060 Primacy Pkwy Ste 101
Memphis TN 38188-0001

o If you expect to produce Basic option mailings and want to purchase OneCode ACS address corrections, complete PS Form 3573 to register. This form can be emailed, faxed, or mailed to the ACS department.

3.4 Step 4: Complete Test Environment for Mailers (TEM) preparation if testing Mail.XML

When testing FAST, determine whether to use TEM for testing messages-based or business-based Mail.XML. When testing business-based tests, the scenarios you will be required to execute are geared toward your operations. The test validations as such are to some degree customized. Messages-based testing in TEM is not specific to the customer and takes into account the customer's general ability to exchange Web services with the USPS using Mail.XML messaging as it relates to processing and accessing the Postal Service's Production Mail.XML sub-systems.

If you are testing FAST Message-based, skip the FAST Business-based step and complete the Mail.XML TEM Worksheet – Customer Identification Form. Before exchanging Web services requests and responses with the USPS using Mail.XML messaging to exchange Web services requests and responses with USPS using Mail.XML messaging.

► **FAST Business-based (Transportation Service Providers and related vendors)**

Download and complete the FAST Web Services Mail XML Testing Survey (Appendix E) and submit it to the *PostalOne!* Help Desk postalone@usps.gov, PostalOneITDataDistributionTeam@usps.gov and FAST_webservice@usps.gov FAST webservice@usps.gov. You will be contacted by the FAST Web Services Testing Team. The survey will be used by FAST Web Services to derive the scenarios that your corporation must execute. Note that these scenarios are not documented here.

http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/xmlspec/xmlspec.htm

► **Complete the Mail.XML TEM Worksheet - Customer Identification Form**

Download from RIBBS and email as an attachment to the *PostalOne!* IT Data Distribution Team and the *PostalOne!* Help Desk respectively at: PostalOneITDataDistributionTeam@usps.gov and postalone@usps.gov

Download Mail.XML-specific forms from
http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/xmlspec/xmlforms/xmlforms.htm

- o **Complete the sections as follows when testing:**
  - – Section 1: Customer Identification
  - – Section 2: Data Distribution (Push / Pull)
  - – Section 3: FAST (message-based)
    - ✓ If you are a new FAST user, request service access through the Business Customer Gateway, and request access for the FAST service
    - ✓ Obtain access to FAST and obtain Scheduler ID
  - – Section 4: eDoc

- o Develop or buy software for Mail.XML Web services

- o Ensure the software supports all error codes that are returned by the USPS for FAST, eDoc, and Data Distribution messages. Refer to *Postal Service Mail.XMLTechnical Specification* (see Appendix A).

- o Get TEM WSDL(s) and XSDs, Go to (http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/xmlspec/xmlspec.htm).

- o For eDoc and FAST messages use your own user IDs, password and CRID/MID/SchedulerIDs for the Business Customer Gateway. When in the TEM these IDs are the same in the Production system.

► **Full-Service Data Distribution**

The remaining Mail.XML tasks in step 4 are required only for Full-Service Data Distribution using the Push or Pull method. Full-Service data includes Start-the-Clock, Container Scans, ACS (COA and nixie data), Mail Quality Feedback and By/For Conflict.

Note: When there are failures and you do not receive Full-Service ACS, submit Appendix F: *PostalOne!* Help Desk Questions for Full-Service ACS Troubleshooting. The questions outlined in appendix F assist the *PostalOne!* Help Desk's troubleshooting. Customers should be prepared to answer all questions that apply before contacting the *PostalOne!* Help Desk. Customers can also email this list to the Help Desk.

- o **Pull Method only**
  - o Set up host server and Web Services URLs.
  - o Select the 'Verify Web Service in TEM' link in TEM or Use URL to check the availability of the Web Services and the messages supported by USPS-provided WSDLs:

https://mailxmltem.uspspostalone.com/MLXMLServicesWeb/services/POAppointmentServices/wsdl/POAppointmentServices-MailXML60.wsdl

- o Configure software with expected error codes that are returned in Mail.XML Messages by the USPS
  - – download and setup the latest version of WSDL in your web service software and link with the Mail.XML XSD types
  - – download and setup USPS® provided user authentication XSD in your web service software
- o Obtain confirmed Web Service activation from the *PostalOne!* IT Data Distribution Team. You may email the team for status using PostalOneITDataDistributionTeam@usps.gov

o For Pull data distribution messages, obtain and use test data usernames and passwords from the *PostalOne!* Help Desk to use datasets. Use the dataset information in Appendix C for data distribution messages.

o Go to STEP 5 to complete and validate the scenarios in the Test Environment for Mailers.

o **Push Method only**

The TEM database is set up in a manner that allows performing tests with datasets, designed to anticipate expected results. To simulate Full-Service data feedback (i.e., Push and Pull data method) customers will have access to the datasets. There will be a one dataset for each data type: Full-Service ACS, Nixie, Start-the-Clock and Container Visibility. Datasets will not be customized for each mailer and will remain constant.

When using the datasets, testers must ensure that the Mail.XML data elements in their messages correspond to the test data information (refer to Appendix C). Test data username and password will be provided by the *PostalOne!* Help Desk when the customer notifies they wish to enter the TEM.

o Acquire a signed certificate from a certification authority to enable SSL communication with USPS and setup the SSL certificate on the servers that will receive data from USPS® Servers. USPS currently supports signed certificates obtained from VeriSign® and Comodo only.

   ✓ Ensure your Web Service end points support SSL data communication with USPS. Most major certificate authorities are compatible with USPS protocols.

   ✓ Enable support to SSL communication between your Web Service end point and USPS TEM environment servers using the published WSDLs.

o Complete Section 1 and 2 of the TEM Full-Service Data Feedback using Push Messages – Customer Identification Form (download from RIBBS) and submit to the *PostalOne!* IT Data Distribution Team (email as an attachment) to the *PostalOne!* IT Data Distribution Team and the *PostalOne!* Help Desk respectively at: PostalOneITDataDistributionTeam@usps.gov and postalone@usps.gov.

   ✓ Register your Web services end point(s) with USPS to receive data push in TEM environment.

   ✓ Work with the *PostalOne!* IT Data Distribution Team to obtain the signed (SSL) security certificate to be set up on your servers that will receive the Push calls from the USPS servers.

   ✓ Wait to be notified by the *PostalOne!* IT Data Distribution Team that connectivity is complete (5 days).

o In your Web services server software, setup a 'User ID' and 'Password' with a USPS code for User License Code so the USPS can invoke your software web service to push data to your server. For data distribution messages obtain usernames and passwords from the *PostalOne!* Help Desk to use datasets. Use the dataset information in Appendix C for data distribution messages.

o Set up this information on the subscription profile in the TEM environment at the Business Customer Gateway> Electronic Data Exchange > Go to the TEM > Mailing Reports > Push Data Subscription.

   Refer to the User Access to Electronic Mailing Information and Reports Guide Volume II (Push Subscription Profile).

   1. *Enter a Push type: Notification or Delivery*

   2. *Enter the User id (assigned for the datasets which was provided by the PostalOne! Help Desk)*

   3. *Enter the password (assigned for the datasets which was provided by the PostalOne! Help Desk)*

   4. *Confirm the password*

   5. *Enter your web service URL*

   6. *Enter a Push date (should be a future date)*

7. *Enter a frequency (six, twelve or twenty four hours)*

8. *Select the Message Version to be supported (6.0 or 7.0)*

9. *Click submit*

O Go to STEP 5 to complete and validate the scenarios in the Test Environment for Mailers.

3.5 Step 5: Enter the Test Environment for Mailers (TEM)

Log on to the Business Customer Gateway then Electronic Data Exchange and enter the TEM via the "Go to TEM" link under Mail.dat. Refer to **Error! Reference source not found.** .

► **Navigate and get familiar with available tools**

– Dashboard (from Manage Mailing Activity menu)

– Mailing Reports Data Quality Reports (from Mailing Reports link) and *PostalOne!* reports from the Dashboard.
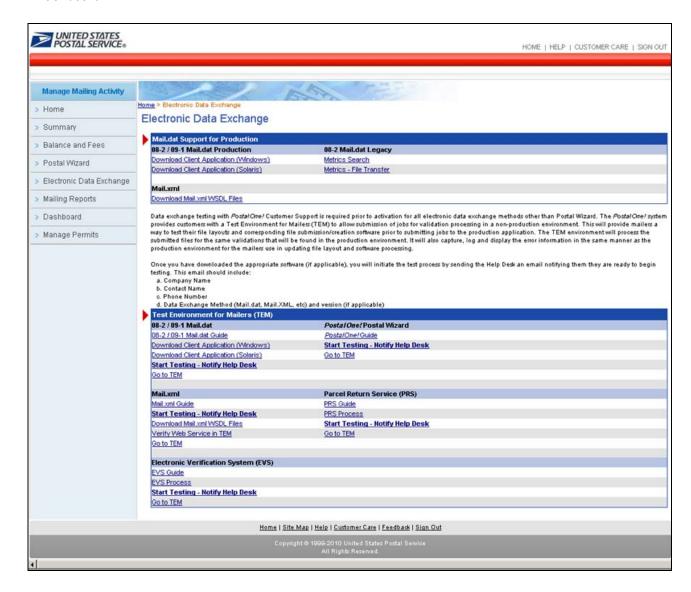
Figure 3-1: Entering the TEM using the 'Go to TEM' link

► **Practice in TEM with Mail.dat or Mail.XML**

Start submitting practice test scenarios in the TEM. Complete the Data Set-up Request Worksheet if you feel the Mailer IDs and/or CRIDs associated to you need reassignments (refer to F-S Data Set-up Request Worksheet posted on RIBBS at (http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/xmlspec/xmlspec.htm) and attach it to an email to the *PostalOne!* Help Desk.

o **Mail.dat**

Log in to the Business Customer Gateway before logging into the *PostalOne!* Mail.dat Client. This will ensure that linkages to the location CRIDs and permits in *PostalOne!* are accessible to the *PostalOne!* Mail.dat client. The *PostalOne!* Mail.dat Client is designed to work when the user is logged into the Gateway (This is true for the Production and TEM environments).

Note: Accessing the *PostalOne!* Mail.dat client software that has previously been downloaded, without being logged into the Gateway, will cause jobs to fail if linkages during server processing can not be performed.

o Follow the client software download to access a quick view of the status of your submitted files (Refer to *Postal Service Mail.dat Technical Specification*, Section 3, for detailed information on the client software).

1. Download and extract the Mail.dat Client software

2. Double click the MDRClient.dat and log into the client application with your existing Gateway logon information

3. Click the Job Validation/Upload tab and adds *jobs to be validated or uploaded*

4. Once completed click on the Home tab and select a valid date and range to submit (Ensure that your Mail Facility ID box is checked)

5. Once you submit the filtered criteria, a list of jobs will be displayed (Here you can immediately tell if a Qualification Report and Postage Statement have been generated as well as the status of the submission).

6. Double click on the job ID and a detailed error screen will display which includes the Message Description, Message Type, Field Name and Position.

o Email the following to the *PostalOne!* Help Desk: **Email Subject Line: Mail.dat 09-1 (or 08-2) [*Company Name*] Test Scenario X.** In the body of the email, include: Company Name, Address, City, State, ZIP Code, CRID, Contact Name, Phone Number, and the function appended by an F (Full-Service) or B (Basic w/ eDoc).

o Perform the required test scenario files.

o **Mail.XML**

Email the following to the *PostalOne!* Help Desk: **Email Subject Line: Mail.XML 8.0 (or 7.0) [*Company Name*] Mail.XML TEM Worksheet.** It is recommended to test one function at a time, i.e., FAST, eDoc, or Data Feedback. In the body of the email, include: Company Name, Address, City, State, ZIP Code, CRID, Contact Name, Phone Number, and the function appended by an F (Full-Service) or B (Basic w/ eDoc).

– Perform the required test scenario files.

- When you have completed the Mail.XML scenarios, complete the Test Scenario Results Worksheet and submit to the *PostalOne!* IT Data Distribution Team and the *PostalOne!* Help Desk respectively at: PostalOneITDataDistributionTeam@usps.gov and postalone@usps.gov.

  - Email TEM Results Worksheet as an attachment, include evidence i.e., if you were successful with a Create Request, save the response. These message outputs can serve as evidence. The teams will assess your readiness to participate in the Production environment using this documentation.

- Report any issues to *PostalOne!* Help Desk.

► **Wait for TEM Assessment when all scenarios have been successfully completed**

Receive email from *PostalOne!* Help Desk with Subject: Mail.XXX PASSED – Official *PostalOne!*® Enrollment of COMPANY X, Notification of TEM File Validation Completion Customer X.

The email conveys: **"Your software has been validated to support the eDoc specification and has passed the Official PostalOne!® Enrollment in the TEM.**

- **For Mail.dat**, the email from the *PostalOne!* Help Desk is an acknowledgement conveying MAIL.dat 09-1 (or 08-2) Specification OFFICIAL AUTHORIZATION TO PROCEED IN THE PRODUCTION ENVIRONMENT.

- **For Mail.XML**, the email from the *PostalOne!* Help Desk is an acknowledgement email conveying MAIL.XML 8.0 (or 7.0, 6.0) OFFICIAL AUTHORIZATION TO PROCEED IN THE PRODUCTION ENVIRONMENT.

o The email body will contain all scenarios that were tested successfully in the TEM per the TEM Results Worksheets you submitted to the *PostalOne!* IT Data Distribution Team and the *PostalOne!* Help Desk. The submitted TEM Results Worksheets, supported by message success (i.e., evidence demonstrating Request/Response, Notification/Delivery etc) serve as documentation for authorization in Production and will be retained by the USPS.

Note: For scenarios not tested in TEM and fail in Production, the customer will be recommended to test the scenario in TEM.

► **PARALLEL TESTING (Software Vendor)**

Note that vendors who send files into TEM and pass still must have their end users follow the checklist and send the files through TEM.

o **Receive email from *PostalOne!* Help Desk with Subject: Mail.XXX PASSED – Official *PostalOne!*® Enrollment of COMPANY X, Notification of TEM File Validation Completion to Software Customer X.**

Existing eDoc Mailers:

The *PostalOne!* Help Desk will notify Mailer (via email) and cc Business Mail Entry (BME) or Business Mailer Support (BMS) with test validation.

New eDoc Mailers:

If parallel testing is required, the BMS will contact new eDoc mailers who complete the required testing in TEM. The following are subject to parallel testing:

- Weigh Verified mailers – HQ TEM Team will notify Mailer and copy the *PostalOne!* Help Desk and Business Mail Entry (BME).
- Postage Payment System mailers – Receive BMS Authorization. (BMS will run parallel test for the special postage payment systems and then authorize customer to submit files for Production).

3.6 Step 6: Establish Data Distribution Controls for Production Environment for Full-Service

For the Mail Owner or Mail Preparer (or Agent) to participate in Full-Service data distribution, a profile must be set-up in the Mailer ID system. Additionally, the Mail Owner and Mail Preparer must be identified by their Mailer ID in the By/For of the eDoc. There are a several options that exist to reflect this By/For identification in eDoc.

If the Mail Owner wishes to delegate the receipt of Full-Service ACS Data, a profile must be established using the Mailer ID system, and the By/For section of the eDoc must be in compliance.

► **Comply with By/For section of the electronic documentation**

For comprehensive information on Mail Owner and Mail Preparer By/For identification refer to A Guide to Intelligent Mail for Letters and Flats, section 3.17 (see Appendix A for RIBBS).

► Use the Mailer ID system and/or Push Subscription Profile through the Business Customer Gateway.

- o Set-up Data Distribution to recipients (use Mailer ID System). Follow these steps if you are the Mail Owner or Preparer and plan to distribute data.

    - o **If you are the Mail Owner** and data distribution is planned for Third Party:
        - o Obtain Third Party MID:_____
        - o Establish Data Recipient Profile in Mailer ID System
            - None (default)
            - To Preparer
            - To MID on mailpiece
            - Single Recipient
            - Multiple Recipient
                - o Submit Cast-of Characters messages

        1. <u>Full-Service ACS</u> data includes Change of Address (COA) and Nixie information and is provided to the Mail Owner by default. The Mail Owner may allow other parties access to data or information about their mailings. Full-Service ACS information for a specific mailpiece may only be distributed to one party.

            - o   Determine data receipt method:
                - _ Online downloadable reports (no additional action required)
                - _ Mail.XML pull (retrieve when Response message is received from USPS)
                - _ Mail.XML push (use Push Subscription Profile)

2. <u>Start-the-Clock and Container Visibility</u> data is provisioned to the Mail Owner and the Mail Preparer as indicated in the info block.

- o   Determine data receipt method:
  - _ Online reports (no additional action required)
  - _ Mail.XML pull method (retrieve when Response message is received from USPS)
  - _ Mail.XML push method (use Push Subscription Profile)
- o If you are the Mail Owner or Preparer and data distribution is planned for a Third Party follow these steps:

  - • Obtain Third Party MID:_____

  - • Establish Data Recipient Profile in Mailer ID System
    - o None (default)
    - o To Preparer
    - o To MID on mailpiece
    - o Single Recipient
    - o Multiple Recipient
      - ▪ Submit Cast-of Characters messages

  Note: Full-Service mailings using Postal Wizard: only the permit holder will receive Start-the-Clock information

► **If PUSH method will be used in Production follow these steps.**

- o Download Production WSDL(s) and XSDs, Go to (http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/xmlspec/xmlspec.htm).
- o Enable support to SSL communication between your Web Service end point and USPS Production environment servers using the published WSDLs. USPS currently supports signed certificates obtained from VeriSign and Comodo Only.
- o Complete and submit the TEM Full-Service Data Feedback using Push Messages – Customer Identification Form (Appendix B, section 1 and 2) to the *PostalOne!* IT Data Distribution Team (you can download the form from RIBBS and email as an attachment) to the *PostalOne!* IT Data Distribution Team and the *PostalOne!* Help Desk respectively at: PostalOneITDataDistributionTeam@usps.gov and postalone@usps.gov. Note that connectivity requires at least five business days; you will be working with the *PostalOne!* IT Data Distribution Team.
  - ✓ Register your web services end point(s) with USPS to receive data push in PRODUCTION environment (provide information for each and every Web Services end point to be used for data communication with USPS).
  - ✓ Work with the *PostalOne!* IT Data Distribution Team to obtain the signed (SSL) security certificate to be set up on your servers that will receive the Push calls from the USPS servers for the Production environment.
  - ✓ Wait to be notified by USPS from the *PostalOne!* IT Data Distribution Team that connectivity is complete (within 5 days).
    - o In your Web services server software, set up your (Production) 'User ID' and 'Password' with a USPS code for User License Code so the USPS can invoke your software web service to push data to your server. Note: Obtain the User License Code from your mail preparer or the entity who will submit original Mail.dat files in the Production environment.

- o Set up this information on the subscription profile at the Business Customer gateway> Mailing Reports > Push Data Subscription. Note: access to Push Data Subscription is enabled upon the customer completing the TEM process.

  Refer to the User Access to Electronic Mailing Information and Reports Guide Volume II (Push Subscription Profile).

    1. *Enter a Push type: Notification or Delivery*
    2. *Enter the User id (use your Business Customer Gateway log in ID*)
    3. *Enter your password (use your Business Customer Gateway log in ID*)
    4. *Confirm your password*
    5. *Enter your Web Service URL for the production environment*
    6. *Enter a Push date (should be a future date)*
    7. *Enter a frequency (six, twelve or twenty four hours)*
    8. *Select the Message Version to be supported (6.0 or 7.0)*
    9. *Click submit*

- ☛ Keep apprised of your certificate expiration PostalOne*!* will not be able to send messages to the mailer if the certificate has expired when the SSL communication cannot be authenticated.

  Report any issues to *PostalOne!* Help Desk.

3.7 Step 7: Migrate to Production

► **Proceed in the Production environment only after receiving the email** OFFICIAL AUTHORIZATION TO PROCEED IN THE PRODUCTION ENVIRONMENT.

► **Access the Production environment services using the Gateway links shown in Table 2**

Table 3: Intelligent Mail Services – Gateway links

Intelligent Mail Services	Gateway Access
Full Service Information	Intelligent Mail Services
Mailer ID: apply & manage	Mailer ID
Full-Service Data Distribution	Mailer ID
CRID Assignment	My Profile
Barcode Tray Labels Ordering	Customer Label Distribution System
Customer Supplier Agreements	Customer/Supplier Agreements
Mail.dat 08-2, 09-1 and Mail.XML	Electronic Data Exchange
Test Environment for Mailers	Electronic Data Exchange
FAST Appointments	Schedule a Mailing Appointment
Full Service Reports	Mailing Reports
Push / Pull Full-Service Feedback	Mailing Reports >Push Subscription Profile

► **Report any issues to *PostalOne!* Help Desk.**

3.8 Step 8: Full-Service mailings using the Postal Wizard

Postal Wizard cannot be used with Full-Service Periodicals and BPM mailings. The Postal Wizard does not support adding the mailer ID or the serial number(s) for these mailings.

Barcode uniqueness is an important aspect of the full-service option. When using the Postal Wizard, there are two exceptions to the unique serial number requirement for Full-Service letters and flats mailpieces. Both exceptions exist for mailings under 10,000 pieces that either:

1. Have postage affixed to each piece at the correct price, or
2. Contain pieces of identical weight that are separated by price.

► Mailers that use Postal Wizard are **not** required to send postage statements to the TEM. Receive authorization from local Business Mail Entry Unit (BMEU) to send the electronic postage statement through Postal Wizard. To find your nearest BMEU, visit http://www.usps.com/ncsc/locators/findbme.html

   ✓ Access Verification Results data through the Business Customer Gateway > Manage Mailing Activity > Dashboard then select View Verification Results.

   ✓ Access the Postal Wizard (under the Manage Mailing Activity menu) to claim Full-Service

     o Check the Full Service indicator check boxes on the Postage Statement.

     o Enter the Mailer ID in the Postal Wizard module

4 Mail.dat Test Scenario Criteria

To ensure proper and thorough testing, Mailers should replicate the types of mailings they anticipate sending to the *PostalOne!* Production environment. Mailer should submit files for all mail classes, processing categories and price levels that apply:

- Classes (First-Class Mail, Periodicals, Standard, Bound Printed Matter)
- Price categories (Enhanced Carrier Route, Automation (Full Service and/or Basic) Non-automation, Machinable, Nonmachinable, Irregular, Presorted, , etc)
- Processing categories (Cards, Letters, Flats, Machinable Parcels, Irregular Parcels)
- Customer Supplier Agreement information (for Mailers with agreements and submitting Full Service mailings)

Files should contain volumes typical of what would be mailed in Production. Select the scenarios applicable to your mailing operation.

Sending the correct number of jobs is the key to smooth testing in the TEM. To help with validating test scenarios, send a unique job ID for each test scenarios. If you wish to test a scenario using the same Mail.dat file, rename the file using a different job ID. By following this recommendation, the Help Desk and Test Teams can unequivocally match a job to a scenario.

4.1 First-Class Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
FC1A or FC1B	X		X	
FC2A or FC2B	X		X	
FC3	X		X	
FC4	X		X	

FC5			**X**	
FC6				X
FC7		X		X
FC8		X		X
FC9		X		X

Scenario FC1A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information (CSM Container status is 'blank' for an original file)

☐ Version Summary Report

☐ Then submit a 'ready to pay' Mail.dat file that contains the information necessary to generate the following documents:

    ○ PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail (CSM Container status is 'R' for ready-to-pay)

    ○ Reconciliation Report

Or

Scenario FC1B: Submit an 'original ready to pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

☐ PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail

☐ Version Summary Report

☐ Reconciliation Report

Scenario FC2A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information (CSM Container status is 'blank' for an original file)

☐ Version Summary Report

☐ Then submit a 'ready-to-pay' Mail.dat file that contains the information necessary to generate multiple (at least two) postage statements (CSM Container status is 'ready-to-pay') and the following documents:

    ○ PS Form 3600 – Postage statement – First-Class Mail and Priority Mail – Multiple postage statements (at least two; with different mailing dates)

    ○ Reconciliation Report

Or

Scenario FC2B: Submit an 'original ready-to-pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

☐ PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail – Multiple postage statements (at least two; with different mailing dates)

☐ Version Summary Report

☐ Reconciliation Report

Scenario FC3: The Mailer must be able to Cancel a Postage Statement. Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario FC2 or cancel one of the postage statements from

Scenario FC2 through the *PostalOne!* Graphic User Interface. This applies whether you performed FC2A or FC2B. This eliminates the need to create an additional job to simply cancel a statement. The date of mailing will still display on the dashboard for the canceled job.

Scenario FC4: Submit a Mail.dat file that changes the piece weight and creates a postage statement with the new piece weight.

Scenario FC5: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail
- ☐ Version Summary Report
- ☐ Reconciliation Report
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ Nesting information at the piece level, tray level and container level
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario FC6: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail
- ☐ Version Summary Report
- ☐ Reconciliation Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET (Basic Service can include POSTNET pieces)
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ Nesting information at the piece level, tray level and container level
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario FC7: Mailings including Repositionable Notes. Submit a Mail.dat file that contains the information necessary to generate the following:

- ☐ Qualification Report including Container Information
- ☐ PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail – includes pieces at the repositionable notes price
- ☐ Version Summary Report
- ☐ Reconciliation Report

Scenario FC8: First-Class Mail Co-mailing. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ Master Statement: PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail with multiple child statements
- ☐ Version Summary Report
- ☐ Reconciliation Report

Scenario FC9: First-Class Mail Co-palletization. Submit a Mail.dat file that contains the information necessary to generate the following documents:
- ☐ Qualification Report including Container Information
- ☐ PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail
- ☐ Version Summary Report
- ☐ Reconciliation Report

4.2 Standard Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
S1A or S1B	X		X	
S2A or S2B	X		X	
S3	X		X	
S4	X		X	
S5			X	
S6				X
S7		X		X
S8		X		X
S9		X		X

Scenario S1A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:
- ☐ Qualification Report including Container Information (CSM Container status is 'blank' for an original file)
- ☐ Version Summary Report
- ☐ Then submit a 'ready to pay' Mail.dat file that contains the information necessary to generate the following documents:
  - o PS Form 3602 – Postage Statement – Standard Mail (CSM Container status is 'R' for ready-to-pay)
  - o Register (applicable for plant-verified drop shipment mailings)
  - o Reconciliation Report

Or

Scenario S1B: Submit an 'original ready-to-pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ PS Form 3602 – Postage Statement – Standard Mail
- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Version Summary Report

☐ Reconciliation Report

Scenario S2A: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information (CSM Container status is 'blank' for an original file)

☐ Version Summary Report

☐ Then submit a 'ready-to-pay' Mail.dat file that contains the information necessary to generate multiple (at least two) postage statements (CSM Container status is 'ready-to-pay') and the following documents:

     o PS Form 3602 – Postage statement – Standard Mail – Multiple postage statements (at least two; with different mailing dates)

     o Register (applicable for plant-verified drop shipment mailings)

     o Reconciliation Report

Or

Scenario S2B: Submit an 'original ready to pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

☐ PS Form 3602 – Postage Statement – Standard Mail – Multiple postage statements (at least two; with different mailing dates)

☐ Register (applicable for plant-verified drop shipment mailings)

☐ Version Summary Report

☐ Reconciliation Report

Scenario S3: The Mailer must be able to Cancel a Postage Statement. Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario S2 or cancel one of the postage statements from Scenario S2 through the *PostalOne!* Web pages. This applies whether you performed S2A or S2B. This eliminates the need to create an additional job to simply cancel a statement. The date of mailing will still display on the dashboard for the canceled job.

Scenario S4: Submit a Mail.dat file that changes the piece weight and creates a postage statement with the new piece weight.

Scenario S5: Full Service. Include nonautomation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

☐ PS Form 3602 – Postage Statement – Standard Mail

☐ Register (applicable for plant-verified drop shipment mailings)

☐ Version Summary Report

☐ Reconciliation Report

☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file

☐ Nesting information at the piece level, tray level and container level

☐ By/For information

☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario S6: Mixed Mailings – Mailings with Full-Service and Basic Service (Basic can include POSTNET pieces) mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information
☐ PS Form 3602 – Postage Statement – Standard Mail
☐ Register (applicable for plant-verified drop shipment mailings)
☐ Version Summary Report
☐ Reconciliation Report
☐ Identify each piece as Full-Service, Basic or POSTNET
☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
☐ Nesting information at the piece level, tray level and container level
☐ By/For information
☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario S7: Mailings including Repositionable Notes. Submit a Mail.dat file that contains the information necessary to generate the following:

☐ Qualification Report including Container Information
☐ PS Form 3602 – Postage Statement – Standard Mail – includes the price for repositionable notes
☐ Register (applicable for plant-verified drop shipment mailings)
☐ Version Summary Report
☐ Reconciliation Report

Scenario S8: Standard Mail Co-mail. Submit a Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information
☐ Master Statement: PS Form 3602 – Postage Statement – Standard Mail with multiple child statements
☐ Register (applicable for plant-verified drop shipment mailings)
☐ Version Summary Report
☐ Reconciliation Report

Scenario S9: Standard Mail Co-palletization. Submit a Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information
☐ PS Form 3602 – Postage Statement – Standard Mail
☐ Register (applicable for plant-verified drop shipment mailings)
☐ Version Summary Report
☐ Reconciliation Report

4.3   Bound Printed Matter

Scenario	eDocumentation / Basic	Full-Service

	Required	Optional	**Required**	Optional
B1A or B1B	**X**		**X**	
B2A or B2B	**X**		**X**	
B3	**X**		**X**	
B4	**X**		**X**	
B5			**X**	
B6				X
B7		X		X
B8		X		X

<u>Scenario B1A</u>: Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information (CSM Container status is 'blank' for an original file)

☐ Version Summary Report

☐ Then submit a 'ready-to-pay' Mail.dat file that contains the information necessary to generate the following documents:

  o PS Form 3605 – Postage Statement – Package Services (CSM Container status is 'R' for ready-to-pay')

  o Register (applicable for plant-verified drop shipment mailings)

  o Reconciliation Report

<u>Or</u>

<u>Scenario B1B</u>: Submit an 'original ready-to-pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

☐ PS Form 3605 – Postage Statement – Package Services

☐ Register (applicable for plant-verified drop shipment mailings)

☐ Version Summary Report

☐ Reconciliation Report

Or

<u>Scenario B2A:</u> Submit an 'original' Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information (CSM Container status is 'blank' for an original file)

☐ Version Summary Report

☐ Then submit a 'ready to pay' Mail.dat file that contains the information necessary to generate multiple (at least two) postage statements (CSM Container status is 'ready-to-pay') and the following documents:

  o PS Form 3605 – Postage statement – Package Services – Multiple postage statements (at least two with different mailing dates)

  o Register (applicable for plant-verified drop shipment mailings)

  o Reconciliation Report

Or

Scenario B2B: Submit an 'original ready to pay' Mail.dat file (CSM Container status is 'R' for original ready-to-pay) that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

☐ PS Form 3605 – Postage Statement – Package Services – Multiple postage statements (at least two with different mailing dates)

☐ Register (applicable for plant-verified drop shipment mailings)

☐ Version Summary Report

☐ Reconciliation Report

Scenario B3: The Mailer must be able to Cancel a Postage Statement. Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario B2 or cancel one of the postage statements from Scenario B2 through the *PostalOne!* Graphic User Interface. This applies whether you performed B2A or B2B. This eliminates the need to create an additional job to simply cancel a statement. The date of mailing will still display on the dashboard for the canceled job.

Scenario B4: Submit a Mail.dat file that changes the piece weight and creates a postage statement with the new piece weight.

Scenario B5: Full Service. If there is a Customer Supplier Agreement, include applicable information in file. Include nonpresorted and/or nonbarcoded piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

☐ PS Form 3605 – Postage Statement – Package Services

☐ Register (applicable for plant-verified drop shipment mailings)

☐ Version Summary Report

☐ Reconciliation Report

☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file

☐ Nesting information at the piece level, tray level and container level

☐ By/For information

☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario B6: Mixed Mailings – Mailings with Full-Service and Basic Service (Basic can include mailpieces with a POSTNET barcode) mailpieces in the automation portion. Include nonpresorted and/or nonbarcoded piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

☐ PS Form 3605 – Postage Statement – Package Services

☐ Register (applicable for plant-verified drop shipment mailings)

☐ Version Summary Report

☐ Reconciliation Report

☐ Identify each piece as Full-Service, Basic or POSTNET

☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file

☐ Nesting information at the piece level, tray level and container level

☐ By/For information

☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario B7: Bound Printed Matter Co-mail. Submit a Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

☐ Master Statement: PS Form 3605 – Postage Statement – Package Services with multiple child statements

☐ Register (applicable for plant-verified drop shipment mailings)

☐ Version Summary Report

☐ Reconciliation Report

Scenario B8: Bound Printed Matter Co-palletization. Submit a Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

☐ PS Form 3605 – Postage Statement – Package Services

☐ Register (applicable for plant-verified drop shipment mailings)

☐ Version Summary Report

☐ Reconciliation Report

4.4   Periodicals

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
P1	X		X	
P2	X		X	
P3		X		X
P4			X	
P5		X		
P6		X		X
P7		X		X
P8		X		X
P9		X		X
P10		X		X
P11		X		X
P12		X		X
P13		X		X

Periodicals may include supplements, firm bundles, non-incidental and incidental enclosures, ride-alongs, repositionable notes, pending Periodicals, In-County and Outside County. It is important to test the items that your mailers use. However, these items once tested for one publication need not be tested for another publication.

Scenario P1: The Mailer must be able to submit an 'original' Mail.dat file that contains the necessary information to generate the following documents:

☐ Qualification Report including Container Information

☐ Outside County Container and Bundle Report (will not be produced for In-County mail)

☐ Follow this with a 'ready to pay' scenario P2 listed below.

Scenario P2 Periodicals: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

☐ Postage statement(s) PS Form 3541 separated by the postage statement generation variables.

☐ Ad Percentage Worksheet(s)

☐ Edition Weight Worksheet(s)

Scenario P4 Full-Service or mixed with Full-Service: If there is a Customer Supplier Agreement, include applicable information in file. The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains an IMR (Intelligent Mail Range Record) file or PDR (Piece Detail Record) file and other necessary information to generate the following documents:

☐ Postage statement(s) PS Form 3541 separated by the postage statement generation variables.

☐ Ad Percentage Worksheet

☐ Edition Weight Worksheet

☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file

☐ Nesting information at the piece level, tray level and container level

☐ By/For information

☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario P5 Basic Option or POSTNET: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

☐ Postage statement(s) PS Form 3541 separated by the postage statement generation variables.

☐ Ad Percentage Worksheet(s)

☐ Edition Weight Worksheet(s)

Scenario P6 Pending Periodicals with Standard Mail prices: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

☐ Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will show the postage due while pending at the Standard Mail prices.

☐ Ad Percentage Worksheet(s)

☐ Edition Weight Worksheet(s)

☐ Pending Periodicals cannot be CPP so cannot have a Payment Request

Scenario P7 Periodicals with Incidental Enclosures: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

☐ Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will show the postage due for the main book including the incidental enclosure.

☐ Ad Percentage Worksheet(s)

☐ Edition Weight Worksheet(s)

Scenario P8 Periodicals with Non-Incidental Enclosures: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

☐ Postage statement(s) PS Form 3541 separated by the postage statement generation variables.

☐ Postage statements PS Form 3600 for First-Class Mail Enclosures

☐ Postage statements PS Form 3602 for Standard Mail Enclosures

☐ Ad Percentage Worksheet(s)

☐ Edition Weight Worksheet(s)

Scenario P9 Periodicals with Repositionable notes: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

☐ Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the repositionable notes.

☐ Ad Percentage Worksheet(s)

☐ Edition Weight Worksheet(s)

Scenario P10 Periodicals with firm bundles: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

☐ Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the firm bundles.

☐ Ad Percentage Worksheet(s)

☐ Edition Weight Worksheet(s)

Scenario P11 Periodicals with supplementals: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

☐ Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the supplementals.

☐ Ad Percentage Worksheet(s)

☐ Edition Weight Worksheet(s)

Scenario P12 Periodicals with ride-alongs: The Mailer must be able to submit a 'ready to pay' Mail.dat file that contains the necessary information to generate the following documents:

☐ Postage statement(s) PS Form 3541 separated by the postage statement generation variables. This postage statement will include the price for the ride-alongs.

☐ Ad Percentage Worksheet(s)

☐ Edition Weight Worksheet(s)

Scenario P13 Periodicals Co-mail or Co-palletization: Periodicals co-mail or co-palletization may include pending Periodicals, Periodicals and include all the elements supplements, firm bundles, non-incidental and incidental enclosures, ride-alongs, repositionable notes, In-County and Outside County.

The scenario generates

☐ Postage statements separated by the postage statement generation variables (including publication issue).

☐ Ad Percentage Worksheets for each publication issue

☐ Edition Weight Worksheets for each publication issue

4.5 **Testing Criteria for MLOCR (Two-Pass) – First-Class Mail**

	eDocumentation / Basic		Full-Service	
Scenario	**Required**	Optional	**Required**	Optional

MFC1	**X**		**X**	
MFC2	**X**		**X**	
MFC3	**X**		**X**	
MFC4			**X**	
MFC5				X

Scenario MFC1: For Multi-Line Optical Character Reader (MLOCR) letter and/or Flat mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

☐ Qualification Report and Container Information

☐ Master Statement – PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail, with multiple child statements and multiple postage payment types (permit imprint, meter stamps and precanceled stamps)

☐ Customer Mail Report

☐ Summary ZIP Destination Report

☐ Reconciliation Report

☐ Postage Statement Summary Report

Scenario MFC2: For Multi-Line Optical Character Reader (MLOCR) mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

☐ Qualification Report including Container Information

☐ Master Statement – PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail,
  o with multiple customers' mail in the mailing
  o with multiple child statements
  o multiple postage payment types
    ▪ permit imprint (at least two child statements for different Mail Owners)
    ▪ meter stamps
    ▪ precanceled stamps (at least two child statements for different Mail Owners)

☐ Customer Mail Report

☐ Summary ZIP Destination Report

☐ Reconciliation Report

☐ Postage Statement Summary Report

Scenario MFC3: The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Master Postage Statement, and reports specified in Scenario M1. The Mailer must be able to Cancel a Postage Statement.

Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario MFC2 or cancel one of the postage statements from Scenario MFC2 through the *PostalOne!* Graphic User Interface. This eliminates the need to create an additional job to simply cancel a statement. The date of mailing will still display on the dashboard for the canceled job.

Scenario MFC4: Full Service. Include nonautomation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

Scenario MFC4: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ Master Statement – PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - ▪ permit imprint (at least two child statements for different Mail Owners)
    - ▪ meter stamps
    - ▪ precanceled stamps (at least two child statements for different Mail Owners)
- ☐ Reconciliation Report
- ☐ Customer Mail Report
- ☐ Summary ZIP Destination Report
- ☐ Postage Statement Summary Report
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- ☐ Submit an update with handling unit and container data

Scenario MFC5: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ Master Statement – PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - ▪ permit imprint (at least two child statements for different Mail Owners)
    - ▪ meter stamps
    - ▪ precanceled stamps (at least two child statements for different Mail Owners)
- ☐ Reconciliation Report
- ☐ Customer Mail Report
- ☐ Summary ZIP Destination Report
- ☐ Postage Statement Summary Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- ☐ Submit an update with handling unit and container data

4.6   Testing Criteria for MLOCR (Two-Pass) – Standard Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
MSM1	X		X	
MSM2	X		X	

MSM3	**X**		**X**	
MSM4			**X**	
MSM5				X

Scenario MSM1: For Multi-Line Optical Character Reader (MLOCR) letter and/or Flat mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- ☐ Qualification Report and Container Information
- ☐ Master Statement – PS Form 3602 – Postage Statement – Standard Mail, with multiple child statements and multiple postage payment types (permit imprint, meter stamps and precanceled stamps)
- ☐ Customer Mail Report
- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Summary ZIP Destination Report
- ☐ Reconciliation Report
- ☐ Postage Statement Summary Report

Scenario MSM2: For Multi-Line Optical Character Reader (MLOCR) mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

- ☐ Qualification Report including Container Information
- ☐ Master Statement – PS Form 3602 – Postage Statement – Standard Mail,
    - o with multiple customers' mail in the mailing
    - o with multiple child statements
    - o multiple postage payment types
        - ▪ permit imprint (at least two child statements for different Mail Owners)
        - ▪ meter stamps
        - ▪ precanceled stamps (at least two child statements for different Mail Owners)
- ☐ Customer Mail Report
- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Summary ZIP Destination Report
- ☐ Reconciliation Report
- ☐ Postage Statement Summary Report

Scenario MSM3: The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Master Postage Statement, and reports specified in Scenario M1. The Mailer must be able to Cancel a Postage Statement.

Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario MSM2 or cancel one of the postage statements from Scenario MSM2 through the *PostalOne!* Graphic User Interface. This eliminates the need to create an additional job to simply cancel a statement. The date of mailing will still display on the dashboard for the canceled job.

Scenario MSM4: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ Master Statement – PS Form 3602 – Postage Statement – Standard Mail,
    - o with multiple customers' mail in the mailing

- o with multiple child statements
- o multiple postage payment types
  - ▪ permit imprint (at least two child statements for different Mail Owners)
  - ▪ meter stamps
  - ▪ precanceled stamps (at least two child statements for different Mail Owners)
- ☐ Reconciliation Report
- ☐ Customer Mail Report
- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Summary ZIP Destination Report
- ☐ Postage Statement Summary Report
- ☐ Piece level information in an IMR (Intelligent Mail Record) or PDR (Piece Detail Record) file
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- ☐ Submit an update with handling unit and container data

Scenario MSM5: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ Master Statement – PS Form 3602 – Postage Statement – Standard Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - ▪ permit imprint (at least two child statements for different Mail Owners)
    - ▪ meter stamps
    - ▪ precanceled stamps (at least two child statements for different Mail Owners)
- ☐ Reconciliation Report
- ☐ Customer Mail Report
- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Summary ZIP Destination Report
- ☐ Postage Statement Summary Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- ☐ Submit an update with handling unit and container data

4.7   Testing Criteria for MLOCR One-Pass – First-Class Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
MOFC1	X		X	
MOFC2	X		X	
MOFC3	X		X	
MOFC4			X	

MOFC5				X

Scenario MOFC1: For Multi-Line Optical Character Reader (MLOCR) One-Pass mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

☐ Qualification Report Plan including Container Information

☐ Update to Qualification Report to show the Actual piece counts

☐ Master Statement – PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail, with multiple child statements and multiple postage payment types (permit imprint, meter stamps and precanceled stamps)

☐ Customer Mail Report

☐ Tray Difference Report

☐ Summary ZIP Destination Report

☐ Reconciliation Report

☐ Postage Statement Summary Report

Scenario MOFC2: For Multi-Line Optical Character Reader (MLOCR) mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

☐ Qualification Report including Container Information

☐ Update to Qualification Report to show the Actual piece counts

☐ Master Statement – PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail,
    o with multiple customers' mail in the mailing
    o with multiple child statements
    o multiple postage payment types
        ▪ permit imprint (at least two child statements for different Mail Owners)
        ▪ meter stamps
        ▪ precanceled stamps (at least two child statements for different Mail Owners)

☐ Customer Mail Report

☐ Tray Difference Report

☐ Summary ZIP Destination Report

☐ Reconciliation Report

☐ Postage Statement Summary Report

Scenario MOFC3: The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Master Postage Statement, and reports specified in Scenario MOFC1 or Scenario MOFC2. The Mailer must be able to Cancel a Postage Statement.

Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario MOFC2 or cancel one of the postage statements from Scenario MOFC2 through the *PostalOne!* Graphic User Interface. This eliminates the need to create an additional job to simply cancel a statement. The date of mailing will still display on the dashboard for the canceled job

Scenario MOFC4: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information
☐ Master Statement – PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail,
    o with multiple customers' mail in the mailing

- o with multiple child statements
- o multiple postage payment types
  - permit imprint (at least two child statements for different Mail Owners)
  - meter stamps
  - precanceled stamps (at least two child statements for different Mail Owners)
- ☐ Customer Mail Report
- ☐ Tray Difference Report
- ☐ Summary ZIP Destination Report
- ☐ Reconciliation Report
- ☐ Postage Statement Summary Report
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- ☐ Submit an update with handling unit and container data

Scenario MOFC5: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file.   Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ Master Statement – PS Form 3602 – Postage Statement – Standard Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - permit imprint (at least two child statements for different Mail Owners)
    - meter stamps
    - precanceled stamps (at least two child statements for different Mail Owners)
- ☐ Customer Mail Report
- ☐ Tray Difference Report
- ☐ Summary ZIP Destination Report
- ☐ Reconciliation Report
- ☐ Postage Statement Summary Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- ☐ Piece level information in an IMR (Intelligent Mail Record) or PDR (Piece Detail Record) file
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- ☐ Submit an update with handling unit and container data

4.8   Testing Criteria for MLOCR One-Pass - Standard Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
MOSM1	X		X	
MOSM2	X		X	
MOSM3	X		X	
MOSM4			X	

MOSM5				X

Scenario MOSM1: For Multi-Line Optical Character Reader (MLOCR) One-Pass mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

☐ Qualification Report Plan including Container Information

☐ Update to Qualification Report to show the Actual piece counts

☐ Master Statement – PS Form 3602 – Postage Statement – Standard Mail, with multiple child statements and multiple postage payment types (permit imprint, meter stamps and precanceled stamps)

☐ Customer Mail Report

☐ Register (applicable for plant-verified drop shipment mailings)

☐ Tray Difference Report

☐ Summary ZIP Destination Report

☐ Reconciliation Report

☐ Postage Statement Summary Report

Scenario MOSM2: For Multi-Line Optical Character Reader (MLOCR) mailings, the Mailer must be able to submit a Mail.dat file that contains the information necessary to create the following:

☐ Qualification Report including Container Information

☐ Update to Qualification Report to show the Actual piece counts

☐ Master Statement – PS Form 3602 – Postage Statement – Standard Mail,
  o with multiple customers' mail in the mailing
  o with multiple child statements
  o multiple postage payment types
    ▪ permit imprint (at least two child statements for different Mail Owners)
    ▪ meter stamps
    ▪ precanceled stamps (at least two child statements for different Mail Owners)

☐ Customer Mail Report

☐ Register (applicable for plant-verified drop shipment mailings)

☐ Tray Difference Report

☐ Summary ZIP Destination Report

☐ Reconciliation Report

☐ Postage Statement Summary Report

Scenario MOSM3: The Mailer must be able to submit a Mail.dat file that provides the necessary information to create a Qualification Report and Master Postage Statement, and reports specified in Scenario MOFC1 or Scenario MOSM2. The Mailer must be able to Cancel a Postage Statement.

Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario MOSM2 or cancel one of the postage statements from Scenario MOSM2 through the *PostalOne!* Graphic User Interface. This eliminates the need to create an additional job to simply cancel a statement. The date of mailing will still display on the dashboard for the canceled job.

Scenario MOSM4: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

☐ Qualification Report including Container Information

- ☐ Master Statement – PS Form 3602 – Postage Statement – Standard Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - ▪ permit imprint (at least two child statements for different Mail Owners)
    - ▪ meter stamps
    - ▪ precanceled stamps (at least two child statements for different Mail Owners)
- ☐ Customer Mail Report
- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Tray Difference Report
- ☐ Summary ZIP Destination Report
- ☐ Reconciliation Report
- ☐ Postage Statement Summary Report
- ☐ Piece level information in an IMR (Intelligent Mail Record) or PDR (Piece Detail Record) file
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- ☐ Submit an update with handling unit and container data

<u>Scenario MOSM5:</u> Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. . If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ Master Statement – PS Form 3602 – Postage Statement – Standard Mail,
  - o with multiple customers' mail in the mailing
  - o with multiple child statements
  - o multiple postage payment types
    - ▪ permit imprint (at least two child statements for different Mail Owners)
    - ▪ meter stamps
    - ▪ precanceled stamps (at least two child statements for different Mail Owners)
- ☐ Customer Mail Report
- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Tray Difference Report
- ☐ Summary ZIP Destination Report
- ☐ Reconciliation Report
- ☐ Postage Statement Summary Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number
- ☐ Submit an update with handling unit and container data

4.9 Testing Criteria for Manifests – First-Class Mail

Scenario	eDocumentation/Basic		Full-Service [1]	
	Required	Optional	Required	Optional
MMSFC1	X		X	
MMSFC2	X		X	
MMSFC3	X		X	
MMSFC4				X
MMSFC5				X

[1] Scenarios C1, C2, C3 and C4 are required if a mailer anticipates obtaining authorization to comail or copal.

Scenario MMSFC1: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail
- ☐ Version Summary Report
- ☐ Reconciliation Report
- ☐ Identify each piece as Full Service
- ☐ Piece level information in an IMR (Intelligent Mail Record) or PDR (Piece Detail Record) file
- ☐ Nesting information at the piece level, tray level and container level
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MMSFC2: Mixed Mailings – Mailings with Full-Service and Basic Service mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail
- ☐ Version Summary Report
- ☐ Reconciliation Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ Nesting information at the piece level, tray level and container level
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MMSFC3: Submit a Mail.dat file that cancels a postage statement or cancel a postage statement through the *PostalOne!* Graphic User Interface. Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario MMSFC2 or cancel one of the postage statements from Scenario MMSFC2 through the *PostalOne!* Graphic User Interface. This eliminates the need to create an additional job to simply cancel a statement. The date of mailing will still display on the dashboard for the canceled job.

Scenario MMSFC4: First-Class Mail Co-mail. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ Master Statement: PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail with multiple child statements
- ☐ Version Summary Report
- ☐ Reconciliation Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ Nesting information at the piece level, tray level and container level
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MMSFC5: First-Class Mail Co-paletization. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ PS Form 3600 – Postage Statement – First-Class Mail and Priority Mail
- ☐ Version Summary Report
- ☐ Reconciliation Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET (Basic can include POSTNET pieces)
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ Nesting information at the piece level, tray level and container level
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

4.10 Testing Criteria for Manifests – Standard Mail

Scenario	eDocumentation / Basic		Full-Service	
	Required	Optional	Required	Optional
MMSSM1	X		X	
MMSSM2	X		X	
MMSSM3	X		X	
MMSSM4			X	
MMSSM5				X
MMSSM5				X

Scenario MMSSM1: Full Service. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ PS Form 3602 – Postage Statement – Standard Mail
- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Version Summary Report
- ☐ Reconciliation Report
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file

- ☐ Nesting information at the piece level, tray level and container level
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MMSSM2: Mixed Mailings – Mailings with Full-Service and Basic Service (Basic can include POSTNET pieces) mailpieces in the automation portion. Include non-automation piece information if this type of mail is produced by the Mailer. If there is a Customer Supplier Agreement, include applicable information in file. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ PS Form 3602 – Postage Statement – Standard Mail
- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Version Summary Report
- ☐ Reconciliation Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ Nesting information at the piece level, tray level and container level
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MMSSM3: Submit a Mail.dat file that cancels a postage statement or cancel a postage statement through the *PostalOne!* Graphic User Interface. Tip: Submit a Mail.dat file that cancels one of the postage statements from Scenario MMSSM2 or cancel one of the postage statements from Scenario MMSSM2 through the *PostalOne!* Graphic User Interface. This eliminates the need to create an additional job to simply cancel a statement. The date of mailing will still display on the dashboard for the canceled job.

Scenario MMSSM4: Standard Mail Co-mail. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ Master Statement: PS Form 3602 – Postage Statement – Standard Mail with multiple child statements
- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Version Summary Report
- ☐ Reconciliation Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ Nesting information at the piece level, tray level and container level
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

Scenario MMSSM5: Standard Mail Co-palletization. Submit a Mail.dat file that contains the information necessary to generate the following documents:

- ☐ Qualification Report including Container Information
- ☐ PS Form 3602 – Postage Statement – Standard Mail

- ☐ Register (applicable for plant-verified drop shipment mailings)
- ☐ Version Summary Report
- ☐ Reconciliation Report
- ☐ Identify each piece as Full-Service, Basic or POSTNET
- ☐ Piece level information in an IMR (Intelligent Mail Range Record) or PDR (Piece Detail Record) file
- ☐ Nesting information at the piece level, tray level and container level
- ☐ By/For information
- ☐ Mail Owner and Preparer identified in the Mail.dat file using the MID, CRID or Permit Number

5 Mail.XML Test Scenarios

This chapter describes the test scenarios for each business function, i.e. FAST, eDoc, and Data Distribution. As stated earlier, read the Postal Service Mail.XML Technical Specification to understand the choreography of messages and the intent and functionality of each message. The choreography in majority of the cases depends upon the business environment of the customer. There are certain messages in certain cases that require prerequisites or sequential actions, these are defined in the *Postal Service Mail.XML Technical Specification* (see Appendix A to download this document from RIBBS).

Scenarios designated as optional are not required for approval prior to moving into the Production environment. However, customers are highly recommended to test all scenarios that they anticipate using in the Production environment. If customers do not test certain scenarios but use them in Production and run into issues, the Help Desk will ask customers to test their scenarios in the TEM environment before trying to resolve Production issues with untested messages. Customers will not readily receive Help Desk support for Production Mail.XML messages that were not tested in TEM.

5.1 MAIL.XML Test Scenarios for FAST

FAST testing in TEM will assess customers' ability to provide advance notification (logistics and mail content) of mail induction against the facility profile. Users will be able to send a request message by constructing the request message in the format outlined in the Mail.XML XSD downloaded from RIBBS. Note that for each Mail.XML version the schemata may be different. Ensure that you are using the correct version.

Refer to the *Mail.XML Technical Specification for Appointment Scheduling (FAST)* for details on each message. The numbering or sequencing of the test scenarios is by grouping of messages and does not reflect the precedence or hierarchy for testing. The general work flow of FAST messages is defined in section 2.4 of the *Postal Service Mail.XML Technical Specification for Appointment Scheduling.* However, the TEM workflow depends directly on your business environment. For example, you may use a Delivery Appointment Update Request/Response message directly without ever using a Delivery Appointment Create Request/Response message because you created the appointment manually at the online FAST website. Also, you may only create standalone contents and never create appointments while providing your standalone content IDs to your transporters and having the transporter attach your content to their appointment online or through their Mail.XML web service solution.

The following messages are recommended when testing FAST messages.
- o Delivery Appointment Create Request/ Response
- o Delivery Appointment Update Request/ Response
- o Delivery Appointment Cancel Request/ Response
- o Delivery Appointment Query Request/ Response
- o All Delivery Appointment Closeout Request/ Response

o   Delivery Appointment Cancel Create Request/ Response

Use Table 3 as a key to find the corresponding scenario for each message, which are listed in alphabetic order.

Table 4: FAST Message Key

Functionality/ Messages	Scenario
All Delivery Appointment Closeout Request/ Response	FAST5
CSA Query Request/Response	FAST7
Delivery Appointment Cancel Create Request/ Response	FAST8
Delivery Appointment Cancel Request/ Response	FAST1.3
Delivery Appointment Create Request/ Response	FAST1.1
Delivery Appointment Query Request/ Response	FAST1.4
Delivery Appointment Shell Cancel Request/Response	FAST3.3
Delivery Appointment Shell Create Request/Response	FAST3.1
Delivery Appointment Shell Update Request/Response	FAST3.2
Delivery Appointment Update Request/ Response	FAST1.2
Delivery Content Cancel Request/Response	FAST2.3
Delivery Content Create Request/ Response	FAST2.1
Delivery Content Query Request/Response	FAST2.4
Delivery Content Update Request/ Response	FAST2.2
Partner Appointment Query Request/Response	FAST6
Recurring Appointment Query Request/Response	FAST4

Note: the convention (below) of using "x" as a variable indicates that for each scenario the exact number within the set of Mail.XML functional messages varies. The objective of the scenario applies to all scenarios in the tables that have the same prefix. For example Scenario "FAST1.x" means that FAST1.1, FAST1.2, FAST1.3, and FAST1.4 are applicable.

Scenario FAST1.x: The following messages are used to validate and verify the delivery appointment create request/response, update request/response, cancel request/response, appointment query request/response, and appointment cancel create request/response functionality: Delivery Appointment Create Request/ Response, Delivery Appointment Update Request/ Response, Delivery Appointment Cancel Request/ Response, and Delivery Appointment Query Request/ Response.
- Send the Appointment query messages to find out the availability of slots based on the hours of operations, date range, appointment type.
- Create customer transported origin entry appointment (First-Class mail) and drop-ship appointments for standard mail (2 appointments) *
- Update the existing appointments with logistics information (change date/time) and then cancel the appointment

   Note: *Original Entry is supported for First-Class mail in Mail.XML 4.0 and for all mail classes in Mail.XML 6.0D.*

Scenario FAST2.x: The following messages are used to validate and verify the functionality of sending content information to FAST without any appointment level information: Delivery Content Create Request/ Response, Delivery Content Update Request/ Response, Delivery Content Cancel Request/Response, and the Delivery Content Query Request/Response.
- Create a stand-alone content without any association to an appointment (use your content combination that you use mostly in your environments, Flats/Standard or Flats/Periodicals or Letters/First Class)
- After creating the content/appointment, update the content information by adding more containers

- Update the Intelligent Mail Container Barcode (IMCD) associated to the appointment
- Lastly cancel the whole transaction

Scenario FAST3.x: The following messages are used to validate and verify the functionality of creating appointment without content association: Delivery Appointment Shell Create Request/Response, Delivery Appointment Shell Update Request/Response, and Delivery Appointment Shell Cancel Request/Response. This scenario ensures that joint scheduling between schedulers, Mail Owners, and Mail Preparer for origin entry and drop-ship works.
- Create an appointment shell without associating any content to the appointment
- Update the logistic information of both one-time and recurring appointment without content updates
- Now cancel both one-time and recurring appointment shell

Scenario FAST4: The Recurring Appointment Query Request/Response message is used to validate and verify the functionality of querying all active and pending recurring appointments
- Send the query request message to query all active and pending one-time and recurring appointments

Scenario FAST5: The All Delivery Appointment Closeout Request/ Response is used to validate and verify the functionality of appointment closeout from Consignee to shipper (One Closeout test is enough).
- Receive the closeout information for origin entry DMU/BMEU verified customer transported appointment
- Receive closeout information for drop-ship appointments

Scenario FAST6: The Partner Appointment Query Request/Response is used to validate and verify the functionality that allows mailers to query appointment and content information on- behalf of partner mailers for drop ship one-time appointments.
- Send the message to query the appointment and content detail information on behalf of your partner.

Scenario FAST7: The CSA Query Request/Response is used to validate and verify the functionality of query CSA via web service.
- Send the CSA query message providing CRID or CSA ID and in response FAST will provide the appropriate CSA data

Scenario FAST8: The Delivery Appointment Cancel Create Request/ Response is used to validate and verify the functionality of cancelling an existing delivery appointment and creating new appointment
- Send the cancel create request by providing all required element data such as Submitting Party, Submitting Software, existing Appointment Information, and new appointment information.
- In response FAST will provide existing delivery appointment ID and data for new appointment if accepted. If rejected, it will send the error code with description.

5.2   MAIL.XML Test Scenarios for eDoc

eDoc testing in TEM will assess customers' ability to submit postage statements and supporting documentation electronically. Users will be able to send a request message by constructing the request message in the format outlined in the Mail.XML XSD downloaded from RIBBS. Note that for each Mail.XML version the format is different, and that the Cast-of-characters message is only supported in Production, not in the TEM environment.

Refer to the *Mail.XML Technical Specification for Postage Payment and Reporting (eDoc)* for a complete list of Request/Response/Receipt Messaging supported for Mail.XML versions 6.0D and 7.0C. The numbering or sequencing of the test cases below is by grouping of messages and does not reflect the precedence or hierarchy for testing. The section 1.7 and 1.8 in the Postal Service Mail.XML Technical Specification for Postage Payment and Reporting (eDoc) identifies the workflows as well as the precedence for each message set that can be used when performing this testing. Additionally there are prerequisites for each scenario, i.e., some messages need to be submitted prior to submission of each optional message (refer to section 1.9 of the Postal Service Mail.XML Technical Specification for Postage Payment and Reporting (eDoc).

The Mail Owner or the Mail Preparer may send these messages. Additionally vendors of Mail.XML web service software may desire to test their software in the TEM. Use Table 4 as a key to find the corresponding scenario for each message, which are listed in alphabetic order.

Table 5: eDoc Message Key

Functionality/ Messages	Scenario
Begin Combined Mailing Request/ Response	eDoc5.1
Bundle Detail Cancel Request/ Response	eDoc3.2
Bundle Detail Create Request/ Response	eDoc3.3
Close Mailing Group Request/ Response	eDoc2.3
Consolidated Periodical Statement Create Request/ Response	eDoc4.2
Container Bundle Report Cancel Request/ Response	eDoc3.4
Container Bundle Report Create Request/ Response	eDoc3.5
Container Bundle Report Query Request/ Response	eDoc3.6
Container Status Query Request/ Response	eDoc1
Container Update Request/ Response	eDoc3.7
End Combined Mailing Request/ Response	eDoc5.2
Mail Piece Cancel Request/ Response	eDoc3.8
Mail Piece Create Request/ Response	eDoc3.9
Mail Piece Update Request/ Response	eDoc3.10
Mailing Group Query Request/ Response	eDoc2.2
Open Mailing Group Request/ Response	eDoc2.1
Original Container Linkage Cancel Request/ Response	eDoc6.1
Original Container Linkage Create Request/ Response	eDoc6.2
Payment Message Query Request/ Response	eDoc4.1
Periodical Statement Create Request/ Response	eDoc4.3
Periodical Statement Query Request/Response	eDoc4.4
Postage Adjustment Create Request/ Response	eDoc4.5
Postage Statement Cancel Request/ Response	eDoc4.6
Postage Statement Create Request/ Response	eDoc4.7
Postage Statement Query Request/ Response	eDoc4.8
Postage Statement Status Query Request/ Response	eDoc4.9
Qualification Report Create Request/ Response	eDoc3.11
Reconciliation Report Query Request/ Response	eDoc3.1
Sibling Container Cancel Request/ Response	eDoc3.12
Sibling Container Create Request Response	eDoc3.13

Note: the convention of using "x" as a variable indicates that that for each scenario the exact number of Mail.XML functional messages varies. The objective of the scenario applies to all scenarios in the tables that have the same prefix. For example Scenario "eDoc2.x" means that eDoc2.1, eDoc2.2, and eDoc2.3 are

applicable.

Scenario eDoc1: The Container Status Query Request/ Response is used to validate and verify the functionality of Container Status via Web Service (mainly Transportation related message set that provides data back on eDoc status and flags).
- Send the request message with all required data elements to determine if the Pallet has any validation issues, is paid for and is ready for induction. Refer the appropriate version of Mail.XML XSD to construct your message.
- In response, the USPS will provide you with results when the transaction is successful or return error code with description when transaction has failed.

Scenario eDoc2.x: The following messages are used to validate and verify the functionality of Mailing group via Web Service: Open Mailing Group Request/ Response, Mailing Group Query Request/ Response, and Close Mailing Group Request/ Response. The Open Mailing Group Request is required for any further eDoc transmission.
- Send the request message to open a mailing group, query for an existing open group and delete a mailing group/Job with all required data elements. Refer the appropriate version of Mail.XML XSD to construct your message.
- Note: only use close mailing group to delete everything in the mailing group.
- In response, the USPS will provide you with results when transaction is successful or return error code with description when transaction has failed.

Scenario eDoc3.x: The following messages are used to validate and verify the functionality of supporting documentation (eDoc) via Web Service: Reconciliation Report Query Request/ Response, Bundle Detail Cancel Request/ Response, Bundle Detail Create Request/ Response, Container Bundle Report Cancel Request/ Response, Container Bundle Report Create Request/ Response, Container Bundle Report Query Request/ Response, Container Update Request/ Response, Mail Piece Cancel Request/ Response, Mail Piece Create Request/ Response, Mail Piece Update Request/ Response, Qualification Report Create Request/ Response, Sibling Container Cancel Request/ Response, and Sibling Container Create Request Response. Users must test these messages with the mailing classes and processing categories they will use in the Production system.
- Send Qualification report, bundle detail report, container bundle report, mail piece detail or range data, cancel and update the transactions. Additionally, send container update or sibling update message for updating the Qualification report with transportation or physical information with all required data elements. Refer the appropriate version of Mail.XML XSD to construct your message.
- In response, the USPS will provide you with results when transaction is successful or return error code with description when transaction has failed.

Scenario eDoc4.x: The following messages are used to validate and verify the functionality of postage payment Messages via Web Service: Consolidated Periodical Statement Create Request/ Response, Consolidated Periodical Statement Create Request/ Response, Periodical Statement Create Request/ Response, Periodical Statement Query Request/Response, Postage Adjustment Create Request/ Response, Postage Statement Cancel Request/ Response, Postage Statement Create Request/ Response, Postage Statement Query Request/ Response, and
Postage Statement Status Query Request/ Response. Users must test these messages with the mailing classes and processing categories they will use in the Production system.
- Send the request message to create a postage statement or a Periodical postage statement, cancel postage statement, query for the status of postage statements, and adjust postage statements with all required data elements. Refer the appropriate version of Mail.XML XSD to construct your message.
- In response, the USPS will provide you with results when transaction is successful or return error code with description when transaction has failed.

Scenario eDoc5.x: The following messages are used to validate and verify the functionality of a Combined Mailing via Web Service: Begin Combined Mailing Request/ Response, Receive a Combined Mailing ID, submit postage statements using the returned combined mailing ID, and then submit the end combined mailing message, End Combined Mailing Request/ Response. Users mailing combined mail must test these messages with the mailing classes and processing categories they will use in the Production system.

- Send the request message to begin and end a combined mailing with all required data elements. Refer the appropriate version of Mail.XML XSD to construct your message.
- In response, the USPS will provide you with results when transaction is successful or return error code with description when transaction has failed.

Scenario eDoc6.x: The following messages are used to validate and verify the functionality of co-palletization via Web Service: Original Container Linkage Cancel Request/ Response, and Original Container Linkage Create Request/ Response. Users mailing copalletized mail must test these messages with the mailing classes and processing categories they will use in the Production system.
- Send the request messages for creating and cancelling original to linked transactions with all required data elements. Refer the appropriate version of Mail.XML XSD to construct your message.
- In response, the USPS will provide you with results when transaction is successful or return error code with description when transaction has failed.

5.3   MAIL.XML Test Scenarios for Data Feedback

The Full-Service program will provide Start-the-Clock, Container Visibility, Address Correction Data, Nixie Detail data, By/For Conflict, and Full-Service Data Quality reports to the customers identified as recipients of the Full-Service feedback. The Full-Service data feedback testing in TEM will assess a customer's ability to receive Full-Service feedback data through either or both of the Push and Pull methods. All messages that end with 'Notification' or 'Delivery' are part of the Push method and all messages that end with a word 'Request' or 'Response' are part of Pull method. Users will be able to send a request message by constructing the request message in the format outlined in Mail.XML XSD downloaded from RIBBS. Note that for each Mail.XML version the schemata may be different. Ensure that you are using the correct version.

Refer to the Mail.XML Technical Specification for Profiles and Full-Service Feedback volume for a complete list of Request/Response/Delivery/Notification Messaging supported for Mail.XML versions 6.0D and 7.0C. The below numbering or sequencing of the test cases is by grouping of messages and does not reflect the precedence or hierarchy for testing. The section 1.9 and appendix B on choreography in the Postal Service Mail.XML Technical Specification for Profiles and Full-Service Feedback identifies the workflows and details on the messages. Additionally there are prerequisites for each scenario, i.e., some messages need to be submitted prior to submission of each optional message (refer to section 3.0 and 4.0 of the. Postal Service Mail.XML Technical Specification for Profiles and Full Service Feedback).

Use Table 5 as a key to find the corresponding scenario for each message, which are listed in alphabetic order. Mailers, Preparers, and Agents must test in the TEM messages they will use in the Production environment. Vendors have the opportunity to test in the TEM the software they support for each message.

Table 6: Data Feedback Message Key

Functionality/ Messages	Scenario
Push Method	
Full-Service Address Correction Notification/Delivery	DD5
Full-Service Container Visibility Notification/Delivery	DD6
Full-Service Nixie Detail Notification/Delivery	DD7
Full-Service Start The Clock Notification/Delivery	DD8
Full-Service Data Quality Verification Report Notification/ Delivery	DD10

Functionality/ Messages	Scenario
By/For Conflict Notification/Delivery	DD12
Pull Method:	
Full-Service Data Quality Verification Report Request/ Response	DD9
Full-ServiceAddressCorrectionQueryRequest/Response	DD1
Full-Service Nixie Detail Query Request/Response	DD3
Full-Service Start The Clock Query Request/Response	DD4
By/For Conflict Request/Response	DD11

Scenario DD1: The Full-Service Address Correction Query Request/Response message is used to validate and verify the functionality of requesting the Address Correction change of address data.
- Send the Address Correction Request message by providing the submitting party, submitting software, Job ID, and Date Range data. The requestor may provide data for the owning party, mail class, Barcode Code Range but are not required.
- Data will be returned when found, otherwise an error code with an error description will be returned to the requestor.

Scenario DD2: The Full-Service Container Visibility Query Request/Response message is used to validate and verify the functionality of requesting visibility of container scans.
- Send the Container Visibility Request message by at least providing submitting party and submitting software information. Providing Job ID, Consignee Appointment ID, CSA Dispatch Number, Container Barcode, and USPS Induction Facility Location is optional
- Data will be returned when found, otherwise an error code with an error description will be returned to the requestor.

Scenario DD3: The Full-Service Nixie Detail Query Request/Response message is used to validate and verify the functionality of requesting data on Address Correction Nixie mail pieces.
- Send the Nixie Request message by providing the submitting party, submitting software, and Job ID information. Providing the Original Mailer ID 6 or 9, Mail Class, and Barcode Range are optional.
- Data will be returned when found, otherwise an error code with an error description will be returned to the requestor.

Scenario DD4: The Full-Service Start The Clock Query Request/Response message is used to validate and verify the functionality of requesting the Start-The-Clock data for drop ship, Plant load and BMEU entry.
- Send the Start-The-Clock request message by providing the submitting party, submitting software, Lower Date Range and Upper Data Range. Providing Consignee Appointment ID or CSA Dispatch Number, Job ID , Customer Account information is optional
- Data will be returned when found, otherwise an error code with an error description will be returned to the requestor.

Scenario DD5: The Full-Service Address Correction Notification/Delivery message is used to validate and verify the functionality of all push model messages. All messages that end with 'Delivery' or 'Notification' are referred as 'Push Messages'. This Scenario is for Full-Service Address Correction change of address Notification/Delivery messages.
- Register your Web Service URL with USPS
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages

- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server
- Once above is set up, USPS can then push the data to Mail Owner or preparer as soon as the data is ready. Additionally, USPS sends the notification message when data is ready to allow owner/preparer to retrieve their data using Query Request/Response message family. Note – messages that end with 'Request' and 'Response' are referred as 'Pull Messages'.

Scenario DD6: The Full-Service Container Visibility Notification/Delivery message is used to validate and verify the functionality of all push model messages. All messages that end with 'Delivery' or 'Notification' are referred as 'Push Messages'. This Scenario is for Full-Service Container Visibility IMcb scans Notification/Delivery messages.
- Register your Web Service URL with USPS
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages
- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server
- Once above is set up, USPS can then push the data to Mail Owner or preparer as soon as the data is ready. Additionally, USPS sends the notification message when data is ready to allow owner/preparer to retrieve their data using Query Request/Response message family. Note – messages that end with 'Request' and 'Response' are referred as 'Pull Messages'.

Scenario DD7: The Full-Service Container Visibility Notification/Delivery message is used to validate and verify the functionality of all push model messages. All messages that end with 'Delivery' or 'Notification' are referred as 'Push Messages'. This Scenario is for Full-Service Address Correction Nixie Detail Notification/Delivery messages.
- Register your Web Service URL with USPS.
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages.
- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server.
- Once above is set up, USPS can then push the data to Mail Owner or preparer as soon as the data is ready. Additionally, USPS sends the notification message when data is ready to allow owner/preparer to retrieve their data using Query Request/Response message family. Note – messages that end with 'Request' and 'Response' are referred as 'Pull Messages'.

Scenario DD8: the Full-Service Start The Clock Notification/Delivery message is used to validate and verify the functionality of all push model messages. All messages that end with 'Delivery' or 'Notification' are referred as 'Push Messages'. This Scenario is for Full-Service Start-The-Clock Notification/Delivery for drop ship, Plant load and BMEU entry messages.
- Register your Web Service URL with USPS.
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages.
- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server.
- Once above is set up, USPS can then push the data to Mail Owner or preparer as soon as the data is ready. Additionally, USPS sends the notification message when data is ready to allow owner/preparer to retrieve their data using Query Request/Response message family. Note – messages that end with 'Request' and 'Response' are referred as 'Pull Messages'.

Scenario DD9: The Full-Service Data Quality Verification Report Request/ Response message is used to validate and verify the functionality of requesting Full-Service Data Quality Verification Report data.
- Send the request message by providing the submitting party, submitting software, Job ID, and Verification Report Type data. The requestor may provide data for 'MailFacilityID'.
- Data will be returned when found, otherwise an error code with an error description will be returned to the requestor.

Scenario DD10: The Full-Service Data Quality Verification Report Notification/ Delivery message is used to validate and verify the functionality of all push model messages. All messages that end with 'Delivery' or 'Notification' are referred as 'Push Messages'. This Scenario is for Full-Service Data Quality Verification

Report Notification/Delivery messages.

- Register your Web Service URL with USPS.
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages.
- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server.
- Once above is set up, USPS can then push the data to Mail Owner or preparer as soon as the data is ready. Additionally, USPS sends the notification message.

Scenario DD11: The By/For Conflict Request/Response message is for testing pull for Full-Service By/For Conflict Report. This data in Production is only sent to the eDoc data submitter.

- Send the By/For Conflict Request message by providing the submitting party, submitting software, Job ID, and User License Code data.
- Data will be returned when, otherwise an error code with an error description will be returned to the requestor.

Scenario DD12: The By/For Conflict Notification/Delivery message is used to validate and verify the functionality of all push model messages. All messages that end with 'Delivery' or 'Notification' are referred as 'Push Messages'. This Scenario is for Full-Service By/For Conflict Notification/Delivery messages.

- Register your Web Service URL with USPS.
- Implement a WSDL for push (Delivery and Notification) Mail.XML messages.
- Implement Authentication and Authorization WSDL to allow authentication and authorization of transactions sent by USPS to your server.
- Once above is set up, USPS can then push the data to data submitter as soon as the data is ready. Additionally, USPS sends the notification message for notification and then pull testing.

6 Troubleshooting for Full-Service Mailings

This section provides common full-service errors and is organized by topic. For each topic you will find information that will help you identify, research, and resolve errors for a particular problem. The intent is that you will understand the issue, and locate resources that provide a solution. The Reference column contains a clickable link that will take you to a reference document, and the applicable section in that document. The last column provides an excerpt from the reference document. Errors are organized by the following topics:

- Customer Supplier Agreement (CSA)
- Electronic Documentation
- Start-the-Clock
- Feedback
- Mail Preparation
- Origin Entry Scheduling

6.1 Electronic Documentation

Code	Error	Description	Reference	
6.1.1 By/for conflict				
41	By/For Conflict	**Description:** By/For Conflicts are generated when two or more conflicting Mail Owner identifiers are applied to a mailing (MID / CRID / Permit). By/For Conflicts for a Preparer are generated when two or more conflicting Mail Preparer identifiers are applied to a mailing (MID or CRID. For example, a By/For conflict is recorded when a Mail.dat is populated with both a Mail Owner MID and a Mail Owner CRID that are not associated to each other in the USPS Mailer ID system. **Impact:** A By/For Conflict may, but does not always, imply an issue related to feedback distribution. The USPS system will apply an order of precedence to determine which identifiers to use for feedback distribution (the identifier of highest precedence is applied). When it does and does not apply Order of preference **Steps to Resolve:** If more than one form of identification is provided (MID / CRID / Permit) for Mail Owner or (MID or CRID) Mail Preparer, the relationships should reflect the data associations in the USPS Mailer ID system.	*A Guide to Intelligent Mail for Letters and Flats*	3.17 Mail Owner and Mail Preparer Identification in Electronic Documentation
6.1.2 Barcode not unique				
42	IMbs not unique	**Description:** The Intelligent Mail container,	*A Guide to*	2.1.4 Unique Intelligent

	across mailings	tray, and piece barcodes must remain unique across mailings for 45 calendar days from the date in the Postage Statement Mailing Date in the Container Summary file. **Impact:** Non-unique barcodes will impact distribution of Full-Service ACS data distribution **Steps to Resolve:** Barcode uniqueness at the container, tray, and piece level must be maintained for 45 days. On a mailpiece, the barcode's uniqueness is determined by the six- or nine-digit Mailer ID and nine- or six-digit Serial Number, along with the mailpiece class in the Service Type Identifier. Mailers should ensure that Serial Numbers within a mail class are not duplicated. Full-Service uniqueness for trays and containers is based on the entire 24-digit (trays/sacks) or 21-digit (container) barcode.	*Intelligent Mail for Letters and Flats*	Mail Barcodes on Full-Service Option Trays/Sacks and Containers
56	IMbs not unique within the mailing	**Description:** The Intelligent Mail container, tray, and piece barcodes must be unique within a mailing. **Impact:** Non-unique barcodes will impact distribution of Full-Service ACS and Nixie feedback. **Steps to Resolve:** Barcodes at the container, tray, and piece level must be unique within a mailing. On a mailpiece, the barcode's uniqueness is determined by the six- or nine-digit Mailer ID and nine- or six-digit Serial Number, along with the mailpiece class in the Service Type Identifier. Mailers should ensure that Serial Numbers within a mail class are not duplicated. Full-Service uniqueness for trays and containers is based on the entire 24-digit (trays/sacks) or 21-digit (container) barcode.	*A Guide to Intelligent Mail for Letters and Flats*	2.1.4 Unique Intelligent Mail Barcodes on Full-Service Option Trays/Sacks and Containers

6.1.3 CSA not populated

43	CSA ID not populated for DMU-Verified Origin Entry containers	**Description:** The CSA ID is not populated in the Mail.dat Segment, CSA ID field for DMU-Verified Origin Entry containers. **Impact:** Failure to populate the CSA ID in the Mail.dat impacts the Start-the-Clock calculation for DMU-Verified Origin Entry containers. **Steps to Resolve:** For DMU-Verified Origin Entry containers, the Mail.dat Segment field, CSA ID must be populated in field. The CSA ID is a 10-digit number assigned to the CSA by the FAST system.	*Postal Service Mail.dat Technical Specification*	Appendix F: Customer/Supplier Agreement Procedures
44	CSA ID in Mail.dat does not match CSA ID in FAST	**Description:** The CSA ID populated in the Mail.dat Segment CSA ID field for DMU-Verified Origin Entry containers does not match an active CSA ID in FAST.	*Postal Service Mail.dat Technical Specification*	Appendix F: Customer/Supplier Agreement Procedures

		Impact: Failure to match the CSA ID in the Mail.dat Segment record with the CSA ID for the mailer site in FAST impacts the Start-the-Clock calculation for DMU-Verified Origin Entry containers. **Steps to Resolve**: The user should logon to the FAST system and download CSA ID numbers. For DMU-Verified Origin Entry containers, the CSA ID populated in the. Mail.dat Segment field CSA ID field must match an active CSA ID in FAST. The CSA ID is a 10-digit number assigned to the CSA ID by the FAST system.		
45	CSA details (Trip ID, etc.) in Mail.dat do not match CSA content in FAST	**Description:** Required details of the CSA do not match between Mail.dat and FAST (see below for required matching fields). **Impact:** Failure to match the required CSA details between Mail.dat and FAST impacts the Start-the-Clock calculation for DMU-Verified Origin Entry containers and BMEU containers with a CSA. **Steps to Resolve:** The user should logon to the FAST system and download CSA ID numbers. The following CSA details must match between FAST and Mail.dat: ▪ CSA ID in Mail.dat Segment field CSA Agreement ID ▪ Mail Class to Mail.dat Segment field Class Defining Preparation ▪ Processing Category to Mail.dat Segment Principal Processing Category ▪ Processing Code to Container Summary field Container Level Code ▪ Day of Week and CSA Effective Date to Container Summary field Scheduled Induction or Scheduled Ship Date ▪ Container Destination ZIP to Container Summary field Container Destination ZIP, if Processing Code is not 'Air'), ▪ Recurring Appointment Sequence ID to Container Summary field Reservation Number, DMU verified / mailer transported only), ▪ Trip Number to Mail.dat Container Summary field, CSA Trip ID, DMU verified / USPS transported only) ▪ Facility Locale Key to Container Summary Entry Point Facility ID, BMEU entered only).	*Postal Service Mail.dat Technical Specification*	Appendix F: Customer/Supplier Agreement Procedures
46	Origin Entry recurring appointment in Mail.dat does not match CSA	**Description:** The Origin Entry recurring appointment populated in the Container Summary field, Reservation Number for DMU-Verified Origin Entry containers does not map to the Recurring Appointment Number in the CSA FAST. FAST appointments are required for DMU-verified, mailer-transported mail.	*Postal Service Mail.dat Technical Specification*	Appendix F: Customer/Supplier Agreement Procedures

		Impact: Prior to Full-Service Release 3, start-the-clock feedback generation requires recurring appointments to match between Mail.dat and the CSA in FAST for DMU-verified, mailer-transported origin entry containers. **Steps to Resolve** The user should logon to the FAST system and download CSA ID numbers. For DMU-Verified Origin Entry containers, the Reservation Number populated in the Container Summary file must map to the Recurring Appointment Number in the CSA in FAST.		

6.1.4 Mail.dat entry point

48	Entry point data in Mail.dat does not correlate to actual acceptance site	**Description:** The Container Summary field, Entry Point for Entry Discount Facility Type, Locale Key, or Postal Code does not correlate to an actual Postal acceptance site. **Impact:** Inclusion of inaccurate entry point data in the Container Summary field, Entry Discount Facility Type, Locale Key, or Postal Code fields may impact start-the-clock generation. **Steps to Resolve:** For destination entry, populate: ▪ Mail.dat Container Summary field, Entry Point for Entry Discount Facility Type with B, S, R, A, M, or Q as appropriate. ▪ Mail.dat Container Summary field Entry Point Locale Key with LOC plus 6 bytes of the Locale Key from the drop ship product. ▪ Mail.dat Container Summary field, Entry Point Postal Code with the ZIP+4 from the drop ship product. For origin entry, contact local Business Mail Entry to confirm your locale key and entry point postal code information. Populate the following: ▪ Mail.dat Container Summary field, Entry Point for Entry Discount Facility Type with O for DMU Verified or J, K, L, C, or E as appropriate for BMEU entry. ▪ Mail.dat Container Summary field, Entry Point Locale Key with the Locale Key of the BMEU (for BMEU entry) or the Locale Key from the CSA (for DMU verified); if Locale Key is not known, use "ORIGIN". ▪ Mail.dat Container Summary field, Entry Point Postal Code with the ZIP+4 of the Locale Key in the CSA (for DMU Verified) or the ZIP+4 of the BMEU (for BMEU entry).	*Mail.dat IDEAlliance Database Standard* *Postal Service Mail.dat Technical Specification*	Container Summary Record Appendix C

6.1.5 Incorrect pick up indicator

49	Incorrect pick up indicator on origin entry containers	**Description:** The Mail.dat Container Summary field, USPS Pick Up Indicator does not correspond to the actual party (USPS vs. Mailer) transporting origin entry containers. **Impact:** Incorrect identification of USPS vs. Mailer transported containers impacts start-the-clock generation for origin entry containers. **Steps to Resolve:** The USPS Pick Up field in the Mail.dat Container Summary file is used to identify which star-the-clock variation is being used. The field should be populated with 'Y' (Yes) for USPS transported containers and 'N' (No) for mailer transported containers.	*Mail.dat IDEAlliance Database Standard* *Postal Service Mail.dat Technical Specification*	Container Summary Record Appendix C

6.1.6 MID Mail Preparer

50	Mail Preparer using same MID as Mail Owner	**Description:** Mailer identified self as both the Mail Owner and Mail Preparer in the Mail Owner and Mail Preparer fields in the Mail.dat Mail Postage Account file or .Component file (for physical piece records) or Intelligent Mail Range file (for piece range records). **Impact:** Impacts distribution of all Full-Service feedback; all feedback generated will be distributed to the CRID ACS data goes to Mail Owner whose or CRID associated to the MID) specified in the Mail.dat. If the Mail Owner and Preparer are identified with the same MID and/or CRID, feedback will only be distributed to the party that is specified in the Mail.dat (Mail Owner **or** Preparer). Some Full-Service feedback (start-the-clock and container visibility) is intended to be distributed to both Mail Owner and Preparer. **Steps to Resolve:** Both the Mail Owner and Mail Preparer should be identified for all Full-Service mailings (with limited MLOCR exceptions). Therefore, Mail Preparers should populate the Mail Owner fields in the Mail.dat with the appropriate MID and/or CRID of the Mail Owner.	*A Guide to Intelligent Mail for Letters and Flats*	3.17 Mail Owner and Mail Preparer Identification in Electronic Documentation

6.1.7 MID – invalid Mail Owner or preparer

52	Invalid Mail Owner or Mail Preparer MID	**Description:** Mailer provided an invalid Mailer ID of the Mail Owner or Mail Preparer in the Mail Postage Account file or Component file (for physical piece records) or Intelligent Mail Range (for piece range records). **Impact:** Impacts distribution of all Full-	*A Guide to Intelligent Mail for Letters and Flats*	3.17 Mail Owner and Mail Preparer Identification in Electronic Documentation

| | | Service feedback; all feedback generated will be distributed to the CRID (or CRID associated to the MID specified in the Mail.dat based on the SASP order of precedence. If the Mail Owner or Preparer MID is not valid and a valid CRID is not provided, Full-Service feedback data will not be distributed.

Steps to Resolve: If using MIDs for Mail Owner and/or Preparer identification, mail service providers should ensure that these MIDs are valid (via the USPS Mailer ID application).

If a new Mailer ID needs to be created, this can be requested through the Business Customer Gateway.

Reference : new mid process | | |

6.1.8 Service Type Identifiers

| 53 | Invalid Service Type Code in the PDR records in Mail.dat | ***Description:*** Mailer provided an invalid Service Type Identifier in the .PDR IMb.

Impact: Impacts Full-Service feedback and requested additional or special services, including ACS.

Steps to Resolve: Service Type Identifiers are used to identify the class of mail and any additional or special services requested for a mailpiece, as well as whether it is Full-Service or Basic. Valid Service Type Identifiers must be printed in the IMb on the mailpiece and included in the .PDR (for physical piece records). Note that the .IMR (for piece range records) does not include the Service Type Identifiers; however, valid STIDs should still be printed in the IMb on the mailpiece. A list of valid Service Type Identifiers is available in the *Guide to Intelligent Mail*. | *A Guide to Intelligent Mail for Letters and Flats* | 2.5 Service Type Identifiers (STIDs) |

6.1.9 Postal Wizard

| 54 | Mailer submitting unintentional Full-Service Postal Wizard | ***Description:*** The Full-Service option in Postal Wizard is selected without the intention of satisfying the Full-Service requirements.

Impact: Incorrect or unintentional identification of a Postal Wizard mailing as Full-Service may result in a need to cancel and resubmit the Postal Wizard mailing as non-Full-Service.

Steps to Resolve: The Full-Service option in Postal Wizard should only be populated when the mailer intends to follow all Full-Service requirements, such as use of Intelligent Mail barcodes per specification. If | *A Guide to Intelligent Mail for Letters and Flats* | 3.16 Postal Wizard |

		the mailer does not intend to follow the Full-Service requirements, this option should not be selected in the Postal Wizard. If the mailer mistakenly submits a job marked as Full-Service when the mailing does not meet the requirements, the postage statement must be cancelled and re-submitted.		

6.1.10 TEM

55	Mailer submitting in PROD before completing in TEM	***Description:*** Full-Service mailing is submitted by a mailer in Production prior to successful completion of Full-Service testing in the Test Environment for Mailers (TEM). ***Impact:*** Submission of Full-Service mailings in Production prior to completion of TEM testing may result in the mailer encountering errors during file submission or may result in a need to cancel and resubmit the Postal Wizard mailing as non-Full-Service if Full-Service requirements are not met. ***Steps to Resolve:*** Mailers must work with the *PostalOne!* Help Desk to start the process of validating files, software, and executing test criteria which must all be completed in the TEM environment.	*User Access to Electronic Mailing Information and Reports* Volume I	7.0 Testing Environment for Mailers (TEM)

6.2   Start-the-Clock

Code	Error	Description	*Reference*	

6.2.1   CSA not in place

91	CSA not in place prior to DMU Verified Origin Entry mailing	***Description:*** Mailer does not have an active CSA in place in FAST for the mailer site prior to mailing with DMU Verified, origin entry mail. ***Impact:*** Failure to have an active CSA in place in FAST impacts the Start-the-Clock calculation for DMU-Verified Origin Entry containers. ***Steps to Resolve:*** For start-the-clock calculation for DMU-Verified Origin Entry containers, an active CSA must be registered in FAST for the mailer site. To establish a CSA, mailers need to work with local USPS personnel to discuss the mailer's operational capabilities and volumes, as well as mail preparation, verification, and processing requirements. A CSA is finalized when it is	*A Guide to Customer Supplier Agreements*	http://ribbs.usps.gov> Important Links

| | | signed by both the Postal Service and the mailer.

Once activated, appropriate CSA details must match to the Mail.dat (refer to error codes 43-46). | | |

6.2.2 FAST

| 101 | Not all drop ship containers associated to FAST appointments | **Description:** Mailing contains destination entry containers, but FAST appointments were not associated for each container.

Impact: Impacts start-the-clock calculation; to receive start-the-clock, a drop ship container must be associated to a FAST appointment.

Steps to Resolve: Drop ship containers can be associated to appointments by populating the Reservation Number in the Mail.dat .CSM file or by associating container content to appointments through FAST Mail.XML web services. Container association may occur before or after the postage statements are finalized, and can be updated for recurring appointments through a Mail.dat Transportation (T) Update or through Mail.XML for one-time appointments.

Mailers should ensure that content information for mail transported by third parties is updated via Mail.dat or Mail.XML in order to receive start-the-clock on all containers. | *A Guide to Intelligent Mail for Letters and Flats* | 3.12 Creating Appointments |
| 102 | Not all Origin Entry mailer-transported containers associated to FAST appointments | **Description:** Mailing contains DMU verified, mailer transported origin entry containers, but FAST appointments were not associated for each container.

Impact: Impacts start-the-clock calculation; to receive start-the-clock, a mailer transported origin entry container must be associated to a FAST appointment.

Steps to Resolve: Origin entry containers can be associated to appointments by populating the Reservation Number in the Mail.dat Container Summary record or by associating container content to appointments through FAST Mail.XML web services. Container association may occur before or after the postage statements are finalized, and can be updated for recurring appointments through a Mail.dat Transportation (T) Update or through Mail.XML for one-time appointments.

The containers must also match to an active CSA *(refer to error codes 43-46).* | *Postal Service Mail.XML Technical Specification for FAST* | V6.0D and v8.0B (Full-Service Release 3 FAST Messages) – FAST |

Code	Error	Description	Reference	
103	No drop ship containers associated to FAST appointments	**Description:** Mailing contains destination entry containers, but FAST appointments were not associated for any containers. **Impact:** Impacts start-the-clock calculation; to receive start-the-clock, a drop ship container must be associated to a FAST appointment. **Steps to Resolve:** Drop ship containers can be associated to appointments by populating the Reservation Number in the Mail.dat Container Summary file or by associating container content to appointments through FAST Mail.XML web services. Container association may occur before or after the postage statements are finalized, and can be updated for recurring appointments through a Mail.dat Transportation (T) Update or through Mail.XML for one-time appointments. Mailers should ensure that content information for mail transported by third parties is updated via Mail.dat or Mail.XML in order to receive start-the-clock on all containers.	*A Guide to Intelligent Mail for Letters and Flats*	3.10 Creating Appointments
104	No Origin Entry mailer-transported containers associated to FAST appointments	**Description:** Mailing contains DMU verified, mailer transported origin entry containers, but FAST appointments were not associated for any of the origin entry containers. **Impact:** Impacts start-the-clock calculation; to receive start-the-clock, a mailer transported origin entry container must be associated to a FAST appointment. **Steps to Resolve:** Origin entry containers can be associated to appointments by populating the Reservation Number in the Mail.dat Container Summary file or by associating container content to appointments through FAST Mail.XML web services. Container association may occur before or after the postage statements are finalized, and can be updated for recurring appointments through a Mail.dat Transportation (T) Update or through Mail.XML for one-time appointments. The containers must also match to an active CSA *(refer to error codes 43-46).*	*Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST)*	v6.0D and v8.0B (Full-Service Release 3 FAST Messages) – FAST

6.3 Feedback

Code	Error	Description	Reference

6.3.1 CRIDs do not have user accounts

131	The intended recipient CRIDs do not have user accounts set up in Business Customer Gateway	**Description:** No user accounts are associated with the recipient CRID that is designated for Full-Service feedback. **Impact:** In order to view Full-Service feedback, users must be associated to the CRIDs that are specified in the Mail.dat for data distribution. **Steps to Resolve:** CRIDs are assigned during the initial login at the Business Customer Gateway. New users should discuss with their company Business Services Administrator (BSA) regarding the assigned CRID or exact address to enter for the desired business location.	*User Access to Electronic Mailing Information and Reports*	2.4 Customer Registration ID (CRID), 2.6 New Users and the Request Access Process

Full-Service ACS Troubleshooting

When there are failures and you do not receive Full-Service ACS, Email Appendix F: *PostalOne!* Help Desk Questions for Full-Service ACS Troubleshooting. The questions outlined in appendix F assist the *PostalOne!* Help Desk's troubleshooting. Customers should be prepared to answer all questions that apply before contacting the *PostalOne!* Help Desk.

6.4   Mail Preparation

Code	Error	Description	*Reference*	

6.4.1   Invalid Barcode Data

| 141 | Invalid IMcb provided by mailer | **Description:** The Intelligent Mail barcode on containers was encoded incorrectly.

Impact: Invalid container barcodes will impact generation of Full-Service container visibility feedback and may trigger in-depth verification during the sampling process.

Steps to Resolve: Mailers must include an Intelligent Mail container barcode on each container that accurately encodes the Application Identifier, Type Indicator, Mailer ID, and Serial Number per the Intelligent Mail barcode specifications. | *Domestic Mail Manual 708 Technical Specifications* | 4.3 Intelligent Mail Barcodes |
| 142 | Invalid IM tray barcodes provided by mailer | **Description:** The Intelligent Mail barcode on trays was encoded incorrectly.

Impact: Invalid tray barcodes may trigger in-depth verification during the sampling process.

Steps to Resolve: Mailers must include an | *Intelligent Mail Barcode Technical Resource Guide* | RIBBS |

		Intelligent Mail tray barcode on each tray that accurately encodes the ZIP Code, Content Identification Number (CIN), Processing Code, Mailer ID, Serial Number, and Label Type per the Intelligent Mail barcode specifications.		
143	Invalid piece barcodes provided by mailer	**Description:** The Intelligent Mail barcode on mailpieces was encoded incorrectly. **Impact:** Invalid mailpiece barcodes will impact generation of Full-Service ACS and Nixie feedback and may trigger in-depth verification during the sampling process. **Steps to Resolve:** Mailers must include an Intelligent Mail mailpiece barcode on each mailpiece that accurately encodes the barcode ID, Service Type ID, Mailer ID, serial number, and delivery point routing code per the Intelligent Mail barcode specifications.	*Intelligent Mail Barcode Technical Resource Guide*	RIBBS
144	Scan IMbs not consistent with IMbs found in the Mail.dat	**Description:** The Intelligent Mail barcode on mailpieces that were sampled did not match the IMbs included in the Mail.dat Container Summary, Piece Detail record (for physical piece records) or Intelligent Mail Record (for piece range records). **Impact:** Non-matching container, tray, or mailpiece barcodes will impact generation of Full-Service container visibility, ACS, and Nixie feedback and may trigger in-depth verification during the sampling process. **Steps to Resolve:** Mailers must include an Intelligent Mail barcodes on containers, trays, and mailpieces that match those IMbs submitted in the Container Summary, Piece Detail record (for physical piece records) or Intelligent Mail Record (for piece range records).	*Intelligent Mail Barcode Specification*	RIBBS

6.4.2 Service Type Identifiers

145	Service Type Codes within the scan data IMbs not consistent with data in Mail.dat	**Description:** The Service Type Code within the scan data IMbs do not match the Service Type Code provided in the Mail.dat .PDR records. **Impact:** Impacts Full-Service feedback and requested additional or special services, including ACS. **Steps to Resolve:** Service Type Identifiers are used to identify the class of mail and any additional or special services requested for a mailpiece, as well as whether it is Full-Service or Basic. Valid Service Type Identifiers must be printed in the IMb on the mailpiece and must match those included in the .PDR (for physical piece records). Note that the .IMR (for piece range records) does not include the Service Type Identifier; however, valid STIDs should still be coded in the IMb on the	*A Guide to Intelligent Mail for Letters and Flats*	2.5 Service Type Identifiers (STIDs)

		mailpiece. A list of valid Service Type Identifiers is available in the *Guide to Intelligent Mail.*		

6.4.3 Invalid MID

146	Invalid MID - piece barcode	**Description:** The Mailer ID printed in the piece barcode is invalid. **Impact:** Invalid MIDs in mailpiece barcodes will impact generation of Full-Service ACS and Nixie feedback and may trigger in-depth verification during the sampling process. **Steps to Resolve:** A valid Mailer ID is required in all Intelligent Mail piece barcodes and is used to send Full-Service feedback to the company associated with the Mailer ID. In the IMb, the Mailer ID field is the third field (position 6), following the Barcode ID and Service Type Indicator. A Mailer ID can be requested on the Business Customer Gateway website.	*A Guide to Intelligent Mail for Letters and Flats* *Intelligent Mail Resources*	2.3 Mailer ID
147	Invalid MID - handling unit barcode	**Description:** The Mailer ID printed in the tray barcode is invalid. **Impact:** Invalid MIDs in tray barcodes may trigger in-depth verification during the sampling process. **Steps to Resolve:** A valid Mailer ID is required in all Intelligent Mail tray barcodes. In the Iamb, the Mailer ID field is the fourth field (position 10), following the ZIP Code, CIN, and Processing Code. A Mailer ID can be requested on the Business Customer Gateway website.	*A Guide to Intelligent Mail for Letters and Flats* *User Access Guide, Vol. I*	2.4 Mailer ID 2.3 Mailer ID
148	Invalid MID - container barcode	**Description:** The Mailer ID printed in the container barcode is invalid. **Impact:** Invalid MIDs in container barcodes will impact generation of Full-Service container visibility feedback and may trigger in-depth verification during the sampling process. In the IMcb, the Mailer ID field is the third field (position 4), following the Application Identifier and Type Indicator. A Mailer ID can be requested on the Business Customer Gateway website.	*Intelligent Mail Resources*	RIBBS

6.5 Mail.dat Configuration and Performance

6.5.1 Batch Client and GUI Client

The Mail.dat client can be run in the client application (manual upload) or in batch mode. The deployment package comes with separate scripts to run the appropriate mode. It's recommended to use the GUI mode for relatively smaller submissions on windows desktops. Use the batch upload for larger submissions and more efficient processing from windows desktops or UNIX machines. Below are some general guidelines that can be followed for choosing which mode to operate in.

Table 7. Batch Client vs. GUI Client Use Recommendations

Mail.dat Job Characteristics	Recommendation
Contains less than 500,000 PDR records	Use GUI or Batch
Contains less than 100,000 PQT records	Use GUI or Batch
Contains less than 100,000 CQT records	Use GUI or Batch
Contains less than 100,000 IMR records	Use GUI or Batch
Contains greater than 500,000 PDR records	Use Batch for efficient processing
Contains greater than 100,000 PQT records	Use Batch for efficient processing
Contains greater than 100,000 CQT records	Use Batch for efficient processing
Contains greater than 100,000 IMR records	Use Batch for efficient processing

6.5.2 System Configuration

The Mail.dat client is designed to handle high volume processing before the files are transferred to the *PostalOne!* system providing quick turnaround on validation errors that may occur on the submitted files. For jobs containing large numbers of PDR, IMR, PQT or CQT records, more memory may be required for processing efficiently. The Mail.dat client scripts come with a few predefined heap configurations to choose from. With larger jobs it is recommended that a higher heap configuration be used. Some of these configurations may require moving to a 64-bit operating system that supports larger memory allocation. That will speed up very large submissions and make a significant improvement in processing time.
The following table contains minimum recommended heap configuration and RAM for workstations processing Mail.dat files.

Table 8. Heap Configuration and RAM Recommendations

Mail.dat Job Characteristics	JVM Heap Setting	Free RAM
Up to 500,000 PDR records	1024MB	2GB
Up to 100,000 PQT records	1024MB	2GB
Up to 100,000 CQT records	1024MB	2GB
Up to 100,000 IMR records	1024MB	2GB
500,000 – 2 Million PDR records	1536MB	3GB
Up to 500,000 CQT records	1536MB	3GB
Up to 500,000 PQT records	1536MB	3GB
Up to 500,000 IMR records	1536MB	3GB
2 – 5 Million PDR records	2048MB	4GB

Mail.dat Job Characteristics	JVM Heap Setting	Free RAM
1 – 2 Million PQT records	2048MB	4GB
1 – 2 Million CQT records	2048MB	4GB
1 – 2 Million IMR records	2048MB	4GB
5- 10 Million PDR records	3072MB	5GB

A combination of any of the job characteristics will require additional heap for efficient processing.

NOTE: Piece range (IMR) records should represent the maximum number of pieces for a handling unit/container for a particular service level. To ensure efficient optimal performance, single-pieces should be represented via the PDR file instead of individual IMR records.

6.5.3 Expected Client Processing Time

Using recommendations above, the following benchmarks have been obtained for processing by Mail.dat Client software. It should be noted that mixing these records in a job submission will increase processing time. It is also assumed that the workstations are exclusively dedicated to running Mail.dat Client software. File Transfer also assumes high speed connectivity to the Internet.

Table 9. Client Performance

Step	Area	Expected Performance
1	Validation	3 minutes per 100,000 PDR records 3 minutes per 100,000 PQT records and 50,000 CQT records combined
2	File Transfer	2 minutes per 100,000 PDR records 2 minutes 100,000 PQT records and 50,000 CQT records

6.5.4 Expected Server Processing Time

For processing on the server side, the following benchmarks have been obtained through analysis of many jobs submitted in the Production environment. The primary areas of server side processing are outlined below and It should be noted that a job may or may not include Full Service processing, Qualification Report Generation or Postage Statement generation.

Table 10. Server Performance

Step	Area	Expected Performance
1	Full Service Processing – IMR or PDR option	0.3 minutes per 100,000 IMR records, 1 minute per 100,000 PDR records
2	Qualification Report Generation	12 minutes per 100,000 CQT/PQT records (combined)
3	Postage Statement Generation	7 minutes per 100,000 CQT/PQT records (combined)

Appendix A: Guides & Specifications

O   **A Resource Map to Intelligent Mail Documents**
http://ribbs.usps.gov/index.cfm?page=intellmailguides

   o   To understand how to populate Intelligent Mail documents

O   **A Guide to Intelligent Mail for Letters and Flats**
http://ribbs.usps.gov/index.cfm?page=intellmailguides

   o   To understand electronic documentation and the Basic and Full-Service Options

   o   To understand how to populate the Service Type Identifier for the Intelligent Mail barcode under the Basic and Full-Service options

   o   To understand how to develop the electronic documentation for Full-Service

   o   To understand Full-Service feedback – Full-Service ACS, Start-the-Clock and Container Visibility Scan data

O   **Domestic Mail Manual**

   o   Basic and Full Service Mail Preparation Standards

http://pe.usps.com/text/dmm300/dmm300_landing.htm

O   **USPS IMb Getting Started Guide**

   O   To understand the high-level steps for creating the IMb

https://ribbs.usps.gov/onecode_solution/documents/getstrtd/USPSIMB_Getting_Started.pdf

O   **USPS-B-3200** https://ribbs.usps.gov/index.cfm?page=intellmailsuite

   o   To print the Intelligent Mail barcode on the mailpiece

O   **USPS-B-3216** https://ribbs.usps.gov/index.cfm?page=intellmailsuite

   o   To print the 24 digit Intelligent Mail Tray Label and barcode on trays and sacks

O   **USPS-B-3215** https://ribbs.usps.gov/index.cfm?page=intellmailsuite

   o   To print the Intelligent Mail Container barcode.

O   **Postal Service Mail.dat Technical Specification**
http://ribbs.usps.gov/index.cfm?page=intellmailguides

O   **Postal Service Mail.XML Technical Specification**

http://ribbs.usps.gov/index.cfm?page=intellmailguides

   o   separated based on subject matter into the following volumes:
- *Postal Service Mail.XML Technical Specification for Postage Payment & Reporting*
- *Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST)*
- *Postal Service Mail.XML Technical Specification for Profiles & Full-Service Feedback*

O   **User Access to Electronic Mailing Information and Reports Guide**
http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/user_access/user_access.htm

   o   To understand how to access postal systems via the Business Customer Gateway
   o   To understand the roles such as the Business System Administrator.
   o   To understand how to access the different business services
   o   To understand how to access the Test Environment for Mailers to test electronic documentation and Full-Service options.
   o   To understand how to acquire Mailer IDs, distribute data for Full-Service and establish profiles for retrieving Full-Service feedback via Mail.XML, and view Full-Service reports.

O   **A Guide to Customer Supplier Agreements (CSA)**
http://ribbs.usps.gov/index.cfm?page=intellmailguides

   O   To understand when CSA's are needed and the specifications.

Appendix B: Mail.XML TEM Worksheet – Customer Identification

To begin the TEM process complete Section 1 and email to the usps.gov email addresses below.

When you are in TEM, complete and submit the remainder of the TEM Results Worksheet (Sections 1-4), indicating the messages you have successfully completed. This final submission is used to assess your authorization to participate in the Production environment. The *USPS* will validate upon your submission of the completed scenarios, Results Worksheet and documentation.

For Full-Service Feedback Push Method only, complete and submit Sections 1 and 2. All fields are required and include the Full-Service Data Messages Results Worksheet to be tested in TEM (Section 2). Section 1, items 14 –19, will be used to open connectivity between the USPS and a customer's push servers and end points using SSL communication. Connectivity requires at least five business days.

Email any and all sections as an attachment to the *PostalOne!* IT Data Distribution Team and the *PostalOne!* Help Desk respectively at: PostalOneITDataDistributionTeam@usps.gov and postalone@usps.gov.

Mail.XML TEM Worksheet – Customer Identification
Complete and email to Email as an attachment to the USPS: PostalOneITDataDistributionTeam@usps.gov and postalone@usps.gov
** *Indicates Required Field*

Section 1. Customer Identification

1. Name of Customer **	
2. Corporate Mailing Address **	
3. Corporate Phone Number **	
4. Primary Contact Person Name **	
5. Primary Contact Person Phone Number **	
6. Primary Contact Person Email Address **	
7. User ID (Business Customer Gateway)	
8. CRID	
9. Mailer ID (list all)	
10. Service	☐ Full-Service ☐ Basic w/ eDoc ☐ eDoc only
11. Identify Your Corporate Role **	☐ Mail Owner ☐ Mail Preparer/ Agent ☐ Software Vendor

Mail.XML TEM Worksheet – Customer Identification

Complete and email to Email as an attachment to the USPS:
PostalOneITDataDistributionTeam@usps.gov and postalone@usps.gov

*** Indicates Required Field*

12. What Mail.XML version(s) are you planning to test?	☐ Mail.XML 6.0D ☐ Mail.XML 7.0C (not applicable for FAST) ☐ Mail.XML 8.0B
13. What functionality did You Test in TEM? *Note: You Must complete a Results Worksheet for all selected functionality*	☐ FAST ☐ eDoc Full-Service Data Feedback (Check one) ☐ Push ☐ Pull
Complete items 14 –19 for Data Distribution Only	
14. SSL Certificate Available	☐ Yes ☐ No
15. SSL Certificate Provider	☐ VeriSign ☐ Comodo
16. SSL Certificate Expiration Date	
17. Web Service SSL enabled	☐ Yes ☐ No
18. Web Service Ready for Data Push	☐ Yes ☐ No
19. Web Services URL	
20. Expected Start Date for testing	
21. Software Development tools used	
22. Will you engage in specific types of mailings *(select all that apply)*	☐ Co-mail ☐ Co-palletization ☐ Non-automation piece information ☐ Mixed Mailings full-service and Basic mailpieces in the automation portion
23. Are you a registered with the Business Customer Gateway and do you have a FAST Scheduler ID?	☐ Yes ☐ No
24. Has your corporation received its Scheduler Corporate ID?	☐ Yes ☐ No If you selected 'Yes,' please enter that ID:
25. Do the Schedulers in your corporation have their Scheduler IDs?	☐ Yes ☐ No
26. Please list all the applicable Scheduler IDs for your corporation.	
27. Attach all TEM Results Worksheets	☐
28. Attach all TEM Results Worksheets Documentation	☐

Section 2. Full-Service Data Feedback Mail.XML TEM Results Worksheet

Customer CRID (item 8):

Functionality/ Messages	Date Executed / Status (*e.g. 09/18/2009 PASS*)	Evidence Attached? Yes/ No	Scenario
Push Messages 1-12			
1. Full-Service Data Quality Verification Report Notification		☐ **Yes** ☐ **No**	DD10N
2. Full-Service Data Quality Verification Report Delivery		☐ **Yes** ☐ **No**	DD10D
3. Full-Service Address Correction Notification		☐ **Yes** ☐ **No**	DD5N
4. Full-Service Address Correction Delivery		☐ **Yes** ☐ **No**	DD5D
5. Full-Service Container Visibility Notification		☐ **Yes** ☐ **No**	DD6N
6. Full-Service Container Visibility Delivery		☐ **Yes** ☐ **No**	DD6D
7. Full-Service Nixie Detail Notification		☐ **Yes** ☐ **No**	DD7N
8. Full-Service Nixie Detail Delivery		☐ **Yes** ☐ **No**	DD7D
9. Full-Service Start The Clock Notification		☐ **Yes** ☐ **No**	DD8N
10. Full-Service Start The Clock Delivery		☐ **Yes** ☐ **No**	DD8D
11. By For Conflict Notification		☐ **Yes** ☐ **No**	DD12N
12. By For Conflict Delivery		☐ **Yes** ☐ **No**	DD12D
Pull Messages 13-22			
13. Full-Service Address Correction Query Request		☐ **Yes** ☐ **No**	DD1I
14. Full-Service Address Correction Query Response		☐ **Yes** ☐ **No**	DD1R
15. Full-Service Container Visibility Query Request		☐ **Yes** ☐ **No**	DD2I
16. Full-Service Container Visibility Query Response		☐ **Yes** ☐ **No**	DD2R
17. Full-Service Nixie Detail Query Request		☐ **Yes** ☐ **No**	DD3I
18. Full-Service Nixie Detail Query Response		☐ **Yes** ☐ **No**	DD3R
19. Full-Service Start The Clock Query Request		☐ **Yes** ☐ **No**	DD4I
20. Full-Service Start The Clock Query Response		☐ **Yes** ☐ **No**	DD4R
21. Full-Service Data Quality Verification Report Request		☐ **Yes** ☐ **No**	DD9I
22. Full-Service Data Quality Verification Report Response		☐ **Yes** ☐ **No**	DD9R
***USPS* Use Only**			
Date Received			
Test Start Date			
Test Complete Date			
Comments/Issues			

Section 3. FAST Mail.XMLTEM Results Worksheet

Customer CRID (item 8):

Functionality/ Messages	Date Executed / Status (*e.g. 12/18/2009 PASS*)	Evidence Attached? Yes/ No	Scenario
1. All Delivery Appointment Closeout Request/ Response		☐ Yes ☐ No	FAST5
2. CSA Query Request/Response		☐ Yes ☐ No	FAST7
3. Delivery Appointment Cancel Create Request/ Response		☐ Yes ☐ No	FAST8
4. Delivery Appointment Cancel Request/ Response		☐ Yes ☐ No	FAST1.3
5. Delivery Appointment Create Request/ Response		☐ Yes ☐ No	FAST1.1
6. Delivery Appointment Query Request/ Response		☐ Yes ☐ No	FAST1.4
7. Delivery Appointment Shell Cancel Request/Response		☐ Yes ☐ No	FAST3.3
8. Delivery Appointment Shell Create Request/Response		☐ Yes ☐ No	FAST3.1
9. Delivery Appointment Shell Update Request/Response		☐ Yes ☐ No	FAST3.2
10. Delivery Appointment Update Request/ Response		☐ Yes ☐ No	FAST1.2
11. Delivery Content Cancel Request/Response		☐ Yes ☐ No	FAST2.3
12. Delivery Content Create Request/ Response		☐ Yes ☐ No	FAST2.1
13. Delivery Content Query Request/Response		☐ Yes ☐ No	FAST2.4
14. Delivery Content Update Request/ Response		☐ Yes ☐ No	FAST2.2
15. Partner Appointment Query Request/Response		☐ Yes ☐ No	FAST6
16. Recurring Appointment Query Request/Response		☐ Yes ☐ No	FAST4
***USPS* Use Only**			
Date Received			
Test Start Date			
Test Complete Date			
Comments/Issues			

Section 4. eDoc Mail.XMLTEM Results Worksheet

Customer CRID (item 8):

Functionality/ Messages	Date Executed / Status *(e.g.09/18/2009 PASS)*	Evidence Attached? Yes/ No	Scenario
1. Begin Combined Mailing Request/ Response		☐ Yes ☐ No	eDoc5.1
2. Bundle Detail Cancel Request/ Response		☐ Yes ☐ No	eDoc3.2
3. Bundle Detail Create Request/ Response		☐ Yes ☐ No	eDoc3.3
4. Close Mailing Group Request/ Response		☐ Yes ☐ No	eDoc2.3
5. Consolidated Periodical Statement Create Request/ Response		☐ Yes ☐ No	eDoc4.2
6. Container Bundle Report Cancel Request/ Response		☐ Yes ☐ No	eDoc3.4
7. Container Bundle Report Create Request/ Response		☐ Yes ☐ No	eDoc3.5
8. Container Bundle Report Query Request/ Response		☐ Yes ☐ No	eDoc3.6
9. Container Status Query Request/ Response		☐ Yes ☐ No	eDoc1
10. Container Update Request/ Response		☐ Yes ☐ No	eDoc3.7
11. End Combined Mailing Request/ Response		☐ Yes ☐ No	eDoc5.2
12. Mail Piece Cancel Request/ Response		☐ Yes ☐ No	eDoc3.8
13. Mail Piece Create Request/ Response		☐ Yes ☐ No	eDoc3.9
14. Mail Piece Update Request/ Response		☐ Yes ☐ No	eDoc3.10
15. Mailing Group Query Request/ Response		☐ Yes ☐ No	eDoc2.2
16. Open Mailing Group Request/ Response		☐ Yes ☐ No	eDoc2.1
17. Original Container Linkage Cancel Request/ Response		☐ Yes ☐ No	eDoc6.1
18. Original Container Linkage Create Request/ Response		☐ Yes ☐ No	eDoc6.2
19. Payment Message Query Request/ Response		☐ Yes ☐ No	eDoc4.1
20. Periodical Statement Create Request/ Response		☐ Yes ☐ No	eDoc4.3
21. Periodical Statement Query Request/Response		☐ Yes ☐ No	eDoc4.4
22. Postage Adjustment Create Request/		☐ Yes ☐ No	eDoc4.5

Section 4. eDoc Mail.XMLTEM Results Worksheet

Customer CRID (item 8):

Functionality/ Messages	Date Executed / Status *(e.g.09/18/2009 PASS)*	Evidence Attached? Yes/ No	Scenario
Response			
23. Postage Statement Cancel Request/ Response		☐ Yes ☐ No	eDoc4.6
24. Postage Statement Create Request/ Response		☐ Yes ☐ No	eDoc4.7
25. Postage Statement Query Request/ Response		☐ Yes ☐ No	eDoc4.8
26. Postage Statement Status Query Request/ Response		☐ Yes ☐ No	eDoc4.9
27. Qualification Report Create Request/ Response		☐ Yes ☐ No	eDoc3.11
28. Reconciliation Report Query Request/ Response		☐ Yes ☐ No	eDoc3.1
29. Sibling Container Cancel Request/ Response		☐ Yes ☐ No	eDoc3.12
30. Sibling Container Create Request Response		☐ Yes ☐ No	eDoc3.13

PostalOne! Help Desk Use Only
Date Received
Test Start Date
Test Complete Date
Comments/Issues

Appendix C: Test Dataset Information for Mail.XML

Users:

To access test data use the USPS-provided usernames and passwords. Three external User IDs are set up in the TEM for accessing the *PostalOne!* System for data distribution testing. Users will be issued the password and URL upon email notification from customer of readiness to enter TEM. Table 10 shows usernames, passwords and connection details (provided by the *PostalOne!* Help Desk).

User Name	Password *
poneProd8	
poneProd9	
poneProd10	

Table 11: Usernames and Passwords

* Provided by *PostalOne!* Help Desk

Locations:

A user must be linked to at least one valid company location in order to pass the authentication rules set by the system. The three company locations that are set up in the TEM environment are such that there is one for each user for testing/approval purposes. Table 11 shows the details of the companies and usernames that are associated with each test company.

User Name	Location Name	Location CRID
poneProd8	ERTET	5161503
poneProd9	TEST DEPLOYMENT LOC5	5221268
poneProd10	ABBEY LOCATION	5161545

Table 12: Location and CRID

Jobs:

In order for a customer to receive any data, *PostalOne!* System must have job related information inside the system. Three jobs are set up in the TEM environment, one for each user/location for customers to receive different types of messages/data for that particular job. These jobs can be used by customer to test different Push Type – Delivery i.e. The *PostalOne!* System pushes the data to customer when available and Notification i.e. Notify the customer that their data is available for pulling from the USPS system. The following table shows the jobs/messages, corresponding set-up information in the system.

User Name	Location CRID	Job ID	Message Name	Push Type	Push End Point
poneProd10	5161545	SACAT4v6	FullServiceAddressCorrectionDelivery	Delivery	URL provided by Customer
poneProd10	5161545	SACAT4v6	StartTheClockDelivery	Notification	URL provided by Customer
poneProd10	5161545	SACAT4v6	FullServiceNixieDetailDelivery	Delivery	URL provided by Customer
poneProd10	5161545	SACAT4v6	FullServiceContainerVisibilityDelivery	Notification	URL provided by Customer
poneProd9	5221268	SCAT12X9	StartTheClockDelivery	Delivery	URL provided by Customer
poneProd9	5221268	SCAT12X9	FullServiceContainerVisibilityDelivery	Notification	URL provided by Customer
poneProd8	5161503	SSPCAT81	StartTheClockDelivery	Delivery	URL provided by Customer
poneProd8	5161503	SSPCAT81	FullServiceNixieDetailDelivery	Delivery	URL provided by Customer
poneProd8	5161503	SSPCAT81	FullServiceContainerVisibilityDelivery	Notification	URL provided by Customer

Table 13: Job ID

Appendix D: TEM FAST Web Service Survey

This survey will be used by FAST Web Services to derive the scenarios that your corporation must execute. The testing process will assess your corporation's readiness to submit appointments in the FAST Production environment using Web Services. Please check all that apply.

Complete and eMail this survey to *PostalOne!* Help Desk postalone@usps.gov. You will be contacted by the FAST Web Services testing team.

** Indicates a required field for Scheduler Point-of-Contact Information section

Scheduler Point of Contact Information	
Name of Corporate Contact** *–Primary*	
Email Address of Corporate Contact** *–Primary*	
Phone Number of Corporate Contact **–*Primary*	
Scheduler ID *(if available) –Primary*	
Business Entity CRID *(if available) –Primary*	
FAST User ID *(if available) –Primary*	
Name of Corporate Contact** *–Secondary*	
Email Address of Corporate Contact** *–Secondary*	
Phone Number of Corporate Contact** *–Secondary*	
Scheduler ID *(if available) –Secondary*	
Business Entity CRID *(if available) –Secondary*	
FAST User ID *(if available) –Secondary*	

Registration Questions	Responses
1. Are you registered with *PostalOne!* and do you have a FAST Scheduler ID?	☐ *Yes* ☐ *No*
2. Has your corporation received its Business Entity CRID?	☐ *Yes* ☐ *No* If 'Yes,' please enter ID:
2. Has your corporation received its Scheduler Corporate ID*?*	☐ *Yes* ☐ *No* If 'Yes,' please enter ID:
3. Do the Schedulers in your corporation have their Scheduler IDs?	☐ *Yes* ☐ *No*
4. Please list all the applicable Scheduler IDs for your corporation.	
5. What specification version(s) are you planning to test?	☐ *Mail.XML 4.0* ☐ *Mail.XML 6.0D*
6. Are you a software vendor?	☐ *Yes* ☐ *No*
7. Will you be utilizing a software vendor?	☐ *Yes* ☐ *No* *If 'Yes," please enter software vendor:*

**Please Note: If you are a Software Vendor, you will be required to test all scenarios associated to the following survey questions.

Appointment Questions	Responses
1. What type of appointments will you be scheduling?	☐ Drop Shipment ☐ Origin Entry
2. If you selected Drop Shipment for Question 1, please check all mail classes your drop shipment appointments will contain.	☐ Standard Mail ☐ Periodicals Mail ☐ Package Services Mail
3. If you selected Origin Entry for Question 1, please check all mail classes your Origin Entry appointments will contain.	☐ First-Class Mail ☐ Standard Mail ☐ Periodicals Mail ☐ Package Services Mail
4. Please select the type of appointments you will be scheduling.	☐ One-Time appointments ☐ Recurring appointments
5. Please specify the appointment types you will be scheduling.	☐ Pallet ☐ Bedload ☐ Speedline ☐ Drop and Pick

6. Please specify the Mail Shape / Handling Unit combinations you will be scheduling.

	Letters	Flats	Machinable Parcels	Non Machinable Parcels	Irregular Parcels
Sacks	N/A	☐	☐	☐	☐
Trays	☐	☐	N/A	N/A	N/A
Bundles	N/A	☐	☐	N/A	☐
Parcels	N/A	N/A	☐	☐	☐

Appointment Questions	Responses
7. Please select the appropriate destination discount(s)/entry type.	☐ DNDC ☐ DADC ☐ DSCF ☐ DDU* *Appointments are not supported for delivery unit drops in FAST.
8. Will you be using Joint Scheduling?* *Joint Scheduling involves appointment scheduling between a Scheduler, Mail Preparer, and any applicable Mail Owners.	☐ *Yes* ☐ *No*
9. If you plan to use Joint Scheduling, what will be your role?	☐ Scheduler ☐ Mail Owner ☐ Mail Preparer
10. Will you be retrieving Appointment Closeout Information?	☐ Yes, as Appointment Scheduler ☐ Yes, as Mail Owner ☐ *Yes, as Mail Preparer* ☐ *No*
11. Will you be scheduling multi-stop appointments?	☐ *Yes* ☐ *No*
12. Will you be utilizing tandem trailers when creating appointments?	☐ *Yes* ☐ *No*
13. Will you use eVS (electronic Verification System) when scheduling drop shipments?	☐ *Yes* ☐ *No*

Appointment Questions	Responses
14. Will you be scheduling appointments for perishable contents?	☐ *Yes* ☐ *No*
15. Will you be leveraging Mail.dat in *PostalOne!* when scheduling appointments in FAST?	☐ Yes ☐ No
16. Will you be leveraging Mail.dat to update FAST recurring appointments?	☐ Yes, for Drop Shipment ☐ Yes, for Origin Entry ☐ No
17. Are you a MLOCR mailer?	☐ Yes ☐ *No*
18. Are you planning to participate in Full Service?	☐ *Yes* ☐ *No*
19. Do you have Customer / Supplier Agreements (CSA)?	☐ *Yes* ☐ *No*
20. Will you be querying for appointment information on behalf of another mailer?	☐ *Yes* ☐ *No*

Additional Questions	Responses
1. What is the current status of your corporation's connectivity testing with *PostalOne!* using Web Services?	☐ *Testing Completed* ☐ Testing Not Started Planned Start Date:_____
2. Please indicate if your corporation has completed Web Services testing with FAST for any TM or Mail.XML specification versions.	☐ *Completed testing for Mail.XML 4.0* ☐ *Completed testing for Mail.XML 6.0D*
3. Have you reviewed and completed The Test Environment for Mailers (TEM) Checklist & Troubleshooting guide?	☐ *Yes* ☐ *No*
4. Have you reviewed the IDEAlliance Mail.XML 6.0D or Mail.XML 8.0B Specification located on the IDEAlliance website*?*	☐ *Yes* ☐ *No*
5. Have you downloaded the Web Services Definition Language (WSDL) and authentication XML schema document and templates (XSD) or testing from the RIBBS® website?	☐ *Yes* ☐ *No*
6. Have you reviewed the Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST)?	☐ *Yes* ☐ *No*
7. What is the current status of your corporation's Web Services development?	☐ *Design* ☐ *Build* ☐ Test
8. Please provide any exceptions for testing where you do not have a business need to conduct specific appointment scenarios (e.g., creation of Shell appointments, certain classes of mail you will never process, etc).	
Internal Use Only	
Date Survey Form emailed to Scheduler:	
Date Completed Survey Form Received From Scheduler:	
Comments/Issues:	

Appendix E: WSDLs Revision History

WSDLs for PostalOne! Release 24.0.0/ Mail.XML 8.0B support in Production and TEM environments and the Push WSDLs. See new WSDLs for Release 25.9.9 Mail.XML 8.1 in next section. To download the zip files go to
http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/xmlspec/wsdls/wsdls.htm

#	Status	WSDL Description	Env	Downloadable Zip File Name
1	Jan 7, 2010 Updated	WSDL (String Type) (Mail.XML 4.0/Mail.XML 6.0D/Mail.XML 7.0C/Mail.XML 8.0B Messages) for all eDoc, FAST, and Full-Service Feedback messages for Production	Prod	MailXML-REL24-WSDL-STRING-PROD-v1.zip
2	Nov 15, 2009 No Change	WSDL (Message Type) (Mail.XML 7.0C Messages) for eDoc and Full Service Feedback messages for Production	Prod	MailXML-REL22-WSDL-TYPE-MailXML70C-OLD-PROD-v1.zip
3	Jan 7, 2010 New Feb 26, 2010 Updated and posted to RIBBS	WSDL (Message Type) (Mail.XML 7.0C Messages) for eDoc and Full Service Feedback messages for Production Message-Type WSDL for Mail.XML 7.0C with New End-Point URL for the PRODUCTION Environment. This WSDL is for the Mail.XML 7.0C development. It will be supported by the end of March 2010 and is for eDoc and Full-Service Feedback Messages. (FAST does not support Mail.XML 7.0C version).	Prod	MailXML-REL22-WSDL-TYPE-MailXML70C-PROD-v1.zip MailXML-REL22-WSDL-TYPE-MailXML70C-PROD-v2.zip
4	Jan 7, 2010 New	New WSDL (Message Type) (Mail.XML 8.0B Messages) for eDoc, FAST and Full Service Feedback messages for Production	Prod	MailXML-REL22-WSDL-TYPE-MailXML80B-PROD-v1.zip
5	Jan 7, 2010 Updated	WSDL (String Type) (Mail.XML 4.0/Mail.XML 6.0D/ Mail.XML 7.0C/8.0B) for Test Environment for Mailers (TEM), available for approval prior to getting access in production, for all eDoc, FAST, and Full-Service Feedback messages	TEM	MailXML-REL24-WSDL-STRING-TEM-v1.zip
6	Nov 15, 2009 No Change	WSDL (Message Type) (Mail.XML 7.0C Messages) for Test Environment for Mailers (TEM), available for approval prior to getting access in production, for eDoc messages	TEM	MailXML-REL22-WSDL-TYPE-MailXML70C-OLD-TEM-v1.zip
7	Jan 7, 2010 New Feb 26, 2010 Updated and posted to RIBBS	WSDL (Message Type) (Mail.XML 7.0C Messages) for Test Environment for Mailers (TEM), available for approval prior to getting access in production, for eDoc and Full Service Feedback messages Message-Type WSDL for Mail.XML 7.0C with New End-Point URL for the TEM Environment. This WSDL is recommended for 7.0C messages in TEM, will be supported by the end of March 2010 and is used for eDoc and Full-Service Feedback Messages (FAST does not support Mail.XML 7.0C version).	TEM	MailXML-REL22-WSDL-TYPE-MailXML70C-TEM-v1.zip MailXML-REL22-WSDL-TYPE-MailXML70C-TEM-v2.zip
8	Jan 7, 2010 New	WSDL (Message Type) (Mail.XML 8.0B Messages) for Test Environment for Mailers (TEM), available for approval prior to getting access in production, for eDoc, FAST and Full Service Feedback messages	TEM	MailXML-REL22-WSDL-TYPE-MailXML80B-TEM-v1.zip
9	Jan 7, 2010 Updated	Push WSDL (String Type) to be implemented by USPS Customers (Mail.XML 6.0D/ Mail.XML 7.0C/Mail.XML 8.0B) for Push Full-Service Feedback messages	CLIENT	PUSH-REL24-CUSTOMER-WSDL-STRING-v1.zip
10	Jan 7, 2010 New	Push WSDL (Message Type) to be implemented by USPS Customers (Mail.XML 8.0B) for Push Full-Service Feedback messages (Mail.XML 8.0B Messages)	CLIENT	PUSH-REL24-CUSTOMER-WSDL-TYPE08-v1.zip

There are three WSDLs that were created to support Mail.XML 8.1 specification and Release 25.0.0 requirements in TEM and Production:

#	Status	WSDL Description	Env	Downloadable Zip File Name
11	June 4, 2010	Message-Type WSDL for Mail.XML 8.1 Messages for the TEM environment (ZIP file) This WSDL is recommended for 8.1 messages in TEM, will be supported by the November 2010 and is used for Full-Service Feedback Messages.	TEM	MailXML_REL25_WSDL_TYPE_MailXML81_TEM_v1.zip
12	June 4, 2010	Message-Type WSDL for Mail.XML 8.1 Messages for the PRODUCTION environment (ZIP file) This WSDL is for the Mail.XML 8.1 development. It will be supported by November 2010 and is Full-Service Feedback Messages.	Productions	MailXML_REL25_WSDL_TYPE_MailXML81_PROD_v1.zip
13	June 4, 2010	Message-Type PUSH WSDL for Mail.XML 8.1 (ZIP file) This is the recommended Push WSDL for Mail.XML 8.1 Version. It is for Full -Service data feedback Push messages. It will be USPS-supported by November 2010.	TEM and Production	PushWSDL&XSD81.zip

Appendix F: Help Desk Questions for Full-Service ACS Troubleshooting

When a mailer does not receive Full-Service ACS as expected, the questions outlined below assist the *PostalOne!* Help Desk with troubleshooting. Mail owners should be prepared to answer all questions that apply and should contact their mail preparer to confirm the information before contacting the *PostalOne!* Help Desk. The questions are designed to help support personnel research and respond to inquiries in the fastest amount of time by capturing the appropriate information up front.

1. **Who is the mail preparer that submitted the eDoc and what are the Job Ids for which you expected FS ACS?** The help desk will use the Job Id to confirm when the job was finalized, acceptance facility, mailing dates, mail class, and mail shape with the caller.

2. **What mail owner identification was used in the eDoc to identify the mail owner?** The caller should provide the MID or CRID used to identify the mail owner. After the ticket is logged, the support team will use this information to compare this information with the mail owner identified in the By/For relationships used in the electronic documentation.

3. **What Mailer ID, Service Type codes and ancillary service endorsements were used on the mail pieces?** ACS generation is impacted by the Mailer ID and Service Type Code used in the IMB on the mail pieces as well as any ancillary service endorsements printed on the mail pieces.

4. **How were you trying to access the data?** Multiple mechanisms exist to access FS ACS. In order to troubleshoot, the following information is required:
   - How was the mail owner trying to access the data (online PostalOne! report, push, pull)?
   - Which user / user Id was attempting to log in to view ACS?
   - Was third party data distribution set up for the mail owner? If third party data distribution, what was the MID or CRID of the entity to receive ACS feedback?
   - Is the job visible in the mail quality report? What errors were noted?